

Director of Medact

Job Description - May 2017

Background

Medact is a well-established UK charity working to inspire the health community to be better agents for social change. We're a membership-based organisation, with local groups across the country, active in educational and campaigning work.

From original incarnations as the Medical Campaign Against Nuclear Weapons and the Medical Association for the Prevention of War, we've developed into a dynamic, 21st century social movement for health professionals, working across a variety of programme areas - including climate change, food, peace and economic justice. Medact's mission is to harness the professional mandate and voice of the health community to address the underlying causes of ill health and injustice.

We are now seeking to expand the scale and range of our support base and campaigns, while ensuring we maintain an effective management structure and sound financial footing.

Medact is guided by a Board of Trustees and ultimately by its members.

Job purpose

Working in close co-operation with staff, project partners, membership and the Board, the main purpose of the Director's role will be to develop and implement a successful strategy aimed at realising Medact's goal and at achieving Medact's growth and long-term sustainability.

Accountability

The position is directly accountable to the Chair of the Board, and through the Chair to the trustees and membership of Medact.

The Director currently line-manages all other Medact staff, who number 5 at present.

Roles and responsibilities

1. Strategic leadership

1.1 - You'll work with staff and the Board to refine and develop Medact's strategy. You'll be accountable to the Board and membership for the development and delivery of all agreed strategic objectives.

1.2 - You'll be key to the delivery of national and international conferences (including the one planned for York in September 2017) ensuring fit with the strategic objectives of the organisation.

2. Organisational development and management

2.1 - Working closely with the Board, you'll ensure that Medact is soundly governed and managed, with full and appropriate policies and procedures and a dynamic risk register and associated contingency plan.

2.2 - You'll put in place and maintain proper systems to guarantee sound administration of the organisation and ensure appropriate compliance with statutory regulations and reporting requirements. You'll support trustees in fulfilling their legal duties.

2.3 - You will be expected to implement and develop Medact's membership strategy, with a view to growing both the overall numbers of Medact members and the level of their engagement with campaigns. This means overseeing the extension and diversification of Medact's membership base, and ensuring the current membership remains engaged with Medact's campaigns. A lot of this work will be done by the rest of the Medact team, but you'll need to offer strategic advice and help out, and raise everyone's ambition.

3. Human resource management

3.1 - You will lead and develop current and future programme staff, applying sound line and personnel management methods in a way which echoes Medact's ethos and which values the contributions of its staff.

3.2 - As part of your role in relation to external relations, you'll support programme staff in developing and maintaining appropriate external contacts that will help projects grow, financially and in terms of their reach and impact.

3.3 - You'll maintain and refine a management structure which provides staff with a safe, welcoming and productive working space, in which all staff feel valued and invested. You'll ensure sound internal working culture and relationships, developing collegiate ways of working.

3.4 - As Director, you'll be the custodian of Medact's ambition and optimism. You're the internal rousing speech giver. When things don't work out, you will ultimately have responsibility for ensuring the team develop new tactics. And when things go right, it's your responsibility to ensure everyone celebrates.

4. Income generation and financial resource management

4.1 - Again working with the Board, you'll deliver a sound financial plan, matching both Medact's ambitions and the opportunities presented by the fundraising environment. We expect you to identify and strategically target a range of income streams, including grant funders and individual giving.

4.2 - The Director takes ultimate responsibility for ensuring that project and programme budgets, and Medact's overall organisational budget, are soundly developed and properly monitored and managed, working alongside accounting staff and the Board Treasurer, and within parameters set by the Board.

5. External relations

5.1 - You'll be a key public face of Medact, comfortable appearing on mass media or giving a keynote at a conference. You'll write blogposts on our site, and pitch comment pieces to papers. You'll write and sign letters to the press and policy-makers, and email our members.

5.2 - Medact sometimes has its greatest power via strategic partnerships - we'd expect you to be helping us find and maintain new interesting people and groups to work with. You'll also be expected to maintain the many great relationships Medact already has - in the health community, and with other peace, climate and social justice organisations.

5.3 - You'll be expected to keep an eye on what's happening outside of Medact - what are the political, economic, scientific and cultural shifts that might affect Medact's work? What are the new risks, the new opportunities? What new issues should the team be talking about, who are the exciting new people to be talking to?

Person specification

The successful candidate(s) for the post will have:

- the planning and communication skills to work with a wide range of members, funders, delivery partners and government and civil society to deliver change;
- and
- the management, organizational and financial acumen to build a strong and sustainable organisation, able to meet the challenges and to seize any opportunities that the future will present.

Essential

- i - At least five years in a developmental/programming role in which strategic and operational development activities have played a significant part
- ii - Demonstrable evidence of the capacity and skills to line manage a small team of creative staff and/or volunteers
- iii - Excellent written and presentational skills and a demonstrable capacity to be a key public face of the organisation
- iv - Demonstrable evidence of the skills and capacity to deliver, with appropriate professional and administrative input, sound financial and organisational management
- v - Willingness to travel for Medact work, including internationally

Desirable

- i - Health professional background and/or wide experience of one or more of the programming activities currently undertaken by Medact
- ii - Experience in either an executive or nonexecutive role of the voluntary sector
- iii - Experience of and skills in campaign work if a type that fits the ethos and values of the organisation
- iv - Knowledge of and links to grant funders of the type that might engage with Medact's work
- v - Established relationships/networks with NGOs, health professional bodies etc.

Terms & Conditions

£40,000+ salary per year, negotiable, depending on experience

London office base but with option for flexible working for candidates unable to reside within reasonable travel distance all week

Pension contribution to be negotiated in context of any existing provision and current NEST automatic enrolment scheme

Note: This position is open to job share. If applicable, candidates should supply two covering letters outline individual skills and how they complement those of the other job share candidate, as well as an indicative balance of hours each to be worked.

Note: Unfortunately, Medact is not in a position to arrange work permits for anyone who does not have the right to work in the UK.