
INASP Executive Director - Job Description

Job Title:	Executive Director
Reports to:	The Board of Trustees via the Chair
Responsible for:	Direct line management of Director of Finance, Director of Programmes, Head of MEL, Head of Marketing and Communications, Business Development & Partnerships Manager and through them all INASP staff
Location:	Oxford
Terms:	Full-time

Overall Purpose

To provide the leadership and inspiration required to drive INASP's mission of supporting Southern individuals and institutions to produce, share and use research and knowledge. Working closely with Trustees, the Senior Management Team, staff and a wide range of stakeholders, you will shape the development of strategic objectives, taking responsibility for sourcing and increasing funding from a range of sources to ensure the long-term sustainability of the organisation.

Key Responsibilities

Senior Management Team

- In your role as Chair of Senior Management Team (SMT), work closely with other SMT members to develop and implement an overall strategy, vision and operational plan for the organisation
- Lead the on-going strategic thinking, decision making and development of the organisation

Business Development/Fundraising

- Take the lead role in developing a business model appropriate to INASP's mission and values with the aim of ensuring long-term sustainability of the organisation
- Work with SMT and the Business Development team to develop and implement a strategy to increase funding from all appropriate sources including; governments, NGOs, philanthropic foundations and corporate sources.

Financial and risk management

- Ensure that the organisation's financial management meets the needs of funders and is in compliance with company and charity law
- Ensure that expenditure is controlled in line with the annual budget and that any material deviations are reported promptly to the Board
- In partnership with the Trustees, ensure effective risk management throughout the organisation

Leadership and organisational management

- Create a culture of transparency and communication throughout the organization
- Develop positive relationships with key stakeholders
- Inspire, motivate and develop staff and other stakeholders to engage and deliver on INASP's mission
- Maintain and support a high-performing senior management team
- Promote a culture of impact, learning and innovation
- Ensure that up to date and effective HR and safeguarding practices are in place and mainstreamed throughout the organisation
- Actively manage staff performance, development and collegiality, addressing issues appropriately as they arise
- Ensure staff understand roles, responsibilities and lines of accountability and are supported to work within a matrix management model
- Ensure INASP's values of respect, integrity, openness and transparency, commitment, participation, and valuing our staff are reflected in your leadership of the organisation
- Respect and promote INASP's commitment to promoting equality and diversity and addressing the needs of both men and women across all of our work

External Relations

- Act as an ambassador for INASP and ensure it is represented positively and visibly in all relevant forums.
- Ensure that the impact of INASP's activities is clearly communicated to existing and prospective funders and partners

Governance

- Work closely with the Trustees to enable them to discharge their responsibilities and ensure that their decisions are well informed
- Take responsibility for compliance of INASP with funder policies and procedures and those of external regulators, including adequate controls to protect the charity against fraud
- Report to the Trustees on the performance of the charity against its strategic, operational and annual plans, and against the annual budget as approved by the Board. Report any safeguarding or serious incidents promptly to Trustees
- Ensure that the Reserves Policy is adhered to and that the financial sustainability of the organisation is actively managed and communicated to the Board

General

- Work closely with INASP staff and other partners to ensure learning is captured and shared internally and externally
- Represent INASP at external meetings and conferences
- Ensure the values of respect, integrity, openness and transparency, commitment, participation, and valuing our staff are reflected in your work
- Respect INASP's commitment to promoting equality and diversity and addressing the needs of both men and women across all of our work
- Any other responsibilities as may reasonably be required from time to time

The Executive Director will be required to carry out any other responsibilities as may reasonably be required from time to time and should be prepared to travel when required.

This post could involve significant travel overseas and in the UK.

NOTE: The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Person Specification

Essential Criteria

- Educated to a post-graduate degree level in international development, science or similar relevant area
- Academic or professional experience of scientific research or communication, preferably within an international development context
- Leadership experience in the not-for-profit sector
- Experience of leading an organisation or part of one of at least a similar size to INASP
- Experience of influencing effectively at a high level
- Professional experience of business development, income generation and international development funder requirements
- Experience of developing and delivering strategy
- Excellent leadership and people management/development skills including with senior staff
- Strong decision making and problem solving ability
- Strong interpersonal skills with the ability to inspire others
- Committed to the values of INASP
- Financial management skills
- Currently have the right to live and work in the UK

Desirable

- Professional experience of the Research and Knowledge sector, including knowledge of key networks, stakeholders, and funders
- Experience in an ambassadorial role on behalf of an organisation
- Experience of working with (or on) a Board of Trustees

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