

DIRECTOR OF PEOPLE AND FINANCE JOB DESCRIPTION

1. Leadership and management:

- Operate strategically and collegiately as part of the Senior Leadership Team to ensure 38 Degrees is fit for the future, maintaining its innovative edge
- Ensure there is the right capacity and structure in your own team to support the organisation's objectives and culture
- Motivate and manage the internal operations team to deliver high-quality, high-impact work in pursuit of our goals, developing them individually and as a team
- Continue to learn and develop self, working with the CEO and the SLT, and supporting others to learn and develop

2. People and culture:

Overall responsibility for people and culture, including

- Working with SLT to create and sustain a healthy, positive, achieving organisational culture
- Leadership on people issues with and on behalf of the SLT
- Tracking and maintaining innovation and improvement in working practices as appropriate to 38 Degrees
- Ensuring staff have access to high quality support and training to so they can develop and grow
- Reviewing and strengthening leadership and management development
- Managing change, working with colleagues

3. HR policies and practice:

Overall responsibility for people and culture policies and practice; and interaction with staff on HR matters. This includes:

- HR policies and contracts
- Pay and remuneration
- HR processes and systems, including in relation to performance review and accountability
- Trade Union liaison
- Safeguarding lead

4. Financial leadership:

Responsibility for the financial health of the organisation and the link with strategy, plans and objectives

- Ensure the financial strategy of the organisation is appropriate for the short and long-term health of the organisation, with the ability to match the agility of the day to day work
- Lead on the annual planning and budgeting process
- Ensure financial management and reporting - management accounts and statutory - conform to best practice, including on accuracy, timeliness
- Monitor our financial health to help steer the organisation, taking corrective action when needed
- Ensure grants made are properly managed and reported

5. Facilities:

Overall responsibility for the facilities in the organisation. This includes:

- The office facilities in London and Edinburgh
- Liaison with the landlords
- Keeping our office arrangements under review, and assessing if/when an office move may be needed
- Leading any office relocation

6. Governance:

Work with the CEO to support the board and ensure the production of high-quality board papers.

- Oversee the Board schedule and ensure high quality board support
- Production of the regular reporting frameworks (management accounts, annual report and accounts, risk register etc.)
- Liaise with the Auditors
- Lead on liaison with Treasurer and support to the Finance, Compliance and Risk Committee
- Responsible for conveying the current and future risks in the organisation
- Advise the board on the financial strategy for the organisation.
- Attend Board meetings and develop positive relationships with the non executive directors

7. Regulation, and risk management

Monitoring the risks in the organisation and key liaison on regulation and legal issues.

- Development of finance-related policies for the organisation
- Management of risk register
- Work closely with SLT to ensure business and risks are managed
- Seeking legal advice on relevant issues
- Ensuring compliance on the organisation's regulatory requirements such as the Political Parties, Elections and Referendums Act 2000 (PPERA), Representation of the People Act (RPA), Lobbying (Scotland) Act 2016, GDPR

8. Other

- Take joint responsibility for monitoring and managing overall organisational performance as part of the SLT
- Any other duties commensurate with the role

PERSON SPECIFICATION

Essential skills and experience

Leadership

- Ambitious and innovative
- Strategic thinker
- Experience at senior management level
- Commitment to collegiate approach to working with colleagues
- Experience line managing and developing a team

People and culture

- Experience leading an innovative HR function
- Experience of direct leadership of culture and change

- Understanding and knowledge of HR policies and practice, including legal considerations
- Willing and able to be the organisation's safeguarding lead

Financial leadership:

- Experience leading planning and budgeting in a similar size organisation or business unit
- Experience ensuring regular reporting and monitoring to ensure a financially healthy organisation
- Experience of longer term financial strategy - to support the organisation to meet its long-term goals

Governance and regulation

- Experience supporting/advising a Board or equivalent
- Ability to build positive and productive relationships with non-executive directors
- Knowledge and understanding of the regulatory requirements for not for profit organisations - including financial
- Experience of compliance with relevant regulatory requirements
- Understanding of risk and ability to work with colleagues to manage and mitigate risk

Other attributes

- Engaging people skills
- Strong relationship builder
- Strong commitment to teamwork
- Attention to detail and process when required
- Flexible approach - able to adapt style to different situations
- Open-minded and keen to learn and develop
- A commitment to values and ethos of 38 Degrees, particularly our ethos of serving a membership

Desirable skills

- Trade Union liaison
- Facilities management