

**Candidate Information Pack**

**Director of Resources**

**Please find enclosed:**

## Background Briefing

## Job Description and Person Specification

* Application Form
* Timetable

**For background information on ACF go to**

www.acf.org.uk

The **closing date for applications is** **Thursday 31 May at 10am.**  Please send applications to ACF@allysondavies-consultant.com

For further information contact: Allyson Davies on 0207 828 3855, or 0796 855 6154, or email ACF@allysondavies-consultant.com

**DIRECTOR OF RESOURCES**

**Why join us?**

Do you want to use your financial and management expertise to support social good? Have you got good big picture and people skills, commercial acumen, an accountancy qualification (or equivalent), and an understanding of the issues involved in managing HR and IT? If so then you might be the right person to join us on an exciting journey to become a world-class membership organisation.

ACF is the membership body for UK foundations and grant-making charities. Driven by a belief that foundations are a vital source for social good, our mission is to support them to be ambitious and effective in the way that they use their resources. We do this through the provision of policy and advocacy, research and information, and a wide-ranging programme of events and learning. Our 350 members collectively hold assets of around £50bn and give over £2.5bn annually.

One year into a new strategy under a new Chief Executive, ACF has ambitious plans to strengthen our policy voice on behalf of foundations, to develop our thought leadership and deliver ever-more value to our members. We recently launched our Stronger Foundations initiative, a member-led process of inquiry into what excellent foundation practice looks like which will raise standards across our sector.

This is an exciting time to join the ACF leadership team as Director of Resources. In order to achieve our ambitions and be sustainable in the longer term, we need to adopt a more commercial and enterprising approach to our work, while continuing to put our mission and our members first. We have a small and ambitious staff team and this role is crucial in nurturing our people and ensuring that they have the systems, culture and support they need to thrive.

**About the role**

The role is critical to the success of achieving ACF’s new strategic objectives. Driven by our belief that foundations are a vital source for social good, we want to play a greater role in:

* Supporting foundations to achieve their charitable objectives
* Advocating on behalf of foundations for an enabling policy, legislative and operating environment
* Connecting foundations to people, organisations, governments and movements relevant to their work
* Inspiring foundations to be ambitious and effective in the way that they use their resources for social good

In order to achieve this, a supporting strategic objective is that ACF thrives and is sustainable, supporting members over the longer term, by:

* Ensuring we are financially robust
* Responding to member need
* Valuing our people
* Implementing effective systems
* Adapting to technological change
* Nurturing a values-driven culture and prizing environmental sustainability

The purpose of the Director of Resources role is to ensure that ACF nurtures and develops its resources in order to thrive as an organisation.

**The person**

The Director of Resources will be a key member of ACF’s executive leadership team. They will play an integral role in ensuring that the organisation meets its ambitious strategic plans and aims to become a world-class membership body, providing exemplary services and support to our members. They will be an inspiring leader and enjoy working with a small but dynamic team on the development and delivery of a range of strategies and plans to deliver excellence. The post holder will need experience and skills in resource management but they will also require a genuine interest in and curiosity about organisational development, the members of ACF and how we can continuously improve our services and relationships.

**Salary and hours**

Salary: £54,000, plus 10% pension contributions and staff travel card loan on successful completion of probation.

Hours: 35 hours per week

Contract type:Permanent, full time

Location: Kings Cross, London (ACF is due to relocate within central London in the next 12–18 months)

**Job Description**

**Job title:** **Director of Resources**

**Responsible to:** Chief Executive

**Line management of:**  - Acting Finance Manager

* Executive & HR Assistant (who acts as executive assistant to CEO and Director of External Affairs)

**Overview**

The Director of Resources will ensure that ACF nurtures and develops its resources to thrive as an organisation, enabling us to deliver our mission to support foundations to be ambitious and effective in their pursuit of social good.

**Overall purpose of the job**

Working as part of the executive leadership team to:

* Develop the strategies, culture and values that will deliver ACF’s mission and charitable objectives
* Understand and anticipate the collective and emerging needs of foundations and ensure that ACF is well placed to meet these
* Identify and develop new and ongoing income streams and funding to ensure that the organisation is financially self-sustaining
* Deliver innovative and creative continuous improvement of systems
* Nurture and develop ACF’s staff team and support them in delivering a new strategic vision

Be the strategic lead for ACF’s premises strategy and in particular:

* oversee the relocation of ACF to new offices in 2018–19
* contribute to the development of a ‘Philanthropy House’– a focal point for institutional philanthropy in the UK

Support the Chief Executive in designing and delivering organisational development, including by leading on behaviours and values, and the implementation and delivery of quality assurance and performance management systems

Develop an IT strategy for ACF that enables us to deliver excellent digital services to members, meets the evolving needs of the organisation and supports the delivery of our mission and strategic objectives

Optimise the effective and efficient management and deployment of ACF’s facilities, systems, resources and assets.

**Key Areas of Responsibility**

**Leadership, strategic planning and delivery**

* Be a key member of ACF’s leadership team, playing an integral role in the development and delivery of the organisation’s vision, strategies and plans
* Lead on strategic business development by working with other senior leaders to identify and deliver a sustainable business model incorporating mixed income streams from memberships and self-generated sources
* Lead on the development of effective business/strategy plans, including budgets and financial planning, developing and maintaining a fully costed model
* Prepare accurate, reliable and timely reports to the Board on resourcing issues
* Lead on implementing a suitable quality assurance system and performance management processes
* Support the Finance and Risk Committee and the Premises working group to fulfil their responsibilities

**Sustainability and income generation**

* Take a strategic lead on income and expenditure, presenting management information to the CEO and trustees
* Significantly increase the business focus of the organisation
* Identify and deliver cost savings and deliver exceptional value for money
* Work with the Director of External Affairs to develop funding applications and manage the preparation of bids
* Actively contribute to securing new projects and business streams for the organisation, and ensure the reporting requirements of funders are met

**Operational management**

**Planning**

* Develop, deliver and maintain an operational plan for all organisational resources
* Develop and maintain systems to deliver quality assurance and measure organisational performance, including KPI’s

**Finance and risk**

* Direct and lead on ACF’s financial activities from the strategic to the operational finances
* Ensure ACF’s financial systems, procedures and controls meet organisational needs and are compliant with good practice
* Lead on ACF’s risk management ensuring it complies with the Board’s risk tolerances and appetites
* Maintain a central record of all contracts, providing reports to the CEO and Trustees as required
* Manage the work of the Acting Finance Manager, overseeing the production of the statutory annual accounts, the annual audit and the production of monthly accounts

**HR**

* Take a strategic lead on ensuring that ACF lives its values and has a high achieving culture that supports the wellbeing of our team
* Lead on the development and delivery of ACF’s HR function ensuring ACF’s staffing structure, remuneration policies and performance management systems deliver the strategic objectives
* Manage the Executive & HR Assistant, overseeing record keeping and HR processes

**Premises**

* Ensure facilities and resources are managed, including contractual arrangements
* Lead on ACF’s relocation to new offices in the next 12-18 months; ensuring ACF has creative and inspiring premises that support the delivery of excellence in member services, is carbon neutral and digitally excellent
* Working with the leadership team play an active role in the strategic vision for the UK’s first Philanthropy House, a focal point for institutional philanthropy in the UK, and (if applicable) contribute to a successful capital appeal

**ICT**

* Review the current and future ICT needs of ACF and develop and implement an IT strategy that will meet the evolving needs of the organisation and our members
* Support the Director of Membership and their team in reviewing ACF’s CRM requirements, and lead on the procurement of a new database
* Manage the Acting Finance Manager in their membership services and strategic database responsibilities

**Compliance**

* Ensure that the organisation is compliant with all legal and best practice responsibilities, including data protection and health and safety
* Act as company secretary for the organisation, ensuring all legal requirements of the role are fulfilled
* Lead a review of ACF’s trading subsidiary, ACF Conferences & Seminars Ltd
* Responsible for statutory reporting, consolidation, and the audit process

**Line management**

* Proactively manage direct reports, enabling the team to deliver a cost effective, customer focused and high quality service
* Manage and supervise line reports, setting annual objectives that deliver the organisational strategy

**Other tasks**

* To contribute to the development of organisational policy and procedures ensuring best practice
* Personal/professional training and development as appropriate in line with the needs of the post.
* The post holder must at all times carry out his/her duties and responsibilities with due regard to the organisation’s equality and diversity policies, empathy for and commitment to ACF’s mission and values, and to assisting ACF in being a more environmentally responsible organisation.

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Knowledge, qualifications, skills and experience** | **Essential** | **Desirable** |
| Experienced charity finance professional, with senior experience, a suitable accountancy qualification or equivalent and good working knowledge of the Charities SORP, charity trading and company law  | **Y** |  |
| Experience of strategic planning and delivery  | **Y** |  |
| Commercial and financial acumen, with experience of income generation and a proven track record of improving organisational sustainability  | **Y** |  |
| Strong leadership and management skills with experience of leading a motivated and effective team  | **Y** |  |
| Strong project management skills with experience of delivering projects on time and to budget  | **Y**  |  |
| Experience of HR process and systems from recruitment to departure with a proven track record in enabling productive teams  | **Y** |  |
| Experience of scoping and designing ICT infrastructure requirements and implementation | **Y** |  |
| Experience of being a company secretary  |  | **Y** |
| Experience of implementing and delivering quality assurance scheme and performance management systems |  | **Y** |
| Experience of training and supporting non-financial experts in finance |  | **Y** |
| **Abilities and aptitudes** |  |  |
| Ability to communicate clearly and effectively | **Y** |  |
| Ability to think clearly and strategically with strong analytical skills, able to synthesise new information quickly and accurately | **Y** |  |
| **Personal qualities** |  |  |
| Dynamic, energetic and forward looking | **Y** |  |
| Commitment to equality and diversity, empathy for and commitment to ACF’s aims and core values, and to being environmentally friendly  | **Y** |  |
| Highly developed sense of personal integrity with respect for others  | **Y** |  |
| A team player who enjoys working in a small team | **Y** |  |

**The Recruitment Process**

## Timetable

|  |  |
| --- | --- |
| Deadline for applications | 10am on Thursday 31 May, 2018 |
| Screening Interviews | TBC |
| Panel interviews | TBC |
| Final Interview (if required) | TBC |
| Decision made & successful candidate notified | Mid-late June |

## To Apply

If you would like to apply for this role, please complete this Application Form and Equal Opportunities Monitoring Form (downloaded from www.allysondavies-consultant.com, plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send these three documents, **by 10am on 31 May** to Allyson Davies at

ACF@allysondavies-consultant.com

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email, or call 020 7828 3855 or 0796 855 6164.

**Application Form**

**Director of Resources**

Please complete this Application Form [**delete the preceding pages**] and [Equal Opportunities Monitoring Form](http://www.allysondavies-consultant.com/wp-content/uploads/2015/06/Equal_Opportunities_Monitoring_Form.doc), **and** attach a CV outlining your career to date, including any academic and professional qualifications. Send the three documents by **10am on Thursday 31 May, 2018**, to ACF@allysondavies-consultant.com.

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at ACF@allysondavies-consultant.com, or on 0207 828 3855/07968 556 164.

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Mobile phone |  |
| Home phone |  |
| Email |  |
| How did you hear of this post? |  |
| Are you eligible to work in the UK? |  |

Please give details of two professional referees: your current or most recent employer, and a previous employer:

|  |  |  |
| --- | --- | --- |
| **Details required** | **Referee One**  | **Referee Two** |
| Name and professional relationship to you |  |  |
| Telephone |  |  |
| Email  |  |  |
| Ok to approach? |  |  |

Please give details of your current income and benefits details:

|  |  |
| --- | --- |
| Basic Annual Salary |  |
| Annual leave entitlement |  |
| Employer’s pension contribution |  |
| Employee’s pension contribution |  |
| Any other benefits |  |
| Notice required  |  |

**On no more than two pages, please include your answers below, stating:**

1. Why you would like to be Director of Resources at ACF.
2. The experience and skills you can bring to this role in relation to the job description and person specification.

**Declaration**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the ACF will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to ACF, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** [type your name]: **Date:**