

## **FBC DIRECTOR – JOB DESCRIPTION**

This exciting role sits at the heart of Franco-British relations. It would suit a self-starting individual who wants to:

- Deliver programmes linked to the bilateral relationship;
- Lead on fundraising and representing the Council externally; and
- Contribute to the growth of the Council.

The role will report to the Chair of the Council, meet quarterly with the Trustees, and meet with French Trustee counterparts.

### **1. Deliver Programmes (65%)**

The Council runs four key programmes linked to the Bilateral relationship:

#### **(a) Young Leader Programme (YLP)**

Launched in 2016, the annual YLP brings together 40 talented individuals from France and the UK for a four-day residential programme. This is complemented by structured events throughout the year and a smaller Local Leaders Programme supporting younger leaders from less advantaged backgrounds.

Your role will be to ensure the successful delivery of this programme, including the event management, recruitment of candidates, logistics, liaising with the respective embassies and keeping the alumni network active. Programme objectives are set by an FBC committee. You will be supported by a part-time assistant.

#### **(b) Defence Conference**

This event brings key stakeholders from Government and the private sector together for a two-day annual seminar.

Your role will be to ensure the successful delivery and reporting processes for this programme. The Conference will be organised by an external consultant. Programme objectives are set by an FBC committee.

#### **(c) Energy Conference**

The FBC aims to hold its first energy conference in 2019. Your role will be to assist in the creation of the programme, and to ensure appropriate reporting processes are in place and to ensure ongoing delivery from year to year. Programme objectives are set by an FBC committee that you will help create.

#### **(d) Entente Cordiale**

To co-ordinate with the French Embassy in London in the recruitment and running of the scholarship scheme.

### **2. Fundraising and external representation (20%)**

The above programmes require fundraising and strong stakeholder management. Your role will be to work with FBC Trustees to deliver on fundraising targets and to ensure relations with partners are efficiently managed.

### **3. Strategic implementation and Reporting (15%)**

The role will also oversee the implementation of the Council's strategic vision for the next three years and deliver on all legal / accountancy requirements of the Charity. There will also be quarterly trustee meetings to report back on delivery.