

Engage  Britain

Director of Finance &
Operations



Welcome

Dear Applicant,

We are delighted that you are interested in joining Engage Britain. This is an exciting new start-up organisation with funding to allow us to plan over a five-to-ten-year period.

We have already appointed a distinguished Board of Trustees. We are now keen to continue building our senior team and have already recruited a Director of Engagement and Communications and our first Project Director. We are now searching for an exceptional Director of Finance & Operations to join us.



As a new organisation, Engage Britain will be focused on tackling our country's most difficult and divisive challenges. Our mission is to show that we can be optimistic about the future by putting people at the heart of finding ways forward on the biggest challenges facing our country. We want to chart a new course for policymaking that bridges divides. We will support all those who wish to be involved – with all their different views, knowledge and experience – to develop ways forward that are politically sustainable and make a difference. We will also help them to make sure these ideas are listened to and adopted.

Our work will be funded by donations and Engage Britain has already secured an initial contribution from the Hands Family Trust, the philanthropic trust established by Julia and Guy Hands, to extend access across society. Engage Britain will broaden its contributors over time.

We will be working on challenges that matter to everyone, like funding of health and care; on challenges that we've taken too long to address, like opportunities for families living in poverty and protecting the environment; and on challenges that are seen as divisive, like immigration. We will ensure that those who are usually left out of making policies – but who often bear the brunt of them – are central to all discussions.

We cannot deliver our priorities without effective infrastructure, sound financial management and good governance. As Director of Finance & Operations you will play a crucial role by providing the backbone for a well run organisation, enabling us to succeed in our mission. We are offering a fantastic opportunity to join a truly pioneering organisation and go on to make a lasting, tangible difference to society.

We are a flexible employer and welcome applications from candidates who might want to work flexibly. We are particularly interested in hearing from candidates who are based across the UK.

If, having considered this brief, you believe you have the skills and qualities we are looking for, we very much look forward to hearing from you.

Julian McCrae
Director

About Engage Britain

Our approach

Policies have too often been made by small groups of people gathered behind closed doors with little experience of the actual challenge. Engage Britain will invert this approach: we'll draw everyone who wishes to be involved into a dynamic dialogue in which ideas will emerge, be tested and refined.

Where the problem is entrenched in differences between opposing groups, we'll be using deliberative techniques, building solutions around what people agree on. Where things need doing differently, we'll use design techniques, bringing together people with different knowledge and experience to reinvent services. We'll be using technology to allow all those who want to be involved to take part, drawing on methods already in use in countries around the world.

Through all this, we'll show that people's differences actually improve debates and help devise dynamic and radical responses to the uncertainty of our times.

Our work

To succeed, Engage Britain will be employing existing ways to engage people – like deliberative public dialogues and co-production. We'll also be pioneering new ways to support people to engage with each other, including ways of bringing those usually excluded from policy development into the discussions as equals and using technology to open up deliberation to those who wish to take part.

Our work will be structured around dynamic dialogues, each of which concentrates on a major challenge facing the country, as identified by the public themselves. Dialogues are tasked with finding ways forward which are both analytically robust – in that they will make a difference to the challenge – and politically sustainable – in that they draw on values that reach across divides. Each dialogue involves a follow-on phase, which aims to support those involved in developing the ways forward to get them into the national policy debate and ultimately see them adopted.

Our aims

Within three years, Engage Britain will:

- Have proved the power of a new approach to policy making, with people engaging with each other to develop ways forward
- Have developed credible and inclusive ways forward, and have worked with others – whether charities, practitioners or the public – to bring them about
- Be at the centre of a network drawn from every level of society – people who share an interest in making Britain a better place for us all to live

Our Trustee Team

Our current team of Trustees are drawn from a wide range of backgrounds and each trustee has deep experience and recognised standing in their field, whether that is policy, business or research.

- Lord Birt, former Director-General of the BBC
- Susan Hitch, Visiting Professor at King's Policy Institute
- Ruth Hunt, former Chief Executive of Stonewall
- Paul Johnson, Director of the Institute for Fiscal Studies
- Trevor Phillips, Chair of Green Park Executive Recruitment
- Sandip Shah, Partner KPMG

Read more

You can find out more about us at <https://engagebritain.org/>

Role Profile

We are looking for a highly skilled senior finance professional who also has experience overseeing organisational operations. The person will join the senior leadership team at a time of organisational growth and development and will work closely with the Director and Board of Trustees to lead the organisation.

We have secured initial funding which gives us a strong ability to run for a long period of time and we need someone to come in and lead on financial management.

Beyond finance we want someone who has clear leadership skills and wants to take a proactive role in driving forward our organisation's strategies and developing our internal infrastructure and capabilities, which will allow Engage Britain to continue to grow.

Role Description

Role title Director of Finance & Operations

Accountable to Director

Main responsibilities of the role

Finance

- To lead the finance function within the organisation and to effectively work with the Director and Board of trustees to maintain high standards.
- To provide successful leadership across the organisation and provide financial guidance to help support effective decision making across the organisation.
- Develop and maintain all necessary systems, policies, and procedures to ensure effective and efficient financial management within the organisation and ensure that the organisation meets its legal statutory obligations.
- To monitor the organisation's budgets, produce monthly management accounts and to ensure the smooth running of the preparation/filing of annual statutory accounts.
- Co-ordinate and be a point of liaison for the external auditor process.

Operations**HR**

- To have oversight over HR and work with the Office Manager to ensure the smooth running of this area and that all the necessary policies and practices are kept up to date.

IT

- To create and maintain an infrastructure to ensure maximum efficiencies for the organisation and that we maintain compliance with Data Protection and GDPR.

H&S

- Overall responsibility for Health and Safety and will work with the Office Manager to ensure that the organisation has the necessary measures in place including regular risk assessments and ensure compliance of health and safety across the organisation.

Property

- To lead on the organisation's property search and oversee the logistics on all matters relating to property.

Governance

- Work with the Director and the Chair of Trustees, to ensure a fully functional governance structure, which adheres to charity standards and guidance.
- To ensure that all regulatory and statutory filings are completed before due dates.

This job description is a broad summary of the role; it does not cover every task which may arise within the post at various times. The postholder will be expected to work flexibly and carry out other duties as required from time to time. The role will also entail some travel, mainly within the UK.

Person Specification

Please respond directly to the criteria listed under Knowledge and Experience in your supporting statement. Criteria listed under Parts Two and Three will be further tested at interview for selected candidates.

Part One

Knowledge and Experience

- Qualified accountant with extensive PQE along with membership of a recognised accounting body (ICAEW, CIMA, ACCA, CIPFA or any other internationally recognised body).
- Outstanding track record of senior financial management gained in at least one other appointment of comparable scale and complexity.
- Outstanding track record gained across a broad range of professional financial disciplines including external financial reporting, strategic planning and performance monitoring.
- Experience of leading across broader operational disciplines including HR, IT, H&S and organisational governance.
- Deep experience of designing, implementing and managing efficient financial and broader control processes, including regulatory frameworks (the organisation is regulated by the Charity Commission).
- Extensive experience of using and implementing accounting and CRM software and packages.
- Sound understanding of the principles and practices of effective organisational governance.

Part Two

Skills and Abilities

- Highly effective leadership and management skills.
- Outstanding interpersonal skills with an ability to engage well with colleagues from a range of backgrounds.
- Outstanding written and oral communication skills, with the ability to inspire confidence with a range of stakeholders.
- Able to implement processes and structures to ensure the greatest efficiencies for the organisation.
- Able to work in a fast paced and rapidly changing environment, and to manage competing priorities.

Part Three

Personal Style and Behaviours

- Embraces an open culture and communicates well internally and externally.
- Collaborative attitude and seeks to motivate and inspire teams.
- Team player and keen to contribute at all levels.
- Sound judgement.
- Strategic outlook.
- Demonstrable passion for and commitment to Engage Britain's mission and values.

Terms of appointment

Salary	Up to £80,000. Starting salary will be dependent on experience.
Location	Our initial office is based in London, however, we welcome applications from candidates based across the country and are open to various ways of working. The role is also likely to involve some travel including travel to the London office, as well as out of hours attendance at events or meetings which are key to building and maintaining our networks and contacts.
Benefits	Engage Britain has a pension scheme which you will be auto enrolled onto when you start your employment with the company. The contribution is a minimum 5% from employees and a fixed 5% from the employer.
Working hours	37.5 hours a week with standard working hours Monday-Friday (09.00- 17.30). Engage Britain welcomes applications from candidates who may wish to work part-time or flexible hours.
Annual leave	30 days in addition to the usual bank holidays. Annual leave and bank holidays will be pro-rated for non-full-time posts.
Equal opportunities	Engage Britain is committed to ensuring that all job applicants and employees are treated equally and fairly. We also welcome and encourage applications from a range of backgrounds.
Eligibility	Applicants must be able to and be entitled to work in the UK and either: i) be from the European Economic Area (EEA) and have an entitlement to work in the UK or ii) already hold a relevant work visa.

All offers are made subject to satisfactory references.

How to Apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact our advising consultant Juliet.Taylor@starfishsearch.com and we will be happy to arrange a call.

To make an application, please go to <https://starfishsearch.com/jobs/director-finance-operations/> and click on the apply now button, with the following prepared:

- your CV (no more than three sides)
- a supporting statement that sets out:
 - why you are interested in this role and how you match the criteria set out under Part One of the Person Specification
 - details of two professional referees
- we would be grateful if you would also tell us about any dates when you are not available to attend interview.

Closing date	Friday 26th June 2020
Agreement of the final shortlist	By Friday 17th July 2020
Due diligence; assessments (if required)	To follow confirmation of the shortlist
Final panel interviews	Mid-late July 2020
Possible second round of interviews	To be confirmed (if required)
Preferred candidates will meet the Chair	To be confirmed

