



Assistant Director
of Operations

Welcome

Thank you for your interest in this newly created role of Assistant Director of Operations. This is an exciting time to join us as we deliver our new strategy and further deepen the impact of our grant making. Our recently opened London office in the heart of Shoreditch is the central hub from which all of our exciting work stems and we are now looking for someone to lead our London operations and contribute toward deepening the capability and capacity of our team across all areas of the Foundation.

2022 marks the 50th anniversary of giving of the legacy of Lord Rank, our founder, and at this significant time in our history it is also a time for reflection on the impact of his generosity that lives on through the work of the Rank Foundation. At the heart of our work is encouraging and developing leadership and promoting enterprise and innovation to improve the lives of people and their communities. We are focused in the way in which we target our grant making and we invest heavily in the relationships with all of those we support. Place based engagement and building partnerships and connections to enable people to flourish is at the centre of all that we do.

This is an important role for us, providing an 'anchor leadership' post at the heart of our new, Garden Walk offices, including the co-working space that we intend to open to our wider network. You will provide day-to-day leadership here, ensuring the smooth operations of the London office, managing the marketing, budget, resourcing and requirements of all Garden Walk building users, and providing our London based team with clear leadership and management. You will also lead on our relationships with external users and provide additional, occasional support to the field executive contributing to the leadership and management of our growing portfolio of work.

You will be a strategic leader with a strong track record of managing both people and facilities. You will be a creative, inspirational and ambitious leader, preferably with experience of the social sector, with the capability and expertise to support the wider executive team in delivering an efficient, effective and agile operational programme. Importantly we are looking for someone with a strong commitment to our work, our values and a transparent, accountable and compassionate leadership style. We need someone who will be able to lead across the whole organisation, model excellent leadership behaviours and work as an engaged and collaborative colleague committed to our vision.

If you have these strengths and would like to join us it would be great to hear from you.

Caroline Broadhurst
Deputy Chief Executive



About us

The Rank Foundation is a philanthropic organisation and the charitable legacy of Joseph Arthur Rank (1888-1972). Our aim is to improve the lives of people and their communities, across the UK. We look to do this by encouraging and developing leadership and promoting enterprise and innovation.

The Foundation operates a model of engaged philanthropy, combining intellectual, social and financial capital. Our experience suggests that by promoting stronger partnerships and concentrating funding, knowledge and expertise in a very focused way; The Foundation can maximise impact across the UK.

£300M

Rank Foundation Endowment

£12M

Distributed in 2021

1200

Members of RankNet
(our active network)

Rank Foundation Strategy 2022



Vision

To help create a more equitable and inclusive society by encouraging leadership, developing an entrepreneurial mindset and forming strong community networks, building on our pioneering and distinctive model of relational philanthropy, underpinned by our Christian faith.



Faith

Ever mindful of the strong Christian beliefs of our founder, our work remains firmly rooted in faith. We have sought to better understand 'lived faith': connecting faith to society, acting as a driver for social good, and challenging inequality and injustice.



Mission

Challenge the consequences of inequality. Addressing the consequences of poverty and inequality, introducing an effective Diversity, Equity & Inclusion strategy, and a new programme category to focus on educational opportunity.

Champion leaders to become more impactful. Strengthen our leadership offer, building capacity and skills especially around 'leadership' and 'enterprise' in particular with our place-based projects, Time to Shine, leadership bursary & Rank Aspire programmes.

Connect through networks, partnerships and collaboration. To see RankNet as the most significant challenge and opportunity ahead, to harness the knowledge, skills, passion & capabilities of the network to much greater effect, embracing transformational technology, including media & CTVC, to improve reach & effectiveness.

Christian Faith. Convening conversations around the values, traditions, and practices of the Christian faith, from a perspective that respects those of all faiths and none.



Ranknet

Transforming from good to great: RankNet is a community of engaged & inspiring people, who sit at the heart of our strategy, connecting charities, trustees, fellows, school leaders & employees. We will look to create bigger ripples in bigger ponds, improving active participation, connectivity & collaboration. Building on the talents of our growing alumni network, stronger links between RankNet and the Rank Fellowship will be encouraged.



Major Grant & Flagship Programmes

To maintain a balance, based on historical practice, of approximately 50% split between our major grants' budgets (for new initiatives) and our updated flagship programmes. To work with other funders and partners, where collaborations will help us fulfil our strategic goals.



Structure and Budget

A revised & fully costed structure reflects our recent experience of scaling, through DCMS & other funding, to ensure that we are better structured to meet future operational demand especially with our network. This also includes some extraordinary investment recommendations including critical improvements to the Salesforce database & the development of the RankNet platform.



Summary

With a proposal shaped by our experiences over the last 7 years and in particular the impact of the Covid-19 pandemic, our ambition is to transform into a more impactful, distinctive and highly regarded foundation, building on the faith and belief of one man, J Arthur Rank.

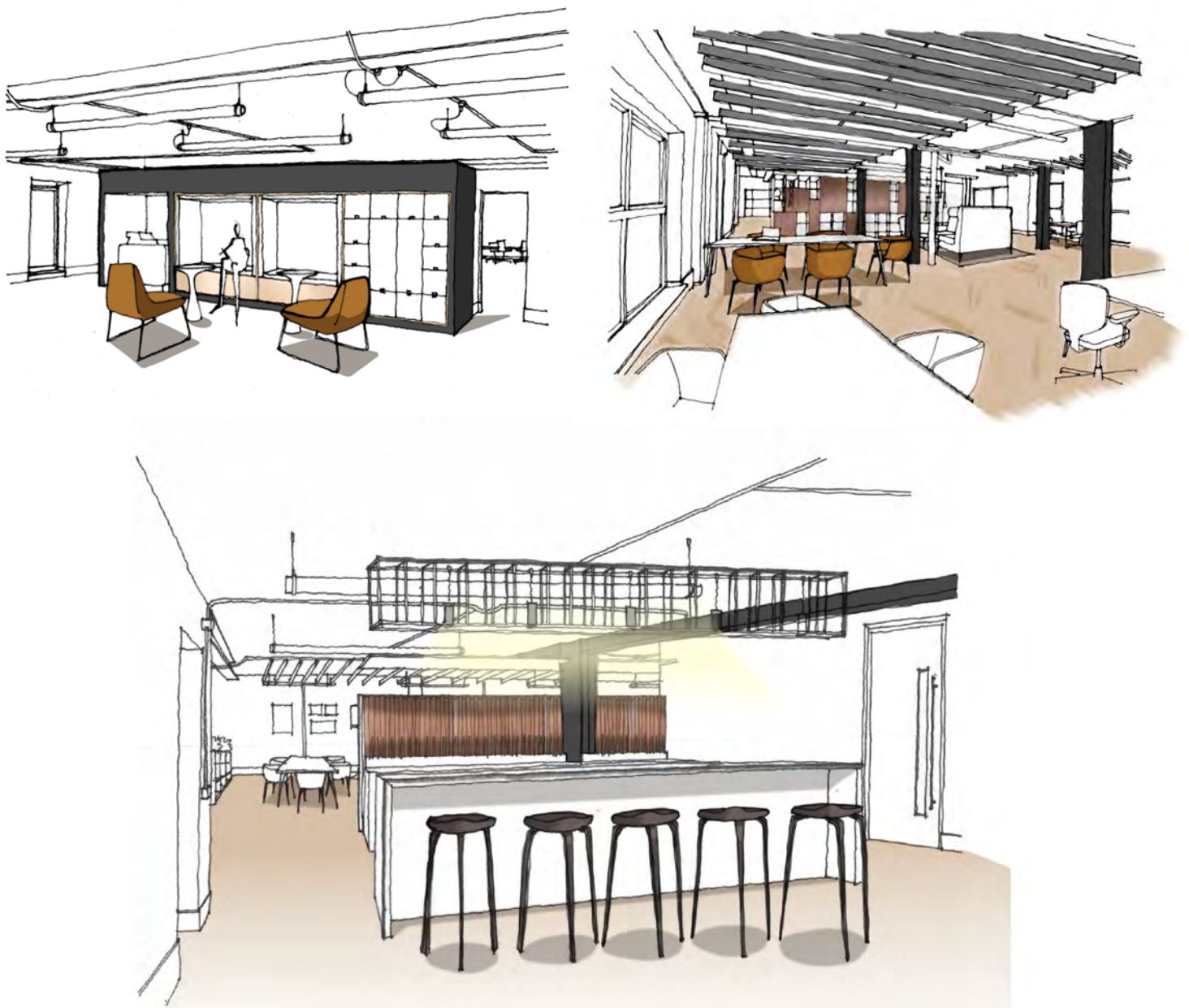


About Garden Walk

The new Assistant Director of Operations will bring to life our shared vision to create an open, inviting and creative environment that reflects the history, ambition and status of the foundation, as well as our relational and engaged approach to philanthropy. The new space will serve the needs of The Rank Foundation employees, RankNet members, partners, guests, Trustees and the wider Rank family of charities.

With a creative and fully accessible design that is less of a conventional office and more of an 'open work and meeting space', Garden Walk will have the facilities to host a range of meetings, events and activities and will provide hot-desking and a welcoming environment for all users to work, meet, study and research.

The Assistant Director of Operations will be responsible for managing the daily use of Garden Walk, engaging with all users, maintaining the facility, leading on the financial aspects of the enterprise and optimising the use of the space as the RankNet community hub.



Job Description

Job Title:	Assistant Director of Operations
Reporting to:	Deputy Chief Executive
Direct reports:	Grants Administration Manager and Business Support Manager
Key relationships:	Chief Executive Officer, Senior Leadership Team & Senior Management Team.

To join the Rank executive team, based out of Garden Walk with a key responsibility to provide the leadership necessary to ensure that the London office functions appropriately, managing the relationship with the external users and to provide additional, occasional support to the field executive contributing to the management and supervision of our growing portfolio of work.

Main Responsibilities

Strategy and operational

- To lead the operation of the Garden Walk office, with direct responsibility for the efficient functioning of the facility and the associated support services, and the operational supervision of the staff team, primarily operating out of the London office.
- To provide the day-to-day leadership of the London operation, directly accountable to the DCEO, providing the functional support to our operational programmes, with priorities directed by the DCEO and, where appropriate, the Director of Programmes.
- To lead on the production of the RFL Management Plan, in conjunction with the Senior Leadership Team, with responsibility for reporting and accountability, presenting to the CEO and Board as required.
- To ensure appropriate internal systems and processes that provides optimal efficiency and effectiveness of those deployed in the various operational and business support functions, including I.T. contract. Working closely with the Director of Finance and the respective foundation managers.
- To lead on operational reporting, especially regarding our externally funded programmes, ensuring that we meet any specified requirements in an efficient and timely way. To provide leadership and guidance to the Grants team.

Working Relationships

- To lead on the relationship management of the Garden Walk RankNet users (of the co-working space) both within the building and supporting the development of a wider RankNet strategy as required. This will include facilities management responsibility for the Garden Walk building. With a direct report over a dedicated facilities administrator.
- Assist with managing the relationship and support of any contractual HR support, working closely with the Director of Finance and Business Support Manager regarding day-to-day functions and needs.
- Be prepared to support flagship and place-based programmes, such as Time to Shine and the Rank Aspire programme, as required including attending or leading residential. Occasional only.
- To represent the Foundation externally, with a wide range of partners, acting as both an ambassador and representative especially with any major, external funder.

Knowledge and Experience

Essential:

- A track record of strategic leadership within an organisation able to contribute towards a whole organisational strategy.
- A track record of leadership of the day to day management of building and facilities.
- Experience of designing and delivering a portfolio of services to a range of audiences.
- Highly skilled and experienced as a people manager, with success in creating, leading, motivating and high performing, diverse, inclusive and collaborative teams.
- A track record of implementing digital, technology and integrated data systems to enable and enable the effective planning, management and delivery of operational activities.
- Experience of implementing change and continuous improvement in operational processes in line with organisational objectives.

Desirable:

- A good understanding of charity law and relevant charity commission guidance, the requirements of GDPR and relevant risk management and safeguarding frameworks

Skills and Abilities

- Highly organised with effective project management skills, able to manage multiple programmes of work in order to achieve smooth running of operations.
- Highly developed communication and relationship-building skills and the interpersonal skills to engage with a wide range of external and internal stakeholders.
- An ability to persuade and influence, in order to promote the interests of the Foundation.
- Strategic & analytical skills, including the ability to translate broad strategy into effective implementation and to successfully interpret the strategic context of the organisation's changing environment.
- Excellent data analysis and insight, able to use data and evidence to drive performance, influence our strategy and inform our decisions.
- Evident commercial acumen and strong financial management skills able to secure excellent value for money for the Foundation.

Style and Behaviours

- A demonstrable commitment to equity, diversity and inclusion
- An authentic, inspirational and creative leadership style.
- An outward-looking, entrepreneurial approach to organisational leadership and the capacity and business acumen to respond swiftly to opportunities and think innovatively about new initiatives.
- An approach that is flexible and adaptable to the needs of the organisation.
- Demonstrable diplomacy to resolve conflict in a positive way.
- Resilient, self-motivated initiative taker with a can-do attitude combined with a strategic and analytical mind.
- A healthy, balanced appetite for risk and the ability to work successfully under pressure.

Terms of Appointment

Contract

This is a permanent role.

Salary

The salary for this role is circa £65K per annum on a full-time basis.

Location

To be based in Garden Walk, Shoreditch, London.

Annual leave

25 days annual leave.

Pension

10% company contribution (5% personal), BUPA, Death in Service cover etc



How to apply

If you would like discuss the role before making an application please contact Juliet Brown at Starfish Search on juliet.brown@starfishsearch.com.

To make an application, please go to <https://starfishsearch.com/jobs/rank-ass-dir-ops/> 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 knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Monday 8th August 2022
Preliminary interviews with Starfish:	w/c 15th August & w/c 22nd August 2022
Formal interviews with The Rank Foundation:	w/c 5th September 2022

