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INTERIM DIRECTOR

CANDIDATE INFORMATION PACK

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For more information about the Tudor Trust please visit [www.tudortrust.org.uk](http://www.tudortrust.org.uk)

**BACKGROUND INFORMATION**

**About Tudor**

The Tudor Trust is an independent grant-making charitable trust established in 1955. It has assets of £265 million and funds a wide variety of different organisations working with people at the margins of society. It has committed in excess of £20 million in the current financial year 2022/2023.

The Trust is currently closed to new applications, although it is continuing to provide support (including further funding) to more than 700 current grant holders. Tudor’s most recent funding guidelines highlight the characteristics it looks for in the organisations it funds which includes: being embedded in their communities; encouraging and developing positive social connections and relationships; offering long-term engagement; being reflective, energetic and committed; and giving a voice to the people who use their services.

Historically Tudor has focused on funding smaller, under-resourced organisations that offer direct services and address marginalisation as applicants choose to define it. The Trust has operated an open grants application process (rather than specific funding programmes) for many years and encourages groups to apply for what they really want, rather than requiring groups to ‘deliver’ against its own priorities.

The vast majority of Tudor’s grant making is in the UK, but the Trust also runs a small proactive programme with groups promoting ecological agriculture in Zimbabwe, Kenya and Uganda.

**The current context**

Tudor has a reputation within the voluntary sector as an open, flexible and listening funder, and one that works on the basis that the applicant is the expert in the work that they do. The outgoing Director, Christopher Graves, has led Tudor for 38 years. This has been a period of stability and of steady, evolutionary change. Tudor’s focus on core funding, straightforward application processes, emphasis on building trusting relationships and commitment to developing applications through discussion rather than paperwork has influenced recent shifts in UK grant making.

In 2020 the murder of George Floyd, the resurgence of the Black Lives Matter movement and the light that has been shone on the pervasiveness of systemic racism within UK society led Tudor to undertake work to understand more about the history of racism, the inequity it perpetuates today and how it can be dismantled. This work, supported by external facilitators, resulted in a series of recommendations which challenged Tudor to look both inwards and outwards in establishing its anti-racism practice, ultimately in service to realising Tudor’s commitment to become an anti-racist organisation.

In April 2022 the Trust embarked on an ambitious ‘Reimagining’ process, intended to help it embed anti-racism both internally and externally and to rethink its offer to the community and voluntary sector. Closing to new applications made time and space for this work to take place.

**Current challenges**

Tudor is at a challenging point in its history. The Reimagining work has brought us rich learning, whilst being difficult and painful at times. There are some fractures within the organisation and there is not yet a shared vision for what a new, anti-racist Tudor can look like. The intention was to reopen to applications, with revised funding guidelines, in April 2023. In mid March the Trust announced that it will not be reopening in April, and that it is not yet able to say when it will reopen. However the funding of existing grant holders will continue.

There are other challenges too. Tudor was established in 1955 as a family trust, and today the majority of trustees are still members of the founder’s family. The trustee group has, for some time, been looking at how to transition into a new structure and culture and has now committed to become a diverse body, representative of the communities it funds, which can guide the Trust into the next phase of its development. A number of long-standing trustees are stepping back, to make space for a new group of trustees who can support Tudor’s racial justice journey

It is hoped that the Interim Director will be able to support staff and trustees to find a strategic direction that will allow progress to be made in developing a shared understanding of what it means to be an anti-racist organisation and how that informs the grant-making relationship and processes. Exploring how learning from the Reimagining can be bound into Tudor’s recognised approach and ethos, and operationalised so that the Trust is ready to reopen to new applications, is a crucial part of this.

**The interim Director**

We are looking for an experienced interim Director who can help stabilise the organisation, and determine a way forward that a new trustee board, management team and permanent Director can build on. The interim Director will have a commitment to racial justice and experience of building equity, diversity and inclusion into all areas of a charity’s work. They will have excellent communication and facilitation skills, a collaborative and empowering style and high levels of emotional intelligence. While they don’t need to have experience of leading a grant-making organisation we are looking for someone with strong charity leadership experience who can ensure that Tudor fulfils all its legal and statutory responsibilities.

Tudor has 21 members of staff, organised into three teams:

* The **Information Team** is responsible for internal and external information, communication and research activity, and the effective management of Tudor’s application processes.
* The **Resources Team** maximises the effective use of the Trust’s resources by managing its finances, investments, human resources, IT and the office/home working environment.
* The **Grants Team** is responsible for the grant-making process through assessing new funding proposals, engaging with applicants, presenting and discussing applications with trustees, involvement in devolved decision making and providing ongoing support to 700+ grant holders.

However members of all teams are involved in grant making – whether through working on applications or taking part in decision making – to ensure that their lived and learned experience, and particular areas of expertise, are fully engaged in the overall work of the Trust.

A key aspect of the Interim Director role will be supporting and advocating for Tudor’s full staff team, and leading and supporting the Management team. This will be held in balance with supporting the Board of trustees in its governance journey.

**JOB DESCRIPTION**

**Job Title: Interim Director**

**Reports to: Board of Trustees**

**Manages: The Management Team**

**Salary: c.£120,000**

**Duration: 6 to 12 months**

**Based: Notting Hill, London** (hybrid working with a minimum of three days in the office. Most staff are currently in the office on Wednesday and Thursday)

**Contract: Full-time** (but open to candidates who prefer a 4-day week, or compressed hours)

**Purpose of role**

This is an interim role that will cover the period between the retirement of the current Director and the induction of a new, permanent Director Reporting to the Board of Trustees, and line managed by the Chair, the interim Director will hold responsibility for the day-to-day leadership and management of the Trust, maintaining oversight of all Tudor’s activities and operations and ensuring that the Trust is run in accordance with its trust deed and complies with all legal and regulatory requirements.

Beyond these overarching requirements the intention is that the Interim Director will:

* Work to bring trustees and staff into a place of stability, trust, mutual support and creative dialogue.
* Work with staff and trustees to explore and assess options for Tudor’s future, bringing in external voices – including those of people with lived experience of racism and those of beneficiaries – to support the journey.
* Act as a bridge between staff and trustees – representing staff to trustees and trustees to staff. Create a safe space, particularly for racialised colleagues, for dialogue and discussion.
* Work with the Management Team to re-establish constructive, collaborative and supportive line management within Tudor.
* Support the Board during a period of transition and in consultation with the staff, work with trustees to recruit new trustees and a new permanent Director, and establish appropriate governance structures.

**KEY RESPONSIBILITIES**

**Leadership, management and governance**

1. Maintain oversight of all Tudor’s operations and activities and ensure that the organisation complies with all its financial, legal and regulatory obligations.
2. Develop and implement a plan for the transitionary period before the appointment of a new permanent Director, in partnership with the Board of trustees and the staff team.
3. Lead, support and develop the Management Team and oversee the leadership and management of the wider staff team.
4. Build a supportive and empowering working environment for all, building strong, positive relationships and working to embed psychological safety for all colleagues.
5. Ensure that the trustees are kept fully informed on organisational progress, financial management and risk matters, providing advice and guidance as required.
6. Ensure that Tudor has appropriate policies and procedures in place and that these are effectively implemented.

**Strategy and future direction**

1. Explore and implement constructive ways to review and reflect on Tudor’s mission, in partnership with trustees, staff and external stakeholders, to establish a foundation for Tudor’s future grant making.
2. Ensure that Tudor’s journey towards racial justice is maintained and further developed.
3. Work with the Board to recruit and induct a new permanent Director, and new trustees whilst maintaining a consultative approach with the staff.
4. Work with the Board to ensure that robust and effective governance structures are in place.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Knowledge and experience | E | D |
| Demonstrable experience of interim leadership at Director level | ✓ |  |
| Demonstrable experience of change leadership and facilitation during times of conflict, challenge and transition | ✓ |  |
| Able to evidence experience of clear and effective communication including creating recommendations and written documents to enable dialogue around complex ideas | ✓ |  |
| Demonstrable experience of working collaboratively with a Board and staff team, drawing on strong current knowledge of good governance and Human Resource management practices | ✓ |  |
| Able to evidence experience of and commitment to progressing work around racial justice and diversity, equity and inclusion | ✓ |  |
| Experience of the grant-making process  |  | ✓ |
| Skills and abilities |  |  |
| Ability to motivate, manage and inspire staff and others in advancing the mission and aims of the organisation | ✓ |  |
| Ability to work collaboratively and in a way which empowers others allied with strong and transparent decision-making skills | ✓ |  |
| Excellent communication and relationship-building skills - must be able to work effectively with the staff team, trustees and a diverse range of external stakeholders  | ✓ |  |
| Excellent listening skills and the ability to ask the right questions and challenge supportively | ✓ |  |
| Good knowledge of managing financial assets and strategic planning | ✓ |  |
| **Values, Attitudes and Approaches** |  |  |
| High levels of authenticity and emotional intelligence  | ✓ |  |
| Supportive of the Tudor’s trustees in their legal responsibilities whilst advocating for staff, being inclusive and supporting the personal and professional development of the staff team | ✓ |  |
| Strong personal commitment to addressing racism and all other forms of marginalisation within organisations and society  | ✓ |  |
| General | E | D |
| Commitment to Tudor’s philosophy, values, aims and ethos  | ✓ |  |
| Full clean driving license and willingness to drive on Trust business if needed |  | ✓ |

**TIMETABLE**

|  |  |
| --- | --- |
| Deadline for applications | 14 April @ 10am |
| Panel interviews  | 20 or 21 April |
| Final interview  | 24 April  |
| Decision made & successful candidate notified | End of April |

**HOW TO APPLY**

If you would like to apply for the role, please send your CV together with a completed Application Form (download from [this link](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/Tudor-ID-App-Form.docx)) and Equal Opportunities Monitoring Form (from [this link](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/EO_Form.docx)) by 10am on 14 April to tudor@allysondavies-consultant.com.

 **We value and respect all the differences that make us who we are, including: age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background. Your application will be anonymised to ensure that all candidates are treated equitably and not judged on the basis of their name.**

**MORE INFORMATION**

If you want to discuss anything in more detail, please email tudor@allysondavies-consultant.com, or call 07968 556 164 to speak to Allyson Davies.

**DATA PROTECTION**

The personal information that you provide will be used to process your application for employment with the Tudor Trust. 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.