



## **Happy Child International UK**

### **General Manager**

### **Job Description**

#### **What we do**

Happy Child International is a Christian Charity working to guarantee the rights of children and teenagers and has as its mission to rescue, rehabilitate street children and children at risk and reintegrate them back into their families and communities. Over the last 21 years 10,500 children have been rescued, cared for and returned to their families or adoptive families in Brazil. Happy Child centres offer provisional full-time integrated care and protection for children and adolescents who were subject to violence and/or their lives were endangered, and placed into emergency safe care. See [www.happychild.org](http://www.happychild.org)

- 100% of the children are reintegrated back into education
- 95% are reintegrated back into their families
- 5% are adopted or remain with Happy Child until they have an education and vocational training and a job.

Happy Child operates in Belo Horizonte and Recife, **Brazil**, and Lubango, **Angola**.

Happy Child runs 14 centres in two cities in Brazil, Belo Horizonte and Recife, as well as in Lubango, Angola. Since 2011, the operations in Belo Horizonte achieved 100% local funding and are now self-sustaining.

Happy Child transforms lives through providing:

- **Prevention** work in the poorer communities
- **Rescue** work from the streets and places of abuse
- **Rehabilitation** work its project homes

**Reintegration** back into family; education; the work place and society

#### **The Post of General Manager**

Happy Child is a Christian charity that for the past 21 years has focused on street children in Brazil. It is about to enter a new phase, campaigning globally for children, which will be led by the current CEO and Founder. As she moves on, her role overseeing the main current

project in Recife in Brazil and the UK-based fundraising initiatives needs to be filled and this will be the responsibility of the new General Manager.

The General Manager would be accountable for the overall management of the UK charity, and the establishment of a sustainable charity in Recife.

The individual would take on full leadership, direction and management of the charity keeping in mind the key aims and fundraising responsibilities. They will be responsible for both the day to day running of the charity and overseeing all strategy planning and target income expected.

Key responsibilities:

- Manage a small team of employees, consultants and volunteers, including full responsibility for recruitment, training and performance reviews.
- The implementation and management of existing and future fundraising initiatives, including both short term improvements and long-term innovations.
- The role will involve taking complete ownership for the website and online communications of the charity including social media.
- Assist the team to identify, contact and then develop relationships with potential new, major donors to strengthen the fundraising side of the organisation.
- Monitor income and make proposals for action where necessary.
- Liaise with the Chair of the board, schedule board meetings, prepare agenda, collate reports and attend board meetings.
- Develop and maintain a thorough knowledge of the UK charity and philanthropy sectors.
- Represent the charity externally, develop new key relationships and promote the work at every opportunity.
- Liaise with the leadership in Recife, Brazil (in Portuguese)

**The immediate priorities are three-fold:**

1. The implementation and completion of the project in Recife in the NE of Brazil. This will involve working with the local team in Recife as well as with local government and other organizations.
2. The UK fundraising work. There is a committed donor base and an event plan – both will need new focus and energy.
3. Leadership of the staff and volunteer team spanning the above two priorities.

The role will report to a Board of Directors chaired by John Doddrell and including a Treasurer

**Terms and Conditions**

- Salary: On application
- Location: Leatherhead, Surrey
- Job Type: Permanent - 4 days a week
- Sector : Charity

## **Interviews**

Week beginning 15<sup>th</sup> June 2015

## **Application**

- **Include CV**
- **Send to [valerie.mcnally@happychild.org](mailto:valerie.mcnally@happychild.org)**
- **Closing date: 3rd June 2015**
- **For further information please contact [valerie.mcnally@happychild.org](mailto:valerie.mcnally@happychild.org)**

## **Person Specification**

The new GM will need to have a good knowledge of and passion for Brazil and a heart for its street children and their families. They will also need to have the energy and fresh ideas to lead/partner the project team in Recife as well as the small UK staff team (and volunteers) who facilitate the fundraising efforts.

## **Key skills and knowledge required**

- Knowledge of Brazil and proficient in Portuguese language
- Relationship-building - internal and external at both operational and senior level
- Operations and project management experience and good interpersonal skills
- Fundraising experience
- Financial and budget management
- Line-management including recruitment, performance reviews, and general HR responsibilities
- IT literate with good oral and written communications

This is an exciting opportunity to join a meaningful charity at a time of change and growth. There is a real opportunity for the right person to make their mark and to build upon strong established foundations, making a real difference to children at risk.