



DIRECTOR OF DATA, FINANCE & INFRASTRUCTURE



WELCOME

Dear Candidate,

As a global movement of over ten million people, Amnesty International is the world's largest grassroots human rights organisation and we have been defending human rights for over 60 years. We investigate and expose abuses, educate and mobilise the public, and help transform societies to create a safer, more just world. Amnesty International UK (AIUK) is an important part of this powerful global movement, working with over 200,000 members, activists, and supporters in the UK to uphold human rights domestically and across the world.

This is an important moment for AIUK. We have identified the need for significant improvements in many aspects of our corporate infrastructure in order to be “match-fit” for the decade ahead. We now want to take a leap to becoming a centre of excellence in data, finance and infrastructure areas in the not-for-profit sector (and indeed, beyond), and we need someone excited about, and capable of, helping to lead that transformation.

As our new Director of Data, Finance & Infrastructure you will be a leader within your field, able to work with the Chief Executive, and your peers on the Senior Management Team and wider staff team, to help deliver an AIUK where colleagues are working in a high quality corporate environment, and so are happy, productive, and feel respected, valued and rewarded for their contribution to such a powerful cause-driven organisation.

We are looking for an experienced leader in this field, used to working in complex organisations with a diverse community. You will be experienced in leading change at scale, and with considerable experience of developing and successfully delivering best practice. You will understand how excellent corporate service systems, practices and processes can promote and sustain agility and high performance.

We are on a journey towards being a more diverse and inclusive organisation and wider movement and our leadership needs to reflect this. We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, older people, trans and non-binary people, and people with a disability to help us achieve the strength that diversity delivers, especially at senior grades.

This is a real and very exciting opportunity to shape our future. If you share our commitment to influencing progressive change, we look forward to hearing from you.

Yours sincerely,

Sacha Deshmukh, Interim Chief Executive



ABOUT AMNESTY INTERNATIONAL UK (AIUK)

Our aim is simple: an end to human rights abuses. Independent, international, and influential, we campaign for justice, fairness, freedom and truth wherever they are denied. Already our network of over ten million people is making a difference in almost every country in the world. Whether we are applying pressure through powerful research or direct lobbying, mass demonstrations or online campaigning, we are all inspired by hope for a better world. One where human rights are enjoyed by all.

To find out more about our aim and what we do, please click here: [Campaigns and Issues | Amnesty International UK](#)

OUR STRATEGY

We must do two things if we are to achieve deep, lasting change for human rights, and to succeed in placing human rights at the heart of our society. We must take a long-term approach, and we must direct a stronger focus on the root causes of human rights abuses.

The world in 2022 is one where:

- climate change poses an existential threat
- digital technology can be as much an asset as a threat to human rights
- corporations are increasingly powerful global actors
- inequality is increasing.

And, in the UK, growing numbers of people live in or precariously close to poverty, and racism, discrimination and prejudice shape much of our political narrative. These realities have a disproportionate impact on the lives of vulnerable and marginalised groups – who can then become easy targets for political narratives that seek to demonise them. In the face of these challenges, we must recognise and act on the fact that these are human rights issues – from climate justice to socio-economic justice to anti-racism to the use of digital technology – and are central to the deep and lasting change we strive to achieve.

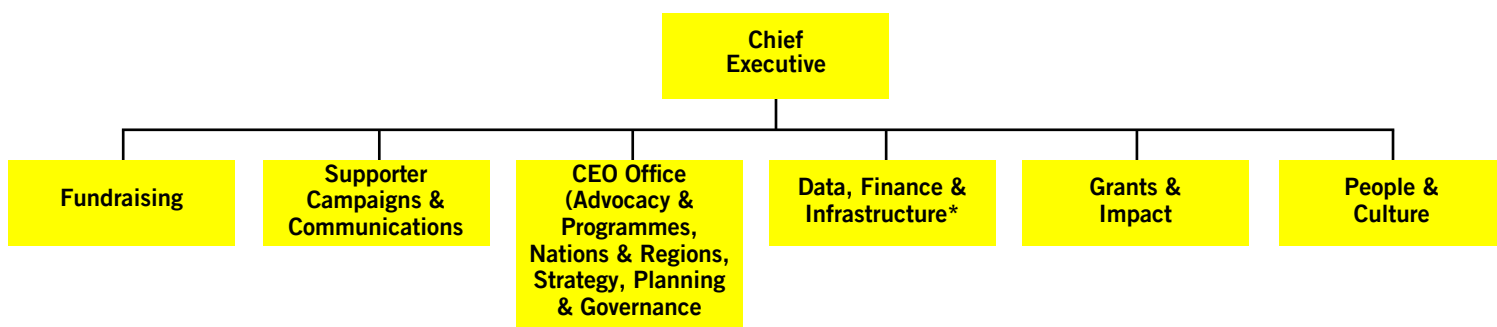
Key to our success is that we are a global movement of people, rooted in local communities, important and powerful in its own right. Power will be distributed more equally within the movement by being more decentralised in how we work, so that we are effective in fighting for human rights abroad and in the UK. Finally, our movement will be more diverse and inclusive than ever. This means, among other things, that we look at all our areas of work through the prism of how they impact on particular groups of people, all of whom should be able to find a home in Amnesty International to effect the change they want to see in the world.

To find out more about who we are and our strategy, click here: [About Amnesty | Amnesty International UK](#)

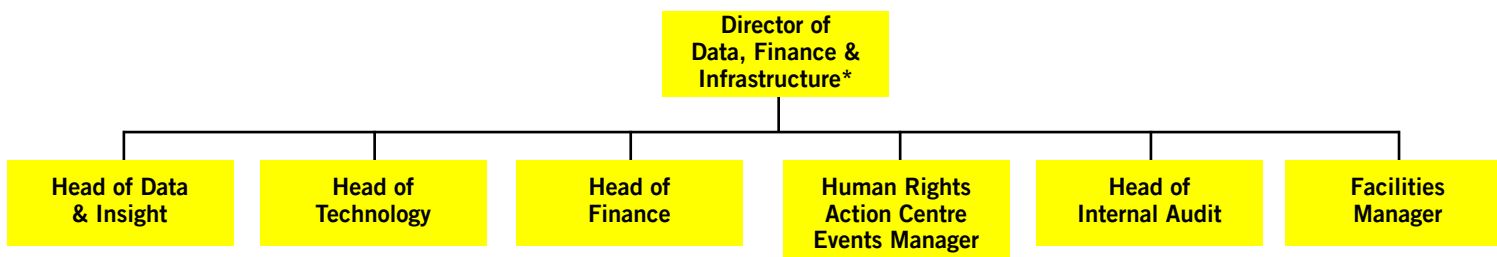


ORGANISATION CHARTS

AIUK ORGANISATION OVERVIEW



DIRECT REPORTS



*The role is currently called “Director of Corporate Services” but is being re-named for as part of this appointment to help future transparency of the purpose of the role and the areas of its responsibility

THE ROLE

Reports to: Chief Executive

Direct reports: Head of Finance, Head of Data and Insight, Head of Technology, Head of Internal Audit, Facilities Manager, and HRAC Events Manager.

Director of Data, Finance & Infrastructure role overview

Responsible for the organisation's data, finance and infrastructure delivery, capabilities and services. To work with the chief executive and other members of the senior management team in the leadership of the organisation's data, finance and infrastructure processes, such that AIUK becomes recognised by staff, and the outside world, for excellence in these areas in the not-for-profit sector and beyond.

The performance of the holder of this post will be evaluated on:

The big picture

- Organisation-wide understanding of, and culture of excellence in the use of data and other management information to support high performance and a high quality organisation.
- Culture of financial and other resource discipline, with appropriate levels of accountability at all levels of management understood and demanded.
- Confidence of Boards and SMT in the reliability, consistency and transparency of all corporate data and management information, including financial information.
- Confidence of Boards, SMT, staff and other stakeholders in budgeting and budget-monitoring processes.
- Quality of facilities and other key physical and technical infrastructure provided meeting the needs of AIUK.
- Delivery of elements of the cultural and organisational transformation we are seeking in relation to equality, diversity, inclusion and anti-racism, and wider governance strengthening, that are depending on data, finance and infrastructure capabilities.
- Strength of dialogue and relationships with the International Secretariat (IS) and other parts of the Movement to ensure AIUK priorities and wider relevant movement-wide progress.
- To deliver against the above outcomes, the postholder will lead and manage AIUK's data and reporting, financial, physical, and technical assets. The post-holder will also provide the vision and strategic direction for their teams.

The day to day

- Act as a member of the Senior Management Team, responsible for data, finance and infrastructure elements that need to contribute to the strategic direction and corporate management of AIUK.
- Support the chief executive in oversight of overall organisation performance against plan and budget.
- Lead responsibility for the strategic direction and implementation of AIUK's Technology/IT, Data, and Finance, systems and processes.
- Lead responsibility for the maintenance of the organisational risk register and related reporting, including regular review of significant risks and clear allocation of mitigating actions, accountabilities and timelines.
- Manage AIUK's overall finances and budgets, and its financial health strategy, and growth, providing advice and guidance on all financial matters, including reserves, and reporting to the AI Secretariat. In this context ensure that due consideration is given to AIUK Section and Trust as separate entities as well as a combined "family".
- Manage and develop your department planning processes, including active management of monitoring and evaluation activity to ensure delivery to plan and budget.
- To provide strategic advice to the Chief Executive, SMT and AIUK Boards on areas relating to those managed by the post.



THE ROLE

- Act as a member of the appropriate movement wide communities of practice, working groups or task forces as agreed with the Chief Executive.
- Lead the development, implementation, communication and monitoring of AIUK's budgeting processes, including the development of appropriate performance measures. Ensure that these appropriately distinguish between AIUK Section and Trust and address the needs of both entities equally.
- Ensure that fellow Directors and senior managers have a sound understanding of their accountability for devising, reporting against and delivering to robust, interrogated budgets, and to ensure they are equipped with the skills and tools needed for this.
- Lead, inspire and motivate resources responsible for the design and delivery of appropriate and the safe facilities and infrastructure of the physical working environment of our employed and volunteer workforce.
- Lead responsibility for analysis of marketing, membership and supporter data to ensure this is accurate, up to date and able to inform both short and long-term decision making for planning purposes and provide reporting and management information for stakeholders.
- Lead responsibility, supported by the Director of Fundraising and the Director of Supporter Communications and Campaigns, in ensuring compliance with all relevant information governance (e.g. including GDPR, data protection and other aspects of IT and infrastructure security) and mitigating against any adverse impact on AIUKs strategic objectives.
- Actively role model and display behaviours that reflect AIUK's organisation values, and internal policies and practices including the importance of timely and clear feedback performance management.
- Accountable for ensuring that all financial and legal obligations in relation to AIUK's affairs are properly and efficiently discharged in line with applicable legislation including auditing, charity law, intellectual property, insurance, company law, etc.
- Attend, and participate in, meetings of AIUK Section and AIUK Trust Boards and any appropriate sub-committees (involves evening and weekend working), including leading management responsibility for supporting the Finance, Audit & Risk sub-committee.
- Support and work with the Amnesty International Secretariat and the wider Amnesty movement in the development of movement-wide initiatives and policies.
- Participate in sector wide bodies e.g. Charity Finance Group, and relevant networking groups.
- Deliver all aspects of this job description in accordance with AIUK's Equality and Diversity policy; provide inclusive leadership to the department and as a member of SMT.
- Undertake any other relevant duties or projects delegated by the Chief Executive or Boards which are in line with the responsibilities of the post.



WHAT WE'RE LOOKING FOR IN OUR DIRECTOR OF DATA, FINANCE & INFRASTRUCTURE

YOU ALREADY HAVE THESE SKILLS AND KNOWLEDGE

Experience

- Proven experience of developing and delivering operational and strategic plans.
- Proven experience of leading at senior management team / Board level.
- Significant experience of managing change at a senior level.
- Proven track record of successfully managing complex projects.
- Significant experience of inclusive leadership and management of staff.
- Track record of success of managing at least one of the functions managed by this post, and demonstrable capability to lead the other functions.
- Proven experience at a senior level working with complex governance in a national and/or international context.

Knowledge, skills and abilities

- High level of numeracy, budgeting and accounting literacy and skills.
- Ability to assimilate and analyse information quickly and accurately, and think strategically, formulate decisions and make recommendations.
- Leadership skills – able to provide vision, strategic direction and a proven ability to motivate a dept/multi-functional team to deliver strategy.
- Strong influencing and negotiating skills at a senior internal and external level.
- Ability to plan and monitor and to ensure services and projects are delivered in line with agreed standards.
- Ability to communicate effectively, both orally and in writing.
- Willingness to take responsibility for, and implement, corporate decisions.
- Proven IT literacy and confidence in dealing with IT suppliers and contractors, plus an understanding of the strategic role of IT in the delivery of an organisation's success.
- Understanding of, and support for, the aims and objectives of Amnesty International.
- Able to build effective relationships at a senior level within the global Amnesty International movement.

Other

- Willingness to work longer hours as required to meet deadlines and priorities; willing and able to attend regular evening / weekend Board and sub-committee meetings and to travel within the UK and overseas occasionally.
- Understanding of, and commitment to, equal opportunities and diversity.

YOU MAY ALSO HAVE

Experience

- Not-for-profit sector experience.

Knowledge

- Understanding of the different demands and constraints on charitable and non-charitable entities, and the effects on an organisation containing both.
- Relevant qualification, such as accounting and/or data qualifications.



TERMS AND CONDITIONS OF APPOINTMENT

Salary

£93,346 per annum.

Contract

Permanent, full time.

Location

25 New Inn Yard, London EC2A 3EA

Annual Leave

- 27 days annual leave (+ bank holidays), increasing to 29 days on five years' service (prorated for part time).
- Two days religion or belief leave annually.
- Discretionary leave day(s) between Christmas and New Year.

Work-Life Balance

- Flexible working, where feasible, and supportive of compressed work patterns and job shares.
- Most roles offer hybrid working between home and office.
- Full-time is 35 hours per week.
- Compassionate leave.
- Free confidential counselling.
- Career break with two years' service.
- Occupational sick pay.

Family friendly

- In addition to statutory entitlements, we offer enhanced family leave pay for qualifying colleagues:
 - Six months maternity, primary carer and adoption leave at full pay
 - 26 weeks Shared Parental Leave at full pay (less any weeks of maternity or adoption pay taken by partner)
 - Three weeks paternity and co-carer leave at full pay
 - To qualify, 26 weeks service at the 15th week before the expected week of childbirth or 26 weeks before the date of being notified of match with the adoptive child
- Emergency leave for care of dependents
- Flexible working

Pension

Generous employer pension contributions:

- 2% employee contribution receives a 6% employer contribution
- 3% employee contribution receives a 7% employer contribution
- 4% employee contribution receives an 8% employer contribution
- 5% or above employee contribution receives the maximum 9% employer contribution.

Life Assurance

Lump sum life assurance benefit equal to four times current annual salary in the event of death in service. This is paid to nominees of the colleague's choice in the event of their death.

Interest-free Loans

Season ticket, computer, and bicycle loans.

Possible approval for further education contribution, loan and study leave for relevant courses.



HOW TO APPLY

We hope you will consider making an application. If having read through the candidate brief you have any questions about the appointment, please contact Rebecca O'Connor at rebecca.oconnor@starfishsearch.com to arrange a conversation.

To make an application, please go to <http://starfishsearch.com/jobs/aiuk-dir-data-fin-inf/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- 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 person specification.

Equal Opportunities

AIUK aims to be an equal opportunities employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To reduce bias in our longlisting process, AIUK operates an anonymised application process. If for any reason you prefer to apply in a different format, or require adjustments in the process, please get in touch. We are a disability confident organisation. More details of inclusion in the AIUK recruitment process can be found [here](#).

RECRUITMENT TIMETABLE

Closing date	Friday 27th May 2022
Preliminary interviews with Starfish	w/c 13th and w/c 20th June 2022
Stakeholder sessions with AIUK	w/c 11th July 2022
Second-stage interviews with AIUK	w/c 18th July 2022



AIUK COMMITMENTS

COMMUNICATION

Listen to others and communicate in a respectful, clear, open and inclusive way. Give constructive feedback and be open to others giving feedback

COLLABORATION

Seek to build effective working relationships. Contribute expertise, learn from others and encourage others to do the same

CONSIDERATION

Guided by values and strategic priorities, manage time and workload with respect to the time and workload of others. Be fair and consistent in decision making and dealings with others

CHANGE

Innovate and improve the way things are done. Make time to increase knowledge and skills and guide others to do the same

