



global witness



**Director of
Operations**



Starfish

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Introduction from the Chief Executive

Dear applicant,

I'm really excited to see that you're interested in working with Global Witness as Director of Operations.

For over 25 years, we have fought to end environmental and human rights abuses driven by political elites and predatory companies. Through our bold and hard-hitting investigations, campaigning and advocacy, we have catalysed change across the world to challenge the systems that enable these harms.

Right now our work is needed more than ever. We are facing a crisis: the climate is being destroyed and civic freedoms are deteriorating. Rampant abuse of power is pushing the world to breaking point as big corporations go unchecked in their exploitation of people and the planet, with governments complicit or turning a blind eye.

Land and Environmental activists continue to face increased threats and violence for defending their homes and our planet. Protecting the environment is not a crime and we must continue to fight for environmental justice and safeguard human rights.

But, we can't do this alone. It is only through actively working alongside campaigners, civil society groups and others that we are able to take on some of the most powerful players that are propagating corruption, human rights abuses, and environmental destruction.

Everyone who works at Global Witness is a social justice advocate. We are all determined and confident that we can secure a better tomorrow for everyone. As Chief Executive, this is one of the things I'm proudest of. I believe this is a genuinely special place to work.

So if you are interested in joining us as we continue to investigate and expose abuses of power, tell the stories the world needs to hear, and alongside grassroots partners, campaign for systematic change, I would welcome hearing from you.

Mike Davis
Chief Executive Officer



Our Campaigns

At the start of 2019, we started a strategic planning review. We wanted to see how we could re-focus and re-purpose our efforts toward tackling the two biggest challenges facing the planet: the climate emergency and breakdown of democratic space. This has resulted in the following strategic campaign priorities:

Our forests campaign. We have two teams, one focused on advocacy and one on investigations. They work together to focus on cutting funding to major agribusiness industries driving forest destruction, including beef, soy and palm oil, by making it a reputational calamity or even illegal for banks and investors to finance them. We've already started to see impact with reports like *Money to Burn* Influencing the public narrative around deforestation and our advocacy shaping the thinking of bodies like the UK government's climate change body, the Global Resources Initiative.

Campaign to protect Land and Environmental Defenders. This team tracks the murder of Defenders and brings the perpetrators of violence to justice. The team are transitioning beyond our well known annual report to a campaign aimed at changing the practices of industries like agribusiness that are most complicit or even instigators of violence.

Stop the oil and gas industry escalating the climate crisis by making us dependent on gas. This campaign seeks to expose corporate capture by the gas industry of political processes. It will start in the EU but scoping is already underway in the US. Our ambitions are to roll back the gas dependency will begin in Europe and will target particular EU funding vehicles that use taxpayers' money to prop up gas infrastructure projects.

Campaign to **strengthen natural resource governance and anti-corruption norms and standards** so that they are fit for purpose and lead to accountability for predatory companies. This campaign will build on our history of strengthening natural resource governance and fighting corruption in countries that are rich in natural resources but where people are not getting the benefits of this wealth. This is a new team.

Tackling Digital Threats to Democracy. This will look at the role of targeted advertising on digital platforms (how it is used and who is targeted), the funding of advertising, the transparency of big lobby firms peddling political influence and disinformation campaigns and the transparency of algorithms used in political campaigns. Their first investigation was into the use of the COVID track and trace apps.

The **ensuring corporate accountability for environmental and human rights abuses** campaign will look at advancing a cutting edge strategy for corporate justice, improving company behaviour and holding those entities acting with disregard to the environment and human rights to account. This work is starting in Europe where we will be looking to build on opportunities created by the Brussels office and various campaign teams to shift the debate amongst EU policymakers.



Diversity and Inclusion

While we've achieved significant change in our 25 year history, we know we haven't always got this right and sometimes our work has propagated racism and legacies of oppression.

In recent years, we have taken steps to overcome this by developing partnership with allies working on the ground and creating job roles which are dedicated to more inclusive, supportive and less exploitative relationships with our partners. We have built structures to give Black, indigenous and people of colour (BIPOC) voices a platform in our media and communication outputs. Internally, we have been working with Fearless Futures to implement organisation wide training.

But we know we need to look much harder at ourselves. The first step has been to recognise that we are part of the problematic disconnect between striving for a better world and continuing to operate in a way that does not confront the status quo. We talk about 'exposing the facts' and 'changing the system' but the reality is we must do more when it comes to racial injustice. This has started with our [commitments to racial justice](#).

Our commitments to racial injustice

- 1. Diversity & Inclusion accountability:** At the moment, Diversity & Inclusion work is done in the (very limited) spare time of a group of dedicated individuals, alongside their day job. To improve internal practices and build more safe spaces, we will allocate time and resource within job roles for the creation of a formal mechanism to hold management to account on diversity and inclusion programmes.
- 2. Safe spaces:** We know how important it is to create private, accessible and comfortable spaces within an organisation so that staff are supported, able to express themselves freely and be heard. Speaking out on racism and micro-aggression should never leave an employee feeling like their reputation or career is at risk. We will conduct an internal review on how best to create more safe spaces internally and look to implement at least two clear safe spaces for staff of colour and minority groups by the end of the year. The highest priority is strengthening safe spaces for Black staff.
- 3. Recruitment review:** We will also carry out a broad review into the end-to-end process of our recruitment. This will include how the language used in job posts and where we advertise may be stopping us from reaching a truly diverse pool of potential candidates. Going forward, all interview panels will have at least one person of colour on them, and that person will be supported by HR at all times to ensure their voice is heard.
- 4. Campaign successes:** Our campaigns are formed to tackle the root causes behind environmental degradation and associated human rights abuses – leading us to investigate and expose problematic behaviour of companies and governments globally. We know that we are often working on the same issues as local partners or local communities and that we must do more to ensure that our investigations and campaign goals are formed with these partnership and communities in mind. We should be reporting on how well a campaign includes local partners, how it amplifies voices, and how it supports the advocacy goals of local communities.



Our Values

Courage

We want to contribute to solving the biggest problems in the world today, but we know this will take courage.

Kindness

We are all collectively committed to creating a world that is kinder and more equal.

Inclusion and belonging

We recognise that inclusion and belonging is something we need to collectively embrace. We know we have some way to go before Global Witness is truly inclusive and diverse in the way it works and as a place of work.

Collaboration

We need to be more honest and reflect about what we can achieve alone and do more to build fair and equal partnerships internally and externally.



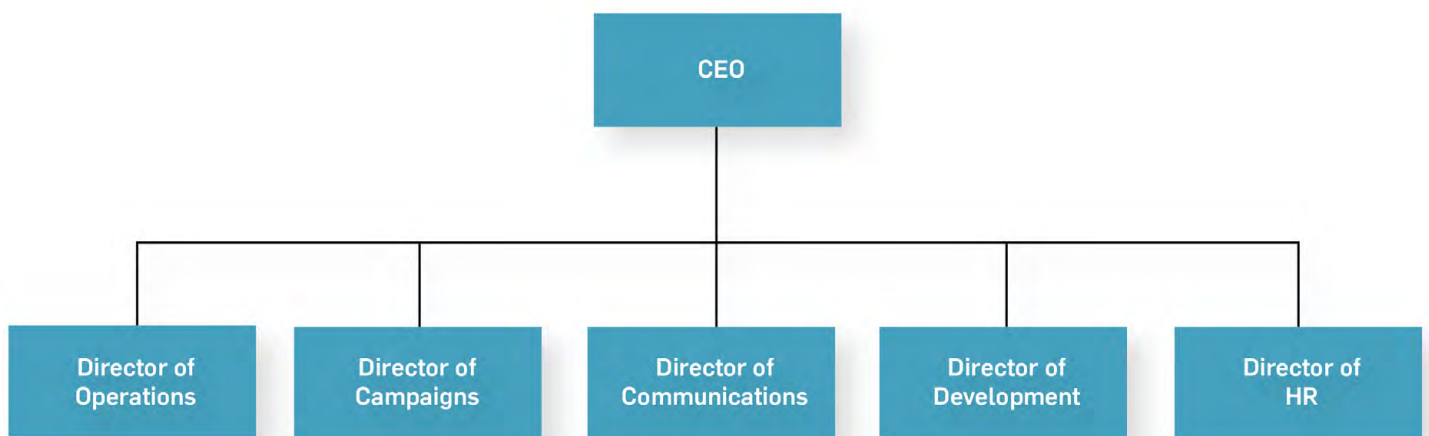
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How We Work

Global Witness has 95 employees based across three offices in London, Brussels and Washington D.C., as well as in Beijing.



Job Description

Reports to: CEO

Direct reports: Up to 5 direct reports including the Director of Finance and Director of IT

Purpose of the role

The role supports the organisation in achieving our purpose for a more sustainable, just and equal planet where climate critical forests and biodiversity thrive and fossil fuels stay in the ground. Where corporations respect the planet and human rights and governments protect and listen to their citizens and the online world is free from misinformation and hate.

The Director of Operations is accountable for ensuring that the organisation operates as effectively, efficiently and as intelligently as possible. The role will oversee the Finance, IT and Facilities teams as well as line managing individuals working on key projects, for example: the systems and processes that enable us to describe the impact we are having as well as ensuring robust risk management and compliance processes are in place.

Key accountabilities and responsibilities

Organisational Leadership

- Provides strategic leadership to Global Witness in collaboration with the leadership team.
- Exhibits strong leadership; leading by example in line with the organisation's values: courage, inclusion and belonging, collaboration and kindness.
- Manages organisation risk (reputation, legal, financial, people and security).
- Works with the CEO and Leadership Team to develop a supportive working culture to collectively deliver our strategy and aims.
- Proactively scans the external environment, brings in best practice approaches from outside the organisation.
- Develops, builds and maintains strong working relationships with a broad range of internal and external stakeholders.

Risk and Compliance

- Leads the identification, management and mitigation of risk (security, physical, data, financial), ensuring engagement with the Board, the leadership team and the wider staff team.
- Ensures compliance with statutory requirements and advises the Leadership team and the Board on best practice.
- As a member of the Finance and Remuneration Committee provides regular updates on the organisation's finances and the risk register and other matters as and when required.
- Oversees risk management on legal activities relating to contracts, leases and other legal documents and agreements.
- Ensures that the organisation is insured against relevant risks and that the terms of insurance are appropriate and cost effective.

Financial Sustainability and Effectiveness

- Works with the Director of Finance to ensure the financial management of the organisation, including the delivery of the annual budgeting process, external audit and ensures compliance with all statutory reporting requirements.
- Provides regular updates to the Board on the organisation finances.
- Appraises, reviews and make recommendations on existing and new funding and business development propositions.
- Works with the Director of Finance to develop and transform financial practices, systems and ways of working across the organisation to ensure they are effective and efficient.



Job Description

Technological Development

- In partnership with the IT Director ensures that the organisation has a future focused digital transformation strategy.

Impact

- Works in partnership with the Director of Campaigns to develop systems and processes that enable us to monitor and evaluate the impact of our external activities.

Logistics and the Environment

- Develops systems and processes for minimising the impact of our operational activities on the environment.
- Oversees the organisation's property strategy and advise appropriately.
- Leads on any required office relocations.
- Oversees the management and maintenance of Global Witness' premises ensuring that all offices meet the health and safety in the relevant jurisdictions.
- Ensures the office provides a positive and healthy working environment.

Inclusive Team Leadership

- Creates inclusive and diverse teams with a shared destination.
- Creates and contributes to a working environment where the Director of Operations and their team have positive relationships and work collaboratively and in partnership with a broad and diverse range of internal and external stakeholders.
- Provides regular feedback to their direct reports using empathetic, unbiased and positive language.
- Deals with under performance and/or poor behaviour promptly.
- Sets individual objectives (with clear alignment to strategy and values) annually during the performance review process and monitors regularly throughout the year through, for example, regular 1:1's.
- Works in partnership with other teams to meet internal duty of care and health and safety standards and processes as well as legal requirements: includes ensuring that workloads are manageable, that absence is managed and annual leave is taken.
- Creates pragmatic and realistic development opportunities for their team.
- Coaches and supports team members to achieve their objectives, development goals and career aspirations.
- Leads by example by following organisation, policies and procedures while ensuring team members do the same.
- Is accountable for communicating, championing and ensuring that their team adopts and adheres to new or changes to organisational culture and values and organisation policies, processes and procedures.

Ways of Working and Collaborating

- At all times, works within Global Witness policies and procedures.
- Works collaboratively with colleagues across Global Witness to collectively deliver our vision and values.
- Demonstrates a strong commitment to creating a diverse and inclusive workplace.



Person Specification

Knowledge and Experience

Essential

- Strategic leadership experience of a multi-disciplined directorate, incorporating Finance, Technology, Logistics and/or Sustainability, ideally gained in an international context.
- Successful track record of financial management and budgetary control, with the ability to set and monitor a budget within the scope of the organisation's priorities.
- Experience of identifying and leading on business improvement and modernisation projects (such as within digital) to improve organisational effectiveness.
- Displays a firm grasp of issues of risk: security, health & safety and financial strategy.
- Demonstrates a good understanding of some or all of the following: principles underlying charity finance regulations, GDPR, data security and integrity, risk management and health and safety legislation.
- Understanding of the range of technical competencies held within the Operations teams.
- Significant experience in leading and managing in person and remote teams.

Desirable

- A professional accounting qualification.
- Experience of developing Monitoring & Evaluation strategies.

Skills and Abilities

- Ability to lead and manage technical programmes of work.
- Demonstrates excellent project management, prioritisation, organisation and planning skills.
- Able to embody and model Global Witness values.
- Is adaptable, flexible and resilient, manages ambiguity, change and or uncertainty.
- Displays the ability to reflect on and investigate own biases and how these show up in their work.

Style and Behaviours

- An exemplary collaborator, who is able to make positive connections between teams and streams of work.
- Develops and supports team members to excel in their own discipline and feel like they belong within the team and wider organisation.
- Recognises and understands the complexities of culture, narrative and sensitivities of different issues in different environments.
- Displays high levels of strategic thinking capability.
- Participates in Global Witness' racial justice and broader diversity and inclusion journey.
- Displays a strong sense of responsibility about timely compliance with regulations.



Terms of Appointment

Salary

The salary for this role is £82,922 per annum on a full-time permanent basis.

Location

Our London office is based in Bethnal Green although due to COVID-19 we are currently all working remotely at the moment. We are reviewing this on a frequent basis, however, currently we will not be expecting staff to return to a physical office space until January 2022.

Pension

We contribute up to 7% depending on length of service.

Annual leave

25 days annual leave (excluding public holidays).

Working hours

We pride ourselves on facilitating flexible working where possible. This includes options to work from home, work part time or job share.

Additional benefits

- Free health insurance.
- Interest free loans on season tickets.
- A tax-free cycle to work scheme.
- Family friendly policies.
- An extra two days leave per year to volunteer for a cause that is important to you.

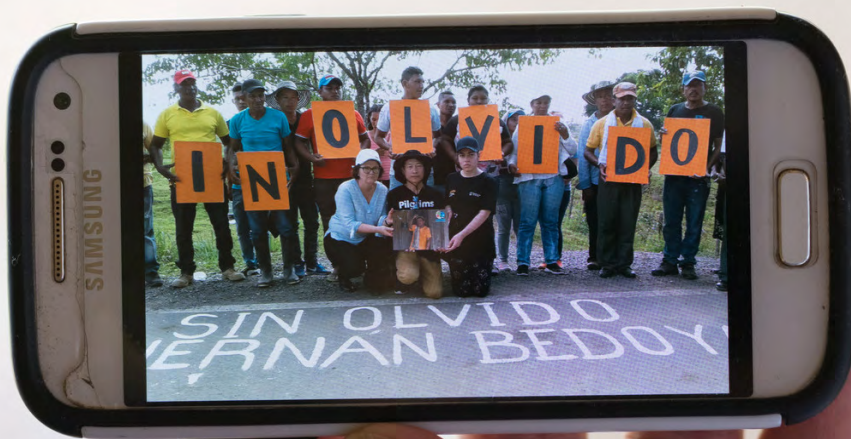


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How to Apply

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 Mark.Crowley@starfishsearch.com or Katy.Giddens@starfishsearch.com and we will be happy to arrange a call.

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

- Your CV (no more than three pages).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the Knowledge and Experience criteria.

Closing date Friday 26th March 2021

Preliminary interviews with Starfish w/c 5th April and 12th April 2021

Agreement of the final shortlist w/c 19th April 2021

Interviews with Global Witness Expected late April 2021

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend any interview please let us know.

This is clearly an extraordinary time but we are committed to making this as easy as possible for candidates. Interviews will take place virtually and someone from the Global Witness interview panel will contact shortlisted candidates prior to the interview to introduce themselves.



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