
Executive Director Job Description

Role outline:

Job title: Executive Director

Salary: £60,000-65,000, based on experience

Reports to: Chair of Trustees, ASSTC and Rector, All Souls Langham Place

Hours: 35 hours/week, with some evening and weekend working

Annual leave: 25 days + bank holidays

Time period: Permanent contract

Probationary Period: 4 months

Location: All Souls Clubhouse, 141 Cleveland Street, London W1T 6QG

About All Souls Serve the City

All Souls Serve the City (ASSTC) is a Westminster-based charitable incorporated organisation (CIO) that is on mission to serve those in our area who are isolated, overlooked, and exploited, bringing the message and ministry of Jesus. The charity was formed in January 2021 to consolidate a number of ministries that developed from within the All Souls Clubhouse and All Souls Church, a diverse, multi-generational, vibrant congregation of 65+ nationalities in central London with a heart to reach the city and the nations for Jesus.

The charity effectively functions as the local expression of All Souls' commitment to [gospel-centred holistic mission](#) in London itself and especially in our local parish, complementing the global dimension of All Souls' world mission projects and partners.

This is an exciting time to be coming on board. We have just completed year one of an ambitious three-year strategy that builds on the success of our ministries and sets out six strategic goals. A common thread across all our ministries is the theme of Christian befriending. We are seeking, therefore, to appoint a dynamic individual to the role of Executive Director, who can take the lead in providing strategic leadership to develop a consistent befriending model across the ministries, and then lead the process of embedding this model into each ministry in a winsome, sensitive and strategic way.

Find out more:

All Souls Serve the City at www.asstc.org.uk ; All Souls Church at www.allsouls.org



The Role

Purpose: Provide strategic leadership across ASSTC's ministries to embed a consistent gospel-centred befriending model that strengthens service delivery and community impact.

This role ensures the charity's vision and values are effectively translated into action through management, advocacy, and operational excellence within a diverse church and urban context.

Main Accountabilities include:

Governance

- Uphold the highest standards of governance, ensuring compliance with all legal, regulatory and ethical requirements for charities. Work closely with the trustees and senior team to ensure this is in place.
- Attend regular trustee meetings to report on governance and policies and support the Board of Trustees in fulfilling their oversight responsibilities, providing timely and accurate information to ensure informed decision making.

Strategic Leadership

- Oversee the implementation of the next two years of the strategic plan, and execute the future vision for ASSTC beyond that by setting its direction (together with the ASSTC staff and board).
- Ensure alignment of the individual ministry objectives with the charity and church's priorities.
- Ensure a holistic gospel-centred local mission foundation and ethos across all ministries within the staff team, with volunteers, with guests/clients.
- Represent ASSTC within the broader church context, consulting in decision making, and potentially leading occasional Sunday services, if/when asked by the Rector.

Management

- Continue to build a cohesive team and create a flourishing environment for all at ASSTC. Lead recruitment, performance management, and workforce development to create a motivated and skilled team.
- Lead financial planning and risk management, ensuring robust internal controls, compliance, and long-term sustainability. Oversee budgeting, financial reporting, forecasting, and fundraising position.
- Promote a safe and inclusive culture by embedding safeguarding principles in all activities, proactively modelling best practice, and working in partnership with the Safeguarding Officer to ensure policies, procedures, and concerns are effectively understood, communicated, and followed.
- Ensure systems, processes, and infrastructure are fit for purpose and support effective delivery across all ministries.
- Collaborate with Parish Central Services, led by the Director of Operations and the Head of People and Culture, in ensuring that service delivery aligns with agreed standards and that a collaborative culture where resources are shared effectively is consistently fostered.

Advocacy and Communication

- Develop and lead advocacy strategies that raise awareness of the needs of isolated, overlooked, and exploited individuals in Westminster, aligning with ASSTC's gospel-centred approach.
- Build and maintain strategic relationships with key stakeholders, including local authorities, community leaders, and partner organisations, to influence policy and practice in support of ASSTC's beneficiaries.
- Work in partnership and serve as the primary communication link with the Rector, Senior Team, Ministry Team (at All Souls Church), Board of Trustees, and to the church family by seeking to increasingly embed the local gospel mission of ASSTC within the ethos of All Souls Church.

Key Relationships

The Executive Director will be employed by ASSTC and will be accountable to the Chair of the Board of ASSTC. However, the Executive Director will meet regularly with the Rector and on a day-to-day basis they will work as part of the All Souls Church Senior Team. The Executive Director currently has seven direct reports:

1. Two Co-Heads of ASLAN (job share)
2. Children and Families Manager
3. Senior Care Manager
4. Head of Tamar
5. Operations Manager
6. Head of Fundraising

The corporate services (like Finance, HR, Legal and IT) are currently provided by the appropriate All Souls Church teams based on a Memorandum of Understanding, hence the Executive Director will need to regularly liaise with the Director of Operations and the Head of People and Culture at All Souls Church.

Person Specification:

Expected Standards

The Executive Director is expected to:

- Fully participate in the spiritual life of All Souls and ASSTC including attending weekly prayer meetings, including leading prayer, as required. The successful candidate will need to be a committed member of the All Souls Church family, including belonging to the congregation at Langham Place.
- Be able to teach the Bible in the context of leading and discipling a team, as required.
- Exhibit proactive leadership on health, safety and wellbeing within their own areas of responsibility; this will include regular communication with employees, volunteers, and others to uphold and raise standards.
- Be an advocate for and role model for the [values of ASSTC](#) and All Souls Church.
- Prioritise their own personal walk with God above all else, seeking to grow more and more in love with, grace for, and obedience to Jesus and his call on their life.

Essential

- Committed conservative evangelical Christian in sympathy with the vision, mission and values of All Souls Church, having a theological vision for ministries of mercy and justice, a high regard for the supreme authority of the Bible, a desire to communicate the truths contained therein, and track record in evangelism either through work and/or personally.
- Educated to degree level, or equivalent knowledge, skills and experience in missiology, urban mission, ethnology or cross-cultural mission, and urban research methodology.
- Whole-of-life disciple wanting to know Christ more and grow in grace, obedience and Christlikeness themselves.
- Ability to develop and drive strategy and to translate strategic goals into practical operational plans with prior experience of strategically running a charity in a senior position, with a good understanding of operational management, financial oversight, and the integration of fundraising, governance, and external relations to support sustainable growth and mission delivery.
- Committed to the importance of social action ministry as an integrated part of church ministry with the awareness of the issues faced by those living and working in a multi-cultural context and a commitment to helping others grow as members of God's international church. An advocate for those whose voice is often not heard.
- Team player with a servant heart who loves people, is a good listener and is empathic, and has prior

experience of supervision of management-level staff with gifts and skills in discipleship and leading a team, organisational development and culture building experience.

- Exceptional communication, negotiation, and influencing skills to engage with diverse stakeholders. Able to communicate in English effectively both orally and in writing, with excellent interpersonal, administrative and IT skills.
- A profound understanding of, and competency in, following and implementing safeguarding principles and policies for staff and volunteers working with vulnerable groups of people, especially vulnerable adults and children.
- Management of budgets, financial oversight, monitoring and evaluation.
- Demonstrated ability to lead multi-channel fundraising strategies, including individual giving, trusts and foundations, and church-based support.
- Strong understanding of charity governance frameworks, including legal and regulatory compliance (e.g. Charity Commission, GDPR, safeguarding).
- Proven ability to build strategic partnerships and networks that enhance the charity's visibility, influence, and reach.

Desirable

- Comfortable with public speaking and representing the charity to church and non-church groups.
- Qualification in missiology, urban mission, ethnology or cross-cultural mission.
- Certificate in Management or other relevant management and administration certification.
- Experience and proficiency in GSuite and charity CRMs (including Donorfy).

This job description is not intended to be exclusive or exhaustive. It is an outline indication of activity and will be amended in the light of the Organisation's changing needs.

There is an occupational requirement that the jobholder is a Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Safeguarding: conditional offers will be made pending the successful completion of an enhanced DBS check which will be processed by All Souls.

How to Apply

Please submit completed applications through [our website](#).

Completed applications should include:

- a. A completed application form
- b. A CV (2 pages max)
- c. A cover letter (1 page) explaining why the role is of interest to you and why you are suitable for the position.

Application closing date: 19th October 2025 at 23:59

1st interview: From 3rd November 2025

2nd interview: From 10th November 2025

Candidates at this interview will be required to make a 7-10 minute presentation, details provided with interview instructions.

Candidates at or after the 2nd interview will be invited to meet staff and trustees at times to be arranged.

Start Date: As or soon as available.

For a confidential conversation to discuss details, please email info@asstc.org.