



Co-director responsibilities

At Otesha, we are a small, dynamic and fast-paced team. We value everyone's opinion equally and this is reflected in our decision-making processes and flat structure. Organisational responsibility and administrative work are shared across the team and we work collaboratively. The co-director team reports to the Board of Trustees.

As a co-director of The Otesha Project UK you share overall responsibility for the organisation with the other co-directors. This includes responsibility for:

- financial viability of the organisation
- maximising fundraising
- setting strategic direction and ensuring Otesha continues to act effectively upon its aims and mission, remaining true to its values
- human resources and effective internal management
- ensuring compliance with all legal duties

Although these organisational responsibilities rest with the whole co-director team, each co-director takes responsibility for the coordination and/or delivery of specific areas and functional roles to ensure accountability and smooth running of the organisation. We aim for core responsibilities to take 0.5 days a week, however this may vary.

It is essential that co-directors are able and willing to work collaboratively. It will be necessary to support other co-directors with their responsibilities as required, and work across programmes. Our office is a shared, community workspace in Hackney. In return for use of the space we contribute to hosting the space for residents to use and run workshops and events for the local community.

In addition to the specific responsibilities assigned to each co-director, co-directors are also required to:

- actively participate in regular team meetings, events and training
- attend board meetings as required (evenings)
- participate in quarterly strategy sessions (weekends)
- help continually develop an innovative and effective team structure that reflects our ethos

The Otesha Project is an equal opportunity organisation and we value the different expertise and diversity of our employees. We strive to make our programmes as accessible as possible and will work with committed individuals to ensure participation. We do not discriminate on the basis of ethnicity, place of origin, class, citizenship, system of belief, gender, sexual orientation, language, marital status, family status, physical and/or mental disability. All employees will be chosen on merit.