



UK

ENGINEERS

WITHOUT BORDERS

ROLE DESCRIPTION AND PERSON SPECIFICATION

INTERIM CHIEF EXECUTIVE (PART-TIME, MATERNITY COVER)

THE HEADLINES

We have no Planet B and time is running out. There are ten years left to achieve the Sustainable Development Goals and address the climate crisis. Engineers Without Borders UK engages and galvanises the engineering community to serve all people and our planet better than ever before. Our current chief executive is soon to undertake maternity leave so we're looking for an experienced, driven and proactive professional with senior level charity experience to lead our team during these challenging times. You will have the exciting challenge of kickstarting successful implementation of our new organisational strategy being launched in 2021 by building on our existing strengths and capabilities to identify and implement improvements across our operations to enable us to deliver on our new ambitions and ensure continuous improvement. If this is you, find out how to apply below.

Responsible for: Leading the organisation on a day to day basis and driving improvements to deliver exceptional results.

Location: London, UK

Type of post: Part time (0.6-0.8FTE), fixed term (maternity cover)

Salary: £60-70k per annum (pro rata'd)

Leave: 24 days per annum, plus public holidays and 27-31 Dec (pro rata'd)

Pension: Up to 5% matched employer contribution to workplace pension scheme

Start date: As soon as possible, ideally by mid December/early January for handover period

Application deadline: Midnight (GMT), Sunday 15 November 2020

Interview date: 30 November, 1, 2 or 3 December, online

ENGINEERS WITHOUT BORDERS UK

We lead a movement to put global responsibility at the heart of engineering. We do this through our awareness raising campaigns, our engineering education programmes delivered in universities around the world and by showcasing globally responsible engineering in practice.

We recognise the impact engineering has on people and the planet every day. Embedding global responsibility is embedding social and environmental responsibility into engineering mindsets and knowhow. This delivers better technologies, systems and infrastructure to serve all people and the planet today and for generations to come.

As a movement we achieve so much more by empowering others and working in partnership than we could acting alone. We're proud to be part of a global movement of over 60 Engineers Without Borders organisations around the world who together are delivering long-term positive social and global development.

JOB DESCRIPTION

As 2020 draws to a close [we are developing a new strategy](#), due for launch during 2021. With every new strategy comes the ambition to reach higher, go further and increase impact. To do this we need a strong foundation and clear direction. As our interim chief executive, you will have the exciting opportunity to reflect on our current operating model and ensure our culture, policies, systems and processes are fit for purpose as we strive to break new ground with our new strategy. You will also ensure that we remain resilient to the challenges we face to our operational and funding landscape as a result of the COVID-19 pandemic.

This role is ideal for someone with strong leadership skills, charity experience at a senior level and expertise in organisational design and improvement, with a proven track record in delivering transformational change. Your charity experience may be from holding senior level roles in charities and/or through hands-on management consultancy routes. You will be experienced in assessing current operating models to identify improvements, designing supporting structures and governance, defining data requirements, re-designing and automating processes, and exploiting opportunities that our existing systems or other solutions might present to us, to operate more effectively and cost efficiently.

Wider sector experience is beneficial and we would look for you to constructively challenge our current ways of working, bringing your experience and best practice from outside of the charity sector, as well as within it, to design new processes, procedures and supporting systems/solutions that will deliver quick wins and sustainable improvements.

Previous experience of solution design and implementation, specifically CRM systems, would be beneficial but is not essential.

Our people and our culture are our strength, and with a focus on change management you will design and implement these improvements by working collaboratively with colleagues, developing a culture of continuous improvement, and encouraging shared ownership of delivery of our strategy in the year ahead.

IN MORE DETAIL: YOUR FIRST YEAR

You will be responsible for the overall performance of the organisation and leading the team to effectively deliver on our operational goals during the year. An overview of our team is provided later in this document for your reference.

We're really keen to continuously improve and recognise there is real opportunity to consolidate our existing good practices to create a strong foundation for future growth and more effectively deliver upon the commitments of our new strategy. We are looking for an individual who can build on the strengths of our current operating model and work with our team to improve our:

- Performance and effectiveness
- Agility
- Resilience
- Evidence-base
- Quality and consistency

As a result, we would expect that within a 12 month period under your leadership we will see measurable improvements in:

- Team happiness, engagement and job satisfaction
- Key stakeholder satisfaction (e.g. our delivery partners, our community of supporters and those who benefit from our work)
- Reporting, performance evaluation and quality assurance
- Risk and opportunity management
- Data and information flows that support our operational processes, relationship management and evidence based decision making.

You would be expected to determine the metrics of success for these improvements appropriate to our organisation and produce a roadmap/further recommendations for continuous improvement after the interim period. A key deliverable in this period will also be a business requirements/solution design document to inform a procurement exercise for a new CRM system.

Alongside delivery of the above you will have overall responsibility for:

- Leading our team to continue to deliver and navigate the challenges posed by COVID-19 and others that may arise throughout the period.
- Managing the organisation's budget (including co-development of the FY2021/22 operational budget with the team).
- HR related matters.
- Support to the Board of Trustees, including preparation for quarterly Board meetings, deliverables of Board subcommittees and working groups, our annual AGM, oversight of secretarial duties (e.g. compliance activities) and if necessary overseeing the administration of any amendments to our Articles of Association.
- You will also be expected to input to any fundraising/income generation proposals and any other programme delivery partnership proposals to ensure alignment with organisational strategy and oversee relevant due diligence processes of prospective partners.

As part of a small effective team, you will be expected to support the delivery of key organisational events and activities as part of the scope of your role, for example our Building Community Leaders training event for our student committee members, the Grand Finals for our Design Challenges and regional events to engage our community. This is a great opportunity to develop broader skills and experience as part of your professional growth as well as being part of a supportive, dependable team.

PERSON SPECIFICATION

To ensure you're the right person for the role and can achieve success for yourself and Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for the role of interim chief executive:

- Commitment to the organisation's purpose and values and passionate about engineering because of the difference it makes to people's lives.
- 'Can do' attitude, highly organised, solutions oriented and a self-starter.
- Senior level experience of driving cultures of excellence, managing change and implementing/overseeing improved and new policies, procedures, systems and processes in charities, particularly in small organisations. Experience ideally gained through holding senior level roles in charities and/or through hands-on management consultancy routes.
- Demonstrable experience of delivering complex transformation programmes and organisational design and improvement programmes. Experienced in change management and project delivery approaches and methodologies.
- Senior level experience of leading teams and managing performance. Excellent interpersonal skills and ability to support the development of others through coaching and mentoring. Ability to be hands-on if circumstances require to support delivery of organisation's goals.
- Strong numeracy skills with experience of financial management (budgeting, monitoring performance, forecasting).
- Experience of identifying and managing risk, and ensuring compliance with charity law.
- Experience of working with a board or participating on a board.
- Experience of raising income in charities and managing key relationships to ensure they are of mutual benefit.
- Experience of CRM design, implementation and development.
- Excellent communication skills, ability to engage and inspire different audiences and articulate our charitable impact clearly and succinctly.
- Knowledge of process improvement techniques methods, for example business process re-engineering (BPR), business process management notation (BPMN), Lean Six Sigma.

And if we were putting together our ultimate wish list, we'd also include the following desirables. But these really would be the icing on the cake and are not considered essential for the role:

- Professional qualification(s) in project management, change management and/or organisational improvement.
- Volunteering experience.

OUR TEAM

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. Our purpose is to engage and galvanise the engineering community to serve all people and

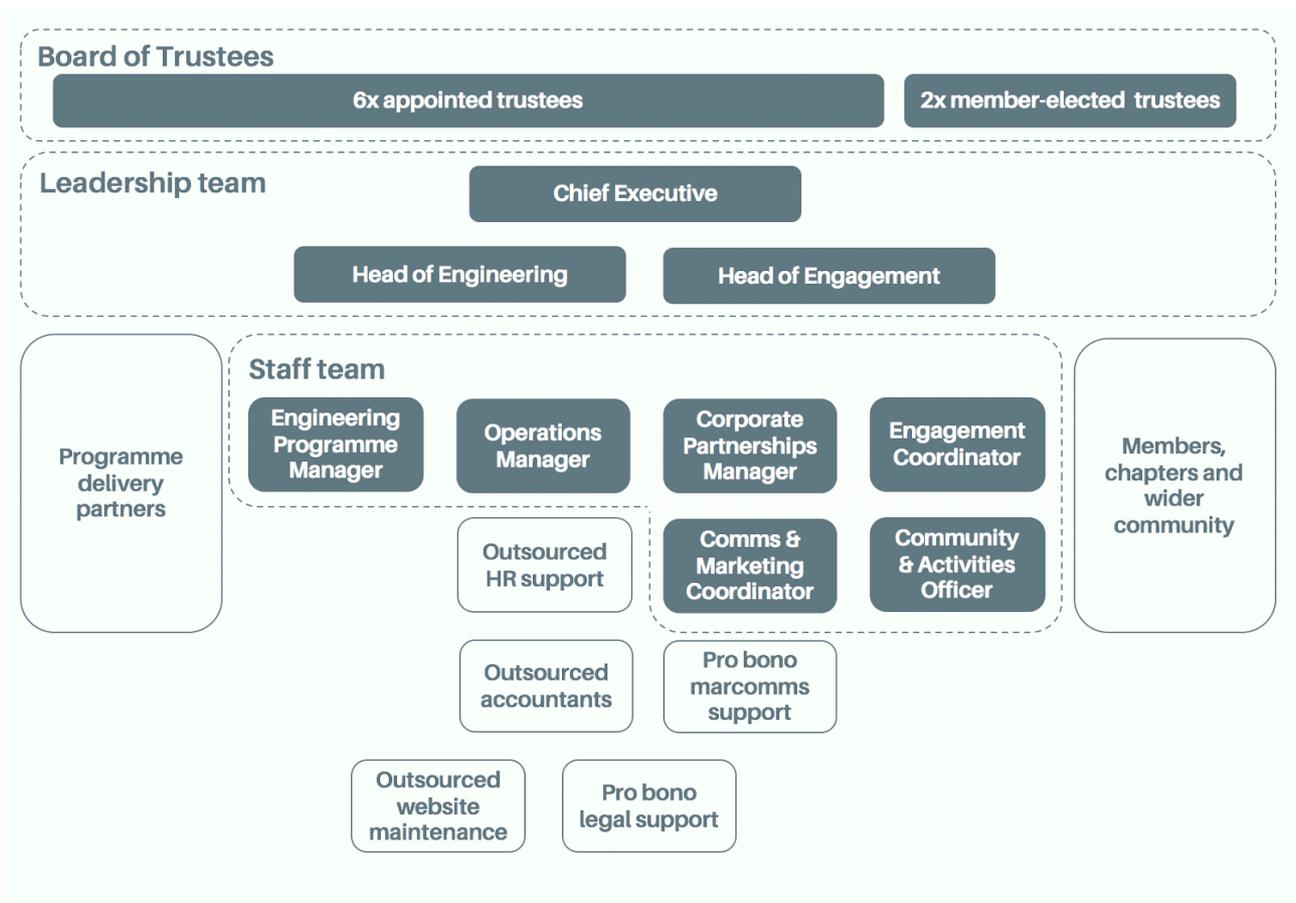
our planet better than ever before. Our values are Visionary, Transformative and Collaborative and they are embedded into everything we do. For our people, these values translate into the following behaviours which are expected of everyone, including new hires:

<p>Passionate about our purpose Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.</p>	<p>Inquisitive Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.</p>
<p>Creative Able to bring new ideas and approaches and has an opportunity driven mindset whilst recognising the importance of focus and clear direction.</p>	<p>Professional Acts with integrity, recognising role as an ambassador for Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.</p>
<p>Team Player Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.</p>	<p>Open and inclusive Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.</p>
<p>Respectful Aware of diversity and respectful of different opinions, always assuming positive intent and working with others to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.</p>	<p>Dependable Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.</p>

TEAM STRUCTURE

Our current Board of Trustees consists of eight individuals, we have a staff team of nine (including the chief executive), we outsource some of our operational functions and have some ongoing pro bono arrangements, we work with partners to deliver our key programmes and from time to time secure consultants/contractors to support our work. We have a community of members, chapters and other individuals and organisations who are involved in the delivery of our work.

You will primarily be supported by and manage the heads of engagement and engineering as part of the leadership team as well as work closely with the operations manager to deliver our operational improvements. The Board of Trustees will guide and oversee your work with the chair and treasurer being key points of contact. An overview of our organisational structure is presented below.



WORKING FOR ENGINEERS WITHOUT BORDERS UK

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

OUR CULTURE

We value a positive working environment for everyone on our team. We therefore expect all staff to demonstrate the following behaviours: passionate about our purpose, creative, team player, respectful, inquisitive, professional, open, and dependable. We expect this of new hires and you can expect this from your team mates. As interim chief executive you will be expected to ensure we continue supporting all staff (including yourself) throughout their employment with us, including an induction, regular feedback, appraisals, weekly team meetings and peer nominated recognitions.

WORKING TIME, PLACE OF WORK AND TRAVEL

We value what you deliver so your performance in this role will be judged on results. However, this is a part time position (terms to be negotiated), with your hours determined on a pro rata'd basis compared to full time equivalent of 37.5 hours per week. We operate flexible working hours around a core hours expectation of 10am - 4pm Monday to Friday. This core hours expectation ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work.

Working with volunteers in our community and with our delivery partners based in other international time zones is an exciting part of many of our roles. This means that you may have some evening and weekend work, and, depending on how the COVID-19 pandemic pans out, there may also be travel within the UK with some nights away from home. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

At the time of publishing this role description, our team is working remotely with the option of using our office according to COVID safe procedures if it is beneficial to their health and wellbeing. You will be responsible for continuing to ensure the safety of our team as the situation changes and reviewing our working environment requirements accordingly.

YOUR EMPLOYMENT PACKAGE

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the interim chief executive:

- This is an interim position to provide maternity cover. Whilst the duration of the maternity period may be subject to change, we anticipate a minimum of 6 months up to a maximum of 15 months (to allow for a handover period).
- The salary is £60-70k per annum (pro rata'd, depending on experience) likely on a 0.6-0.8FTE basis (to be negotiated).
- You will have access to our workplace pension scheme that is compliant with new auto-enrolment legislation and is also enhanced: we will match contributions of up to 5% of salary.
- You will have 24 days annual leave plus public holidays plus the period 27-31 December (pro rata'd).
- You will be able to take up to two days additional leave per year to volunteer for other charitable causes.
- You will have access to a Staff Development Scheme in support of continued professional development.
- You will have access to our Employee Assistance Programme; for confidential 24/7 support from an experienced therapist or advisor and through our online health portal.
- We offer enhanced sick pay and you can also join a Bike to Work scheme.

TO APPLY

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to hr@ewb-uk.org with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to lead our team at Engineers Without Borders UK
- How you meet the role description and person specification, in particular your experience of managing organisational improvement and the results you have achieved
- A brief description of the methodology you would use to analyse our current organisational performance and identify improvements to our operating model

- Your availability to be interviewed on the following likely interview dates 30 November, 1, 2 or 3 December. Please confirm as many dates as possible. Interviews will be conducted online/virtually.
- Your eligibility to work in the UK
- Where you saw the role advertised

The deadline for applications is midnight (GMT) Sunday 15 November 2020 and we expect to interview shortlisted candidates during the week of 30 November.

The interview for shortlisted candidates will be held online and will consist of some task-based assessments related to the role as well as an interview. Depending on the number of candidates this will likely mean you will be asked to attend two online sessions (one for tasks, one for interview). We aim for the two sessions to be held within one to two days of one another.

RECRUITMENT INFORMATION

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact short listed candidates.
- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our [Privacy Policy](#) for details of why and how we collect and store your data.

For further information please visit our website.