

Key Details	
Job Title: Director of People and Resources	
Salary: £65-73K	Hours: 35 hours per week - we are open to flexible working arrangements which work for our staff and the organisation
Leave: 25 days per year	Location: London
The Chartered Institute of Fundraising is an equal opportunities employer. It is fully committed to ensuring that recruitment decisions are made on the basis of merit alone	

Reporting Structure
Reports to: Chief Executive Line Manages: Head of Finance, Head of People, Business Improvement Lead, Facilities & Admin Officer

Job Description
<p>Purpose:</p> <p>Working for the CE, the Director of People and Resources (DPR) will ensure the Chartered Institute has the right people and resources in place to deliver its strategy.</p> <p>Key to this will be leading the overall business planning process, the management of our annual budget and monitoring and reporting of our overall performance. They will manage our facilities and lead our approach to managing risk and business continuity.</p> <p>The DPR will be responsible for ensuring we have the right approach to developing our staff and volunteers, and developing a truly learning, collaborative and inclusive culture within the organisation as well as ensuring our finance, database and other related systems, policies and procedures are developed to support our team to deliver our strategic objectives.</p> <p>Key Accountabilities:</p> <p>Business Planning Our team need both clarity of purpose and a sound and sustainable business plan. The DPR will lead our business planning process, developing and leading the implementation of an organisational business plan and supporting the development of departmental plans and activities which set clear and challenging team and individual objectives. They will contribute to business development, ensuring new activities deliver value and fit within our overall organisational objectives. They will also be responsible for leading our overall approach to monitoring and reporting on performance against those objectives.</p> <p>Financial Leadership and Management Working closely with our Treasurer and Finance and Resources Committee, the DPR will lead our approach to our financial planning and management, ensuring we are on a sound financial footing, managing planned investment, supporting new business development, leading the delivery of our statutory accounts and ensuring all our team has access to timely and relevant financial information. They will manage the Head of Finance.</p> <p>People Our people are crucial to our future development and the DPR will lead our approach to developing a high performing learning culture and a highly skilled and motivated staff and volunteer team. As part of this the DPR will manage the Head of People and be responsible for the approach we take in developing our staff and volunteers, working closely with the CE. The DPR will have a clear understanding of our health and wellbeing responsibilities towards staff and work closely with the Head of People to proactively monitor levels of employee engagement. Our internal inclusion agenda is as important as our external one and the DPR will have a significant role in ensuring this has meaning and impact.</p>

Organisational Design and Development

In order to build a truly high performing organisation, part of whose own mission is professional development, we need to make sure our people have the right skills and capabilities, and the DPR will lead our approach to the learning and development of our own team. Working with colleagues, the DPR will also lead the development of our key systems including our database, finance and IT systems and related policies and processes, to ensure they effectively enable our people to deliver our organisational objectives.

Facilities and infrastructure

To enable our people to fulfil their potential we need the best organisational infrastructure and corporate processes to support their work. The DPR will manage and oversee the Chartered Institute's office facilities and lead on our organisational resilience and business continuity.

Person Specification	
Experience & Skills	<ul style="list-style-type: none"> • Demonstrates an understanding or experience of applying an EDI lens to all their work • Demonstrates successful management of the overall finances of an organisation or part of an organisation of a similar size to the Chartered Institute (£6 million) • Able to lead on the development of a supportive learning culture within an organisation (ideally with experience of developing volunteers as well as staff), plus evidence of putting this into practice in order to deliver outstanding performance • Demonstrates successful leadership and management of cross-organisational/departmental or multi-disciplinary projects • Demonstrates the skills needed to lead corporate and business planning, across multiple teams or for an organisation as a whole • Demonstrates the ability to build and maintain positive and effective relationships with colleagues, partners and stakeholders • Demonstrates how to effectively manage vital systems and processes within an organisation, including databases, IT and data protection • Demonstrates the understanding of how to support and work with, non-executive committees • Demonstrate how to work with diverse audiences and how to respond to diverse customer and stakeholder needs
Attributes	<ul style="list-style-type: none"> • A role model with the leadership skills desire and ability to further develop an open, inclusive and supportive performance culture that maximises the potential of each person • Comfortable focusing on both operational performance as well as developing the broad strategy of the organisation • The ability to build and manage teams and effective working relationships inside and outside the Institute • Ability to think conceptually and creatively whilst being able to convert ideas and strategy into coherent and effective plans • The confidence and personal authority to influence at senior level internally within the Institute and externally to agencies, suppliers and partners.
Reflecting our values	<ul style="list-style-type: none"> • Passionate: takes pride in what we do and is driven by success. • Professional: champions and achieves high standards and is governed by professional integrity. • Enabling: helps and is empowered to take ownership, find solutions, make decisions and collaborate. • Enterprising: open to new solutions and committed to delivering where we already excel. • Respectful: honest and fair and treats everyone with consideration and respect.