

## UZIMA IN OUR HANDS

### Roles and Responsibilities

#### A) The Director of Uzima Orphan Centre

The Director shall be responsible for the following:

1) The Director is responsible for the welfare of the children attending Uzima Orphan Centre. This includes any safeguarding issues, making sure the safeguarding policy is followed, including updated police checks on teachers, a written record of any incidents, and ensuring that the trustees are informed of any incidents that break the law.

The Director decides on the number of children to be admitted to the Centre, in light of the budget available.

He shall meet regularly with the Committee, who are responsible for overseeing the school .

2) The Director should ensure that all the children attending are fed daily when the Centre is open, regardless of their ability to contribute.

3) The Director is responsible for the day-to-day running of the Centre, and the decisions which this involves. This includes:

- hiring and firing of staff
- payment of staff, including local taxes (NHIF and NSSF). Decisions on rates of pay, bonuses, etc.
- ensuring required policies\* are disseminated to each staff member
- grievances, via the grievance procedure
- health and safety of the site and welfare of the staff

4) The Director is responsible for managing the budget. He is given a fixed budget, to be used wisely to meet the general needs of the Centre (food, supplies, staff pay etc.), as well as additional funds, to be used in accordance with the spending priorities set by 'Uzima in our Hands'.

5) The Director shall report regularly to 'Uzima in our Hands' on the situation in the school, informing the trustees of any major developments and decisions. He shall make himself available for regular messenger communications, and must inform trustees of any spending decisions taken, especially if these deviate from what was originally decided.

He provides UIOH with the following documents:

- Minutes of all committee meetings
- Yearly accounts
- Evidence of staff payment/attendance, if requested, particularly during the yearly visit.
- Receipts concerning money spent, as requested.

He must report, as soon as possible, any incidents which might involve breaking of the law.

6) These duties may be delegated to the head teacher or other member of staff, as required.

7) Finally, during the visits of 'Uzima in our Hands' to Kenya, the Director shall make himself available on a daily basis to discuss any issues relating to the school.

\* Required policies: 'all policies required by Kenyan law and any required by Uzima In Our Hands

B) The organisation 'Uzima in our Hands'

The organisation Uzima in our Hands is responsible for the following:

- 1) 'Uzima in our Hands' is responsible for sending regular grants to support the day-to-day running of Uzima Orphan Centre.
- 2) For funds over and above the day-to-day needs of the Centre, 'Uzima in our Hands' sets priorities, according to need and in consultation with the Director of the Centre, as to how the money entrusted by supporters is spent.
- 3) 'Uzima in our Hands' shall organise regular visits to the Orphan Centre, at least every 18 months. During this time, the trustees will meet with the Committee for their Annual General Meeting.
- 4) The organisation is responsible for completing all the required paperwork, including yearly UK accounts, and the annual report to Charity Commission.
- 5) 'Uzima in our Hands' supports the Director in dealing with the escalation of grievances, where necessary.
- 6) The organisation is responsible, together with the Director of the Centre, for ensuring that safeguarding requirements are met, particularly with regard to visitors to the Centre/information on the website, etc.
- 7) 'Uzima in our Hands' is responsible for developing policies, as required by law or to assist in the smooth running of the Centre.

Signed.....Name.....Date.....