



National Director - Northern Ireland
Information Pack

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Introduction

Thank you for your interest in joining the team at The Leprosy Mission Northern Ireland.

The Leprosy Mission (TLM) is the world's largest leprosy-focused organisation, a pioneer in our field, with over 150 years' experience serving people affected by this disease.

We are a leading international development charity, working in nine countries across Africa and Asia. We are Christ-centred, following His leading to defeat leprosy and transform lives.

Working in partnership with other TLM national offices around the world, we seek to bring transformation, hope, healing and justice to the many thousands of people affected by leprosy in the countries where we work.

We are looking for an inspirational leader who will guide our efforts in Northern Ireland, ensuring that the strategic goals of TLM are met with excellence and integrity.

This individual will act as a key liaison between the Northern Ireland office and our international partners, ensuring that our collective mission to combat leprosy is carried out effectively.

The successful candidate will have the opportunity to shape the strategic direction of a longstanding and highly regarded Christian charity to change the lives of people affected by leprosy.

We are working with our recruitment partners Engage on this search and selection exercise, and they will be delighted to field any queries you might have in the first instance.

If this sounds like an exciting opportunity to you and you have the experience and skills that we need in our National Director, we look forward to welcoming your application.

Judith Carson
Chairperson



Who we are

The Leprosy Mission Northern Ireland (TLMNI) is part of a [Global Fellowship](#) of 27 member countries with 1,900 staff, who work to support over 180 community projects, 16 hospitals and 3 research centres around the world. TLMNI's purpose is to increase prayer support, awareness and understanding of leprosy and to raise the resources required to fund projects within the global fellowship.

The organisation was founded in 1874 by Wellesley Bailey, a young Irishman from Abbeyleigh Dublin, who saw the devastating effects of leprosy, for the first time when he was in India, and was appalled. Help for people with leprosy was unheard of at the time. Wellesley, and his wife Alice, upon their return to Ireland, were determined to do something about it. Over 5 million people in our world today are affected by leprosy.

We seek to do everything we can so that children can be born into a world without being at risk of leprosy because it is no longer being transmitted; anybody affected by leprosy can enjoy fullness of life; and there is inclusion, and not discrimination, for people affected by leprosy. The principal focus of the mission, to raise awareness and funds to support and develop programmes overseas, has not changed.

Following the example of our founders, we are committed to showing the love of Christ to those affected, and to defeating the power of leprosy. Our strategy and all our operational activities are centred on Christ.

Reading this online?

Watch the video below to learn more about TLM.



What we do

We work with people of all faiths and none to bring about the defeat of leprosy and transformation in the lives of people affected, partnering with the local church and other stakeholders such as our valued supporters, and local, national and international governments.

The Leprosy Mission is dedicated to ending leprosy and transforming lives through curing, caring for and restoring leprosy-affected people, families and communities. We work in partnership with the communities that are affected by leprosy, giving them a voice so that what we do is always led by them.

TLMNI supports projects in five countries in Africa and Asia that are transforming the lives of people affected by leprosy.



India



Ethiopia



Nigeria



Nepal



Bangladesh

Zero Leprosy Transmission

Globally, we have an ambitious targeted goal of Zero Leprosy Transmission by 2035 which links with our two other focus areas, working towards Zero Leprosy Disability and Zero Leprosy Discrimination.

There are 704 districts, with high rates of leprosy prevalence, in 18 countries where The Leprosy Mission works.

To interrupt transmission, it is vital we target these areas and adopt an approach that combines multiple tactics. Local government ownership to detect and provide treatment is required to ensure the breadth of reach needed; we therefore prioritise providing technical support and identifying ways to promote health system integration where possible.

Globally, we have a leading role to play in tackling the decline of leprosy expertise and will identify ways to do this, including new technology options for supporting primary and secondary healthcare workers.

The Leprosy Mission also has a strong record in leprosy research utilising field presence to develop, investigate and trial research innovations related to reducing transmission, early diagnosis, monitoring relapse, antimicrobial resistance and MDT reactions.



In order to play our part to realise our global vision, TLMNI has three Strategic Aims:

- To be an active enabler of Zero Transmission by 2035, Zero Disability and Zero Discrimination
- To increase funding to projects and research in support of the three zeros
- To participate fully in TLM Global Fellowship

TLMNI will seek to partner with others and intentionally invest in three key Strategic Priorities:

ENGAGE:

- Increase awareness about this cruel disease

ENABLE:

- Increase funds that will enable positive transformational change in the lives of those affected by leprosy, and ultimately see an end to the disease in our lifetime

EXCEL:

- We will seek to deliver all our activities to the highest ethical and professional organisational standards

How we're organised

The Leprosy Mission Northern Ireland has a small staff team of six based in Lisburn.

While each member of the team has specific responsibilities, managing different functions of what we do, we also regularly collaborate and support each other to ensure that we maximise our efforts to help cure, care for and restore people affected by leprosy in our five partner countries and are active members of The Leprosy Mission Global Fellowship.



Strategy

If you're reading this online, you can access the full strategy [here](#).

Our Christian identity is at our very core and inspires us in all we do. Our mission statement calls us to bring about transformation – and we seek to enable this through caring and promoting wellbeing for body, mind and spirit. Our approach to all people, especially those we work with, will be like Jesus – full of compassion and love, but also with a holy anger to injustice and oppression.

We believe that God is calling us to be His instrument in bringing new life to those affected by leprosy and to those at risk of being affected by the disease in years to come - to reclaim and take back that which the thief has stolen.

Together, we are the largest player in the fight against leprosy and we share the following Vision, Mission and Values:

VISION

Leprosy Defeated, Lives Transformed.

MISSION STATEMENT

Following Jesus Christ, The Leprosy Mission seeks to bring about transformation; breaking the chains of leprosy; empowering people to attain healing; dignity and life in all its fullness.

OUR VALUES

Our values underpin the work of TLMNI describing how we behave as individuals and carry out our work. As we follow Jesus Christ, we value Compassion, Justice, Integrity, Inclusion and Humility.

Financials

Here is a snapshot of our latest published financial accounts at December 2023. You can click on the links below to access the last three years full annual reports.

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<u>Income and endowments from:</u>							
Donations and legacies	3	620,240	42,031	662,271	448,030	219,188	667,218
Charitable activities	4	-	120,916	120,916	-	86,950	86,950
Other trading activities	5	34	-	34	939	-	939
Investments	6	2,998	-	2,998	2,188	-	2,188
Other income	7	1,800	-	1,800	1,800	-	1,800
Total income		625,072	162,947	788,019	452,957	306,138	759,095
<u>Expenditure on:</u>							
Raising funds	8	92,206	-	92,206	91,754	-	91,754
Charitable activities	9	530,113	153,286	683,399	560,438	131,693	692,131
Other	14	357	-	357	-	-	-
Total expenditure		622,676	153,286	775,962	652,192	131,693	783,885
Net gains/(losses) on investments	15	23,768	-	23,768	(41,846)	-	(41,846)
Net incoming/(outgoing) resources before transfers		26,164	9,661	35,825	(241,081)	174,445	(66,636)
Gross transfers between funds	23	9,471	(9,471)	-	-	-	-
Net movement in funds		35,635	190	35,825	(241,081)	174,445	(66,636)
Fund balances at 1 January 2023		753,123	243,200	996,323	994,204	68,755	1,062,959
Fund balances at 31 December 2023		788,758	243,390	1,032,148	753,123	243,200	996,323

		2023		2022	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	17		268,774		277,581
Investments	18		308,626		283,987
			<u>577,400</u>		<u>561,568</u>
Current assets					
Debtors	19	17,972		17,054	
Cash at bank and in hand		477,899		451,105	
		<u>495,871</u>		<u>468,159</u>	
Creditors: amounts falling due within one year	20	<u>(41,123)</u>		<u>(33,404)</u>	
Net current assets			454,748		434,755
Total assets less current liabilities			<u>1,032,148</u>		<u>996,323</u>
Income funds					
Restricted funds	22		243,390		243,200
<u>Unrestricted funds</u>					
Designated funds	24	286,600		270,000	
General unrestricted funds		<u>502,158</u>		<u>483,123</u>	
			788,758		753,123
			<u>1,032,148</u>		<u>996,323</u>

Annual Accounts December 2023

Annual Accounts December 2022

Annual Accounts December 2021

Meet the Board

Chairperson - Miss Judith Carson

Judith has served on the board since 2019, and before that served as a volunteer speaker since 2007. Judith has a big heart for those affected by leprosy and has been on a number of missions trips with The Leprosy Mission. She wants to serve and contribute her gifts and skills to see leprosy defeated and the lives of those affected by leprosy to be transformed. Judith works with adults with learning disabilities and is a worship leader and Girl's Brigade Captain in her local Church.

Honorary Treasurer – Mr Jim Caples

Jim has a breadth of experience working in finance in the charity sector in Northern Ireland and in the developing world, including roles in Sudan, South Sudan and Pakistan. He is a qualified accountant and hopes to use his experience and learning, to date, to benefit TLMNI. He hopes to explore new avenues of funding as well as build upon current income streams. He loves how your money goes further to help the poorest of the poor in the developing world where people are living on as little as \$2 per day. Jim believes it's a privilege to be part of a Christian charity where individuals from different denominations across Northern Ireland are working in harmony for the greater good.

Rev Peter Hilton (Vice-Chairperson)
Mrs Fiona Davidson
Mr Mark Noble
Miss Helen Johnston
Mr Roy Marshall
Mrs Jane Willcocks



Job Description

Job Title:	National Director – Northern Ireland
Reporting to:	Chairperson
Responsible for:	Five members of staff
Salary Package:	£49,590 and 10% employer pension contribution
Holiday Entitlement:	25 days plus statutory days
Hours of work:	37.5 hours per week
Contract:	Full time permanent
Probationary Period:	Six months
Location:	Lagan House, 2a Queens Rd, Antrim, Lisburn BT27 4TZ
	Hybrid working is available, but during the probationary period, the successful candidate will need to be on-site at the Lisburn office.
	International Working & Travel: Travel requirements vary, but typically involve no more than 10-15 working days outside of Northern Ireland per year.

Main Purpose of the Job

To work closely with TLMNI Board to provide spiritual and professional leadership, devise, develop and implement strategies that reflect their vision while ensuring that TLMNI's values, aims and objectives are met. This includes a responsibility to:

- Establish the strategic vision and direction, working closely with the Board of Trustees.
- Translate the strategic vision into operational objectives, policies, and budgets.
- Successfully implement operational, fundraising and programme delivery objectives.
- Provide spiritual leadership and role model a Christian ethos and values.

- Lead the wider staff team in the delivery of objectives.
- Ensure continuity of fundraising income, whilst seeking new sources of funding.
- Manage income, expenditure, budgets, financial reporting and define and monitor risk.
- Represent TLMNI externally in the media, and with donors and key stakeholders.
- Liaise with TLM International (Brentford, UK).
- Work with members of the TLM Global Fellowship in the Implementing Countries responsible for the research programmes and implementation of the Global strategy.
- Provide project evaluations for institutional funding, together with implementing countries.
- Ensure safeguarding policies and procedures are maintained and reporting of incidents.

Dimension and Limits of Authority

Overall responsibility for ensuring that current levels of remittance to the global fellowship are maintained whilst seeking new methods for increasing income in future.

Strategic Planning and Governance

- Work with the Chairperson and the Board of Trustees to ensure that the Board functions effectively, setting the values, ethos, vision, mission, strategic objectives, and strategic priorities for TLMNI in agreement with the Board of Trustees.
- Develop and implement the Board's strategic plan in line with policies such as reserves, risk assessment (bearing in mind legal and Charity Commission requirements).
- Ensure that TLMNI is led and managed effectively, identifying current and future issues (internal and external) that affect the work of the Mission and alerting the Board as appropriate including recommendations for change and development.
- Ensure all management policies, decisions, and work support the vision, mission, values of TLMNI and to ensure it is focused on achieving its strategic priorities.
- Explore and develop new strategies for securing future funding and resources supporting TLMNI's global projects and programmes.
- Ensure that TLMNI fulfils all its legal, statutory, and regulatory responsibilities.

- Ensure the Board receives all the necessary advice, guidance and information on matters relating to current performance, the long-term future of the charity, regulatory and legal compliance, and other appropriate issues; making sure that such advice, guidance, and information are timely, balanced, and relevant.
- Work closely with the Board to ensure that it has the appropriate skills set required to properly govern the affairs of the charity and can access relevant external professional advice and expertise.
- Work with the Chair to ensure that trustees receive appropriate introduction, induction, advice, information, and training (both individual and collective).

Operations, Leadership and Management

- Responsible for the day-to-day management of the organisation and ultimately responsible for business operations.
- Responsible for the delegation of tasks within the organisation.
- Continuously develop personal knowledge and understanding about Leprosy, both at the individual level and in the context of developing human rights for future strategic programme planning.
- Provide spiritual leadership to all staff, ensuring that TLMNI's Christian culture and ethos are lived out through every aspect of the work.
- Lead, inspire and motivate TLMNI's employees and volunteers.
- Nurture, develop and maintain a professional working environment that attracts and retains its best employees and volunteers.
- Ensure that TLMNI has appropriate employment and pay policies and that all staff receive regular appraisals and are encouraged to realise their full potential.
- Have overall responsibility for income generation and funding through sustainable and reliable income streams via government agencies, institutional donors, public donations, trusts and high net worth partnerships and collaborations.
- Ensure the organisation has appropriate systems and controls in order to have an oversight over organisational performance.
- Analyse, and present to the Board regularly, the risk factors inherent in the operational activities of the Mission.
- Be accountable to the Board of Trustees for the effective management of TLMNI.
- Constantly looking for new ways and opportunities to improve and strengthen the work of Leprosy Mission.

External Relations, Marketing and Fundraising

- Continually monitor the external environment for changes that may affect TLMNI and to report such developments to the Board, and where necessary take corrective action.
- Raise the profile of Leprosy and TLM's dedicated focus on the disease so that it becomes a natural destination for donations.
- Be actively involved in the work of the global fellowship and represent TLMNI's position and vision with the TLM global partnership to facilitate agreed outcomes at project level.
- Work with TLMNI staff, and including other National Directors / Country Leaders, establish and maintain TLMNI's position within the TLM global partnership, as a significant positive contributor.
- Establish and maintain relationships with national governments and non-government organisations, and Christian and non-Christian groups, to speak on behalf of those affected by leprosy and disability.
- Ensure that our income is maintained at agreed levels and new income streams are identified.
- Represent TLMNI at appropriate events, developing links to generate awareness of TLMNI.
- Keeping up to date with developments in the field of church, missions, and development cooperation.
- Be aware of political or policy changes that affect TLMNI's plans and strategies, recommending action to the Board.
- Seek opportunities to expand the organisations activities.

Financial Planning and Risk Management

- Recommend a financial policy framework for endorsement by the Board to ensure that TLMNI remains financially viable and meets current regulatory requirements.
- Report to the Board in relation to the overall financial health of TLMNI including developing, overseeing, and monitoring an effective programme of income generation.
- Responsible for TLMNI meeting its financial objectives, budgets and agreed financial policies and ratios.
- Draw up an annual business plan and budget to assist in the financial planning of the Board.
- Ensure risk analysis is carried out when taking on new work or proposing new work to the Board.
- Ensure the appropriate risk management framework and systems are in place and maintained.

Person Specification

The National Director of TLMNI will be a committed Christian with dynamic and inspirational leadership capabilities, strong business acumen, and experience in a charity or mission, business, or development organisation.

Essential Criteria

- A committed Christian, actively involved in a congregation, able to exercise spiritual leadership within TLMNI.
- Post-graduate qualification or equivalent experience in business, charity, mission, or development disciplines.
- At least five years of successful strategic fundraising and resource generation experience in business or charity.
- Experience of living and working in developing countries, or a strong understanding of the cultures and realities of daily life in such countries.
- Proven leadership, team-building skills, and ability to inspire and communicate a compelling vision.
- Strong financial acumen, with experience in creating financial sustainability through diverse income streams.
- Dynamic, creative, and able to inspire others through public speaking, including church and organisational engagements, and media appearances as required.
- Strong communication, emotional intelligence, and intercultural sensitivity.
- Willingness to undertake frequent speaking engagements and limited international travel as required.
- Excellent written communication skills and financial acumen.
- IT literate.
- Flexible to work unsocial hours as required.
- Access to a car or other suitable form of transport to enable travel throughout Northern Ireland.

Desirable Criteria

- Experience and understanding of working with volunteers.
- Working knowledge of charity law, company law, and employment law.
- Experience in media relations and public communications.
- Member of a relevant professional body.
- Experience working with a board and understanding charity governance.

Occupational Requirement

TLMNI is an explicitly Christian charity, and part of the National Director's role is to represent the Mission's cause and ethos to external audiences, to provide Christian leadership and to inspire churches and individual Christians to pray for the Mission's work. There is therefore a genuine Occupational Requirement for the postholder to be a practicing Christian.

Safeguarding statement

All roles within TLMNI are required to actively respect, support and promote the safeguarding of staff, volunteers, and beneficiaries and in particular children, young people, and vulnerable adults, ensuring policies and procedures are followed and observed at all times.

TLMNI has a zero-tolerance policy towards any abuse, neglect, and exploitation to all people. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. The postholder must sign, be familiar with, and comply with all TLMNI organisational policies, including the Safeguarding Children & Vulnerable Adults Policy and procedures.



How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Wednesday 11 December 2024**. Applications should be made by email to: apply@engageexec.co.uk

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

The Leprosy Mission NI is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998, it is an occupational requirement that TLMNI's National Director is a committed Christian in full agreement with its Christian ethos.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Wednesday 11 December 2024

First Interviews

Tuesday 17 and Wednesday 18 December 2024

Second Interviews (may include a seen or unseen task)

Thursday 9 and Friday 10 January 2025

Final Interviews

Thursday 16 or Friday 17 January 2025 TBC



Please address any enquiries relating to the advertised position, and your submission, to The Leprosy Mission NI's recruitment partners:



Patrick Minne
Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

The Leprosy Mission NI

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Lisburn
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Email: info@tlm-ni.org

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