

The Roddick Foundation

Executive Director Candidate Information Pack

Closing date: 20 November 2019

Contains:

- Background briefing
- Job Description and Person Specification
- Timetable and Process
- Link to upload the application materials

For background information on The Roddick Foundation,
please visit <https://theroddickfoundation.org>

Background Briefing

Message from the Chair

The Roddick Foundation was founded in 1997 to realise the activist sensibilities of its founders. Ours is not philanthropy-as-usual. Our family-led foundation supports projects that make daring and enduring positive change in the world.

We are driven by a dedication to radical kindness, bottom-up change-making, and empowering creative organisers who are tackling the challenges of our time. Anita called what we do “difficult philanthropy”; we are not in it for accolades, but rather to effect meaningful, and lasting social change. Our work coalesces in the areas of social, labour, and environmental justice, and human rights, including work in arts and media.

Today we find ourselves at an inflection point in the arc of the Foundation’s lifespan. We are seeking our first Executive Director, who will help us develop and execute a plan so that our reach is wider and our impact greater. The Executive Director will have the skills, experience, values, and attitude necessary to help us develop and then execute a strategy for the future of our work.

This period promises to be the most exciting for us yet, as we build on the work we’ve done thus far, ensure we do the most good with our resources, and leave a lasting legacy



Gordon Roddick

An interview with Gordon Roddick about the Foundation can be found at <https://www.coutts.com/insight-articles/news/million-pound-donors-report/gordon-roddick.html>

About Us

The Roddick Foundation was established by Gordon and Anita Roddick, founders of The Body Shop, and is overseen by the Roddick family. In our two-plus decades of work, we have set ourselves apart from traditional charitable giving by focusing on people and organisations that take unconventional approaches to advancing justice and empowering communities. We push the boundaries of grant-making when necessary.

Our mandate is simple, is to be courageous in our decisions as to who we support. We make grants to organisations and campaigns that affect social change. We recognise that the results can't always be measured in hard data; so, we define "measurable" in terms of all kinds of change. From the inspirational work of campaigns, to structural changes in laws, policies, and practices, to simply creating a shift in a small community or group, or even single activist who has been enabled to amplify an uncomfortable truth.

For us the foundation is a living, breathing entity: human, flexible, and always evolving. We are willing to explore forming partnerships with other foundations, and we are always open to learning and employing new strategies.

The Roddick Foundation is dedicated to supporting, empowering and celebrating those who make the world a better place.

Our approach to philanthropy

- The Foundation's work is driven by our values and philosophy as expressed by the Trustees, all of whom are family.
- We provide unrestricted/core funding, recognising this is critical to enabling organisations to thrive.
- We prefer to establish personal relationships with the organisations we support, and are committed to listening to and building relationships with the organisations we fund as well as offering collaborative partnerships.
- We can do more than make grants. We are able and willing in many cases to use our convening power and networks to raise the profiles and capacities of the causes and organisations we support.

Our approach as a family

All of the foundation's Trustees are family members. We are more likely to convene over the kitchen counter than in a boardroom. We use an intimate and equitable collaborative style in our work, emphasising a strong ethos of respect, trust and a willingness to talk through challenges and decisions.

The Trustees really enjoy working together; we debate well and find consensus. As a group, we are receptive, warm, and personable. We also wield a strong sense of

humour, and deep enjoyment of the process is a huge part of why it works. Sharing this approach and these values will be essential; we will offer plenty of friendly and welcoming support to bring you into the fold.

Why Now?

“May you live in interesting times.”

Chinese curse (apocryphal)

Social and political upheaval around the world ... the grave prognoses given the global environment ... in these interesting times, we urgently need connected holistic solutions now more than ever. There is a palpable urgency in our commitment to find and support the critical work being done at the grassroots.

Opportunities for the Executive Director to help us do this include:

- Working strategically with Trustees and grantees to make valuable connections and open the right doors to amplify the voices of the grassroots so that they may influence policymakers, other funders, the media, and beyond.
- Collaborating with grantees to ensure that they receive mentoring, capacity-building and strength building network
- Taking ownership of our grant making processes, as well as the management and governance of the Foundation.
- Refining our place-based giving in West Sussex to make it more effective and increase our impact in the area.
- We want to further our commitment to the woman’s movement in order bring equality and inclusion into the realms of reality

About you

The ideal Executive Director may come from any of a wide array of relevant backgrounds. You should be ready to take on a demanding but rewarding leadership role within a collaborative and collegiate group. Whatever your background, we are excited to hear from you, especially if you:

- Have knowledge and experience of the grant making world.
- Are open-minded, even-handed, and emotionally empathetic — an active listener and team player, with a sense of humour.
- Are keen and able to do some moving and shaking with grantees, supporting them in representing their work to new and broader audiences to increase their influence, leverage and shift power.
- Are interested in and passionate about on-the-ground movements.
- Have a relevant management and leadership background and are able to turn your hand to the internal structures, processes and procedures of a charitable foundation.

- Are able to bring wisdom and energy to see potential in the quirkiest ideas that come from grassroots groups.
- Have an appreciation that effective change-makers are often the most unlikely-seeming at first glance.
- Exude courage, enthusiasm, and integrity.
- Are curious and enterprising in finding exciting projects and groups to fund.
- Have a warm, friendly personality and a sense of humour.

Our foundation values diversity, equality and inclusivity. Applications are welcomed from those from underrepresented demographics, including but not limited to race, ethnicity, age, sexual orientation, gender and gender expression, and religion.

Role description

Title:	Executive Director
Salary:	£negotiable
Reports to:	Board of Trustees
Manages:	The Grants Administrator
Responsible for:	Working closely with Trustees, responsible for the overall strategic direction and management of the organisation.
Based:	Flexible: there is currently an office in West Sussex, however, the Executive Director can be home-based, and will regularly attend meetings in London and further afield.
Hours:	The Roddick Foundation is open to candidates who want to work flexible hours and to the possibility of a 4-day week.

Duties and responsibilities:

Strategy and Planning

- Work closely with Trustees to develop and maintain strategic direction for the Trust.
- Ensure the Foundation's policies and philosophy are consistent and appropriate.

Grantmaking

- Oversee the grants management process.
- Undertake due diligence on organisations under consideration for funding, as agreed with Trustees.
- Proactively identify organisations/opportunities for Trustee consideration.
- Oversee the monitoring and evaluation of grants made.
- Maintain relationships with grantees so the foundation best learns from their work.

Relationship-building and influencing

- Work closely with Trustees to develop and maintain external networks that support the Foundation's work, including relationships with other trusts and foundations.

- Work closely with Trustees and grantees to create opportunities for them to access new broader audiences and networks
- Ensure that the Foundation's communications accurately and transparently represent its work.

Organisational management

- Develop and maintain appropriate Foundation policies relating to staff, finance, grant making etc.
- Budgeting and financial management, including oversight of the annual audit.
- Provide leadership and an appropriate environment to support and develop staff.
- Support Trustees in fulfilling their responsibilities as an employer.

Good governance

- Work closely with the Trustees to ensure the Foundation meets all of its legal obligations.
- Ensure appropriate planning for and servicing of Trustee meetings.
- Ensure appropriate policies are developed and implemented.
- Ensure decisions of the Board are implemented.
- Maintain regular communication with Trustees between board meetings so Trustees are engaged and actively informed of progress.

Person specification

Experience and Knowledge	
Knowledge of the fields in which the Foundation operates and of the charitable sector.	E
Experience of grant making.	E
A sound understanding of the legal obligations of charities and charity governance in the UK.	E
Knowledge of related obligations of non-profit organisations in the USA.	D
Experience of financial planning, budget management and understanding financial records.	E
Knowledge of investing assets.	D
Experience of some of the following: policy influencing, campaigning, advocacy, movement-building, grassroots activity.	E
Ability to develop and maintain networks that will help the Foundation amplify its work.	E
Existing network in the areas of interest to the Foundation.	D
Skills, Abilities and Attitudes	
An ability to work with a family foundation where Trustees are actively involved in setting strategy and identifying organisations to support.	E
An ability to effectively manage relationships with Trustees/staff in different locations and with grantees.	E
A genuine empathy with the values and ethos of the Foundation.	E
The ability to work collegiately and collaboratively with a wide variety of people and organisations, including strong listening and diplomacy.	E
Exceptional interpersonal and communication skills.	E
High levels of emotional intelligence, empathy, courage and integrity.	E
A sense of humour.	E

Appointment Process

Deadline for applications	20 November
Screening Interviews	2, 3, 5, 6 December
Panel interviews	16, 17 or 18 December
Final Interview	20 December
Decision made & successful candidate notified	End of December

To Apply

If you would like to apply for this role, please send the following three items by 10am on 20 November, 2019:

- your CV
- this **Equal Opportunities Monitoring Form** (download and complete)
- a video (maximum three minutes), saying why you would like this role, what your approach to it would be and what three key areas of expertise you would bring. Please save the video with your full name as the filename

Send them to roddick@allysondavies-consultant.com via <https://wetransfer.com>

Note to Job-Share Applicants

Job-share applicants are welcome. Please make it clear if you are applying with a potential job share.

Information

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies via roddick@allysondavies-consultant.com, or call 020 7828 3855 or 07968 556 164.

Data Protection

The personal information that you provide will be used to process your application for employment with the Roddick Foundation. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.