



St John

International

Secretary
General

Welcome from the Lord Prior

Dear Applicant,

Thank you for your interest in the role of Secretary General of the Order of St John International.

Headquartered in London, St John is a unique international charity and Royal Order of Chivalry of the British Crown, in recognition of its establishment of the healthcare charity St John Ambulance. It is managed by a network of separate Priories and Associations around the world, with community-based and volunteer-led programmes that deliver first aid, healthcare and support services.

Our new global strategy will encompass all 44 organisations that form the Order, bringing them together to become truly more than the sum of their parts as a world leading service provider. We are seeking a new Secretary General who can help us build on our unique heritage and shape and define our international presence in this new era. Working closely with International Chair and Lord Prior, Mark Compton, this is the most senior executive position in the International Secretariat. The appointment has significant reach and requires a well-respected, influential values-led leader.

You will have an exceptional track record of working with diverse partners to shape and develop services for communities internationally; while this is likely to be within healthcare systems, you may have a broader background which is relevant to the role. With direct experience of fostering trust and high value alliances, you will understand the workings of governments, international trusts and foundations and other partners and will be adept at adjusting to different cultural settings. We're looking for a true leader who inspires others and understands the value of convening power; an effective facilitator, you will have earned your reputation for diplomacy and will be a credible and influential figurehead.

You may have worked in another complex charity or NGO, in an International Government Organisation, or in other environments that operate across countries or continents. Wherever you are now, you will offer the maturity of judgement and high emotional and cultural intelligence needed to unite our charities for even greater future impact and will be a confident global advocate for St John.

We're offering an unrivalled platform for someone passionate about delivering world-class first aid and healthcare to leave a personal legacy to lives around the world. If you think you have the experiences, skills and qualities we are looking for we very much look forward to hearing from you.

Mark Compton
Lord Prior

About the Organisation

The Order of St John is an international family of charities whose mission is to lead globally in first aid and medical responses to community healthcare needs. Its programmes are community-based and volunteer led, providing high impact at low cost. From mobile clinics in Malawi to eye clinics in the Palestinian Territories, kidney dialysis in Malaysia and first aid worldwide, St John provides thousands of people with essential medical care every day. At our core are the 200,000 plus St John volunteers who give their own time and effort to help others.

St John promotes physical, mental and spiritual health and resilience in more than 35 countries, mostly in the Commonwealth. The Order delivers its charitable activities through local St John Ambulance organisations and the St John of Jerusalem Eye Hospital in Jerusalem. Each year, St John organisations train more than 2 million people in first aid and other healthcare activities. Worldwide, we treat over 1.2 million and reach more than 2.5 million beneficiaries with our services. We are linking local communities to national health services and increase community resilience through our programmes.

The International Secretariat of the Order – called St John International – is the supporting body for St John organisations. The Secretariat provides coordination and support services, based on individual assessments of the current activities and needs of our local organisation. The Order encompasses over 40 independent St John Establishments, which are connected through common allegiance to the mottoes of the Order, the name and the values of the Order. The work of the International Secretariat is essentially to oversee and guide the governance of St John's international work and (with the Lord Prior and the Grand Council) to exercise leadership in its development as a global leader under the Order's highly respected name. In this task, therefore, the Secretary General will have regard to the work of over 200,000 volunteers and staff, most of whom work in the Establishments.



St John's values

St John's values are at the heart of all its work. The first four - Respect, Unselfishness, Open and Transparent and Efficiency - are based upon looking outwards, in which we promote physical, mental and spiritual health and resilience, guided and inspired by the Christian principles of our founders. The second four – Diverse and Inclusive, Devotion, One Nurturing Family and Good Faith - are concerned with how we behave within St John, building an enduring community with a shared vocation based on timeless principles of virtue and honour.

Respect *Showing respect and loving kindness for all humanity*

Everyone, no matter their age, gender, race, colour, political affiliation or where they are from, or what they may have done, will receive loving kindness from St John. We will not take sides.

Unselfishness *Selflessly helping those in greatest physical, mental and spiritual need without judgment, and building their resilience*

We will put those in need before ourselves, making them stronger for the future.

Open and Transparent *Committing to openness and transparency so that we keep improving and learning*

We must all learn from each other. We will share the things that go well, so they can be used by all. We will also be open and honest about the things that did not go so well, so we can all learn and improve St John for the future.

Efficiency *Delivering modern care to a high standard, with a clear focus on impact and efficiency*

All those involved in delivery will keep up to date with the latest standards and all our services will be delivered with compassion, to the highest level, ensuring those in most need get the care they require.

Diverse and Inclusive *Embracing diversity and inclusion to support our common purpose, respecting our differences and accepting those of all faiths and none*

We are all different and none of our differences should affect the way we treat each other. Everyone should feel included in our St John family.

One Nurturing Family *Nurturing one family of St John by strengthening and bringing together our many locally-led organisations in which our volunteers and staff are rooted in the communities they serve*

Based across the world and mainly in the Commonwealth, we endeavour to help and support the one family of St John.

Good Faith *Presuming good faith in each other, holding ourselves and each other to account for high standards of propriety and behaviour, and honouring those who do good works*

We will hold ourselves to the highest standards, and look for the best in others. We will make members of The Order those who do the very best.

St John is a Christian confraternity. The Secretary General can, however, come from all faiths or none. It will be important to support the principles of St John, which are based upon the Christian faith, and support all aspects of the workings of the organisation. The postholder may be asked to become a member of the Order. As an Order of Chivalry the Secretary General is responsible for running a small chancery.

Further information

To find out more visit **St John International**

Role Description

The Order is committed to helping the lives of people most in need, and they do this through the work of committed community-based volunteers in countries across the world.

The Secretary General must be committed to the work and passionate about improving the outcomes of all parts of the organisation; someone who has the necessary emotional maturity and political navigation skills to be able to work with the federation of independent charities which make up St John, listening and persuading, so all parts are continually improving.

The Secretary General will provide financial leadership, ensuring both income and expenditure are well planned, delivered and monitored.

As the Order pursues its mission the Secretariat has specific responsibility for developing the global financial vision, including attracting and supporting the development of international funding. The Secretary General will therefore need to work in partnership with the Lord Prior and other Great Officers to be a global ambassador for the Order to deliver philanthropic, governmental and wider networks of support.

The Order encompasses over 40 independent St John Establishments, increasingly organised in regional groupings with the larger charities, known as Pories, providing local leadership, bound together both in terms of mission, values and the ubiquitous power of the highly respected name of the Order of St John. The work is largely delivered through over 200,000 volunteers and staff, led nationally in the various St John establishments. Being the executive in charge of the Secretariat, which has several distinct functions, the Secretary General, is the senior executive of the organisation.

The Secretary General will need to implement new ways of working with all the Establishments whilst driving forward the Order's revised vision of leading globally in First Aid and medical responses to community healthcare needs.

The Executive Committee of the Grand Council consists of the Trustees of the Charity and the Secretary General is responsible to them for all aspects of its running.



Main responsibilities of the role

Building effective and influential alliances

- To develop the organisation as a leader in First Aid internationally.
- To manage the relationship particularly with the 12 CEOs of St John's larger charities round the world to ensure collective working towards the broader St John objectives.
- To engage, listen and persuade effectively across over 40 St John establishments worldwide to help build standards of quality and collective working into a cohesive delivery plan.
- To convene and bring on the journey a group of diverse organisations into a collaborative group, all striving to further St John's strategic objectives.
- To represent the organisation as required at all levels, from the grassroots communities to the international NGO and United Nations level.

Leadership

- To provide clear leadership and management to the Secretariat, and wider organisation.
- To provide direction on ensuring that the organisation becomes recognised as a world leader in the delivery of first aid.
- To provide oversight of the Order's work around the world, with clear measureables and impact monitoring.
- To protect the brand of St John and monitoring how it is used around the world as part of broader risk and mitigation management.
- To generate opportunities to drive income, mobilise resources and attract the commitment of others to ensure maximum impact and sustainability for the charity.
- To ensure that all of St John's work is of the highest quality and standards around the world.

Manage the organisation's resources well

- To drive forward income generation strategies.
- To oversee efficient resource management including recruitment, relevant staff development, training and performance review within the Secretariat.
- To oversee the good stewardship of St John's reserves and other assets.
- To ensure the effective identification and management of risk within St John.

Support the governance of the charity

- The Secretary General is also responsible for monitoring intellectual property protection of the brand of St John, within this context risk and mitigation management would be a key requirement.
- To support St John's International Chair to ensure that the Executive Committee of the Grand Council and the Trustees can work together effectively, including in their regular meetings and committees, by producing timely reports and papers as required by the agenda.
- To work with the Chair to support the development of agendas and the completion of follow up action.
- To ensure that the business planning and reporting cycle allows the Trustees to be actively involved in making policy, business planning and evaluation.

Person Specification

In your written application, please give evidence of examples of proven experience in response to **Part One** of the Person Specification. These responses will be developed and discussed with selected candidates together with criteria listed in **Part Two** and **Part Three**.

Part One

Knowledge and experience

- Outstanding record of achievement in strategic leadership, ideally as Chief Executive, Director or at a comparable senior level.
- Excellent track record of leading and inspiring collaboration and partnership with others, and of facilitating ways of working that unlock shared ambitions and goals.
- Successful experience of shaping and delivering strategies within complex and / or multi-cultural environments with a wide range of diverse stakeholders.
- Excellent understanding of the role of facilitator and convenor, especially in the context of international organisations and networks.
- Thorough understanding of the Charity Sector, with a nuanced appreciation of the complexities of a social franchised system of charities. (Experience gained within international healthcare support would be an asset but is not essential.)
- Solid grasp of financial and broader organisational management, including income generation (including preferably fundraising), financial leadership and business planning.

Part Two

Skills and abilities

- Highly effective leadership skills with the ability to motivate and develop the potential of team members and encourage collective responsibility for success.
- Strong strategic skills: able to set a compelling vision and build on St John's achievements and impact to become a recognised world leader in first aid.
- Exceptional communication and interpersonal skills, with the ability to persuade, influence and command respect across different layers of influence within the Order.
- Able to assess risk and evaluate situations in the context of diverse groupings of nations, cultures and perspectives.
- Sharp financial management skills with the ability to oversee funded programme and associated budgets.

Part Three

Leadership style and behaviours

- Positive leadership style with high emotional intelligence.
- Is culturally intelligent and recognises the nuances and complexities of different St John charities around the world.
- Diplomatic style that secures trust, confidence and widespread respect.
- Maturity of judgement combined with a contemporary outlook.
- Embraces the Values of St John and leads by example through a passionate commitment to helping the Order thrive and become the leading first aid organisation in the world.

Terms of Appointment

Remuneration	Competitive salary
Appointment	This is a full-time executive leadership role.
Location	St John's offices are at 3 Charterhouse Mews , London, EC1M 6BB, United Kingdom.
Requirements	St John is a Christian confraternity. The Secretary General can, however, come from all faiths or none. It will be important to support the principles of St John, which are based upon the Christian faith, and support all aspects of the workings of the organisation. The postholder will also be asked to become a member of the Order. As an Order of Chivalry the Secretary General is responsible for running a small chancery.
Equality, diversity & inclusion	St John is an equal opportunities employer and welcome applications from candidates that represent the rich diversity of St John people worldwide.



How to Apply

We hope you will consider expressing an interest in this role.

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

- your CV or equivalent biographical information
- a covering letter that sets out your motivation for applying for this appointment, and what you can bring against Part One of the Person Specification
- details of two people you have worked with previously who we could talk to at shortlist stage (with your permission).

Please ensure you have also completed and submitted the equal opportunities monitoring form. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Closing date is **Monday 7th June 2021**

Longlist interviews by zoom are likely to be held in week commencing 14th and 21st June 2021.

Agreement of the final shortlist will take place on 28th June 2021. Any informal meetings or telephone calls will follow confirmation of the final shortlist.

Formal interviews for shortlisted candidates are expected to take place either in person or virtually on 5th or 6th July 2021. The day may also include informal sessions with key staff and stakeholders.





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