



Operations and Finance Director

About Emergency Nutrition Network (ENN)

ENN's vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible. ENN undertakes knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict affected states.

With a turnover of between £1 and £2 million per annum, ENN is a small but effective and well-respected charity with an excellent reputation amongst nutrition stakeholders. ENN's main office is in Oxford, UK and we have a London sub-office and three team members located in India, Senegal and Kenya.

ENN's technical work is driven by five Technical Directors (TDs) who are senior nutrition specialists, all of whom are home-based. One TD is responsible for strategic oversight (TD-S). An established team of 12 ENN personnel and a number of associates (experienced consultants) help deliver on our portfolio of work. ENN is governed by a Board of Trustees.

Why work for ENN?

This is an exciting opportunity to join the ENN team in a new position as Operations and Finance Director. The post holder will play a lead role in a growing, dynamic charity with international reach, to ensure the operational and financial integrity of the organisation.

Terms and conditions

Hours of work: 37.5 hours per week

Type of contract: Full-time , Permanent (4 days maybe considered for experienced applicants)

Salary: £55-60k

Based at: ENN Office in East Oxford. Some home-based/flexible working may be possible

Holidays: 25 days plus bank holidays (33 days total) increasing by one day after each complete year of service to a maximum of 27 days

Pension: Stakeholder pension, employer contribution of 5%

Purpose of the role

Reporting to the Board of Trustees and working closely with the TDs the OFD will play a fundamental role in driving the business and organisational development that underpins ENN's vision.

You will lead the organisation on: organisational policy development and implementation, human resource (HR) management, project management and administration, and on business planning and financial management. In partnership with the TD-S you will oversee and co-ordinate fundraising efforts ensuring strategic alignment.

Main responsibilities

Strategic leadership

1. Working with the TD-S, TDs and the Board, evaluate ENN's performance, set strategic direction and priorities.
2. Lead the development and delivery of a multi-year costed Business Plan which is aligned with the organisation's strategic vision and objectives and includes a fund-raising strategy.
3. Manage ENNs marketing and fundraising in close collaboration with the TD-S and the TD Team.
4. Oversee the delivery of the organisation's portfolio of projects in partnership with the other TDs

Operations

5. Ensure the current ENN operations and finance teams are working and communicating effectively and efficiently.
6. Review and develop ENN's Strategic HR plan with an emphasis on learning and development, recruitment, reward and retention.
7. Ensure development of, and maintenance and compliance with, a full range of organisational policies and procedures that meet donor and legal requirements (including HR, contracting/procurement, data management, risk management).
8. Ensure all systems in place for IT, finance, and communications are fit for purpose, cost effective and compliant with current legislation.
9. Manage the ENN finance and operations team (some direct line management, others overseeing). This is currently a team of seven part-time staff (1x Senior Finance Manager, 1 x Office Manager, 2 x Project Managers, 2 x Administrative assistants, 1 x Finance assistant). The team are a mix of home, Oxford and London-based staff.
10. Manage ENN's use of consultants and associates to ensure effectiveness and compliance.
11. Oversee and coordinate ENNs marketing and fundraising in close collaboration with the TD-S and the TD Team.
12. Provide regular reporting to the Board and share facilitation of Board meetings (virtual and face to face) with the TD team.

Finance

13. Identify and manage finance related risks, in close collaboration with ENNs Senior Finance Manager (SFM), TDs and the Board.
14. Oversee the SFM to ensure sound financial management and accounting of ENN
15. Manage ENN's relationships with funders, working closely with nominated TDs and Project Managers. Oversee the SFM to ensure compliance with donor reporting and associated legal responsibilities (financial monitoring and auditing).

Person Specification

Essential requirements

Able to demonstrate:

- A collaborative leadership approach.
- Excellent organisational, communication, delegation and planning skills.
- Experience of managing diverse teams both directly and remotely.
- Ability to represent the organisation at all levels.

- A minimum of 5 years experience in a senior organisational management role and prior work in an international environment (low and middle income countries)
- Experience of successful fundraising with international donors
- Experience of managing complex projects with multiple sources of income in multi currencies.
- Experience of senior strategic financial management within the charitable sector (experience in an NGO is preferable)

Desirable requirements

- Marketing skills in or applicable to the international aid and development sector.
- Experience of working in the international aid and development sector
- CIPD membership

Reports to:

ENN Board of Trustees.

Working

Directly alongside the TD-S.

With the finance and operations teams on a daily basis.

Regular interaction with TDs to ensure synergy between technical, organisational and financial developments.

Eligibility:

Must be entitled to work at the time of application in the UK. No relocation package is available.

Application process:

Please apply by sending a one page covering letter and CV to the contact details below.

Informal enquiries welcome.

Closing date for applications: Sunday 13th January 2019 at 23.59

Interviews: Friday 25th January 2019

Contacts:

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NO AGENCIES PLEASE

ENN are committed to equality and diversity throughout our organisation and expects all employees to comply with its codes of conduct, safeguarding policies and high ethical standards.