



VACANCY
EXECUTIVE DIRECTOR
FULL-TIME FIXED TERM TO 31 MARCH 2025

Background

Equals is a non-governmental organisation working to promote human rights and sexual reproductive health, strengthen community engagement and capacity, and ensure stigma free access to services for the LGBTQ+ community in Barbados. We strive to achieve this through provision of services, community empowerment, sensitisation and education, and rights-based advocacy.

Since 2017, Equals has provided confidential and stigma free services in sexual reproductive health, general health, and mental health to over 500 LGBTQ+ identifying individuals. These services have been made available at a community site, which is also accessible to community members outside of clinic hours as a safe space where they can exist freely, utilising various facilities such as access to computers, kitchen amenities, and storage as well as socialising with other members of the community. Equals also provides safe spaces for the community through various activities, such as educational workshops, support groups, partnering with local bars to host LGBTQ+ friendly events, and hosting various Balls throughout the year.

The Role

This is an exciting opportunity for a passionate and dynamic mid-level operational management or advocacy professional to join a small, creative, and influential NGO in providing services, information, tools, and safe spaces to LGBTQ+ people that will improve their standard of living in a society that stigmatises and discriminates against them.

The Executive Director will be responsible for the effective planning, monitoring and delivery of all of the organisation's activities and initiatives, including HIV/STI services, project activities, social events and advocacy endeavours. They will oversee all of the organisations staff and be the point person and main representative of the organisation

The Executive Director will report to the Equals Board of Directors.

Key Responsibilities:

Organisational Management

1. Be responsible for leading the Organisation's day-to-day operations in a manner that supports and guides the Organisation's mission as defined by this Constitution
2. Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
3. Be responsible, with the aid of the Treasurer, for submitting to the Board of Directors, a proposed annual operations budget and monthly financial statements, which accurately reflect the financial state of operations of the Organisation.
4. Be responsible for fiscal management of the operations of the Organisation that generally anticipates operating within the approved budget, ensures maximum



- resource utilisation, and maintenance of the Organisation in a positive financial position.
5. Be responsible for fundraising and developing other resources necessary to support the organisation's mission.
 6. Have overall responsibility for the implementation of projects, programs and activities that carry out the Organisation's mission.
 7. Be responsible for strategic operations planning to ensure that the Organisation can successfully fulfil its Mission into the future.
 8. Be responsible for the enhancement of the Organisation's image by being active and visible in the community and by working closely with key external stakeholders such as professionals, other civil society organisations, government entities and departments, and private organisations.
 9. Be responsible for the effective management, oversight and administration of the Organisation's operations.
 10. Be responsible for the recruitment and retention of competent, qualified staff.
 11. Be responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the Organisation.
 12. Establish employment and administrative regulations, policies and procedures for all operations functions.
 13. Serve as the Organisation's primary spokesperson to the Organisation's members, constituents, key external stakeholders, the media, and the general public.
 14. Establish and maintain relationships with various organisations throughout Barbados, regionally and internationally, and utilise those relationships to strategically enhance the Organisation's Mission.
 15. Review and approve contracts for services and employment contracts .
 16. Prepare and present an annual report on the operations of the Organisation at the Annual General Meeting.
 17. Perform duties assigned by the Board of Directors.

Skills and Competencies

We are looking for someone with demonstrable experience working in a relevant sector in an international context who can demonstrate;

Experience with:

- Management of a site that provides services to clients, including planning and supervising the execution of the services.
- Successful management of safeguarding considerations, especially as relating to vulnerable adults.
- Management of confidential information of clients.
- Working with a marginalised population.
- Working directly with clients, including mitigating and diffusing conflict.
- Planning and successfully delivering projects, programmes or campaigns relating to human rights or social change.
- Working in cross-cultural environments with a range of partners with different backgrounds and at different levels.
- Activity-based budget development, management and reporting



- Commissioning and managing the work of consultants/technical assistance components.
- Developing results frameworks/log frames or other reporting frameworks and supporting the identification and gathering of appropriate evidence.
- Writing proposals for grant funding as well for unsolicited sources of funding.

Knowledge and understanding of:

- How a human rights organisation operates in a local and regional context
- The root causes of exclusion, especially with regard to LGBT+ people, from a development and/or human rights perspective.
- Intersectionality and how intersecting identities impact the lives of, and social issues faced by LGBTQ+ people
- HIV and STIs, and provision of PrEP and ART.
- The diversity of the LGBTQ+ community and how stigma and discrimination affect their physical, mental, and social economic wellbeing.
- Monitoring and Evaluating practices.
- Risk management and mitigation, relating to both activities and finances.
- Programme/project management methodologies
- Managing grant funding to a high standard and in line with contractual obligations
- Analysing data/inputs and writing detailed and evidence-based narrative and financial documents (including reports) to a high quality
- Microsoft Office Suite and/or G Suite programmes, to an advanced level.

Personal qualities/skills

- Commitment to Equals' mission to advance the human rights and wellbeing of LGBTQ+ people.
- An open, adaptable and detail-oriented approach to delivering high quality services in collaboration with others.
- Excellent written and oral communication skills, and able to convey complex issues to audiences with differing levels of knowledge.
- Strong interpersonal skills, confidence working as part of a team and a proven track record of effective stakeholder relationship management.
- Good time management and problem-solving skills.
- Willingness to "pitch in" and support colleagues outside the parameters of the job description where necessary.
- Flexible working hours (opening hours of the community site are dependent on the times services are provided).
- Own vehicle a plus.

Terms and Conditions

- This role is full time, on a fixed-term basis until 31 March 2025 (with possibility of extension contingent on funding).
- The salary is \$36,000 p.a.
- The post-holder is entitled to standard annual leave plus bank holidays.
- The post-holder will be managed by the Organisation Chair.
- The post-holder will be based out of The Safe Space, Wildey, St. Michael.



- Standard of 40 hours of work a week, actual times are agreed on between the Site Manager and the Executive Director, with possible requirement to work very occasionally additional hours (which will accrue Time Off In Lieu).
- The post-holder must possess the right to live and work in Barbados for the period of the contract.
- Start date: May 1st 2024.

How to apply:

Email your CV and a two-page maximum covering letter explaining:

(i) your interest in the role of Executive Director, and

(ii) your relevant experience as per the skills and competencies outlined above.

to info@equalsbarbados.com with the title **Application: Equals Executive Director**

If you have any queries relating to your application, you can also use this email, titling your communication: "Vacancy: Equals Executive Director".

Closing date: 15 April 2024. Interviews: via Zoom, week commencing 22th April 2022.