

# Interim Director of Medact (Maternity Cover)

**Closing date:** Friday 8th June

**Interviews:** Likely in week commencing Monday 18th June

**Salary:** £38-40k pro rata, subject to experience

**Contract:** 8-month maternity cover to begin 30th August at the latest

**Hours:** 4-5 days per week, depending on preference of the successful candidate

## Background

Medact supports and empowers health professionals to campaign for a safer and fairer world. We work on some of the most pressing national and global threats to health and wellbeing including climate change; migrant access to healthcare; conflict and militarism; and rising inequality.

We put movement building at the centre of our organisational purpose, working with a diverse set of partners including NGOs, grassroots groups, professional bodies and academic institutions in order to realise change. Our members are made up of a range of health professionals including nurses, doctors, midwives and clinical researchers.

Medact believes that the health community has enormous potential to drive progressive change. Since re-launching five years ago, our community has renewed momentum for action, and our voice has become increasingly influential. We are currently renewing our strategy to maximise our positive impact - this role will take the lead in ensuring we deliver to the best of our ability, while keeping us on a sound management and financial footing.

Medact is a membership-based charity, and is guided by a Board of Trustees, and ultimately by its members.

## Job role and purpose

The Executive Director is currently leading the process to develop Medact's new five-year strategy, which will be signed off by the Board and underway when the Interim Director begins. The main purpose of the Interim Director's role will be to lead the team to continue to implement our strategy, with support from the Board of Trustees.

## **Accountability**

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

The Interim Director will line-manage most or all staff, who at present number 4, with one other member of staff on maternity leave.

## **Roles and responsibilities**

### **1. Strategic leadership and organisational development**

1.1 You'll work with staff and the Board to continue to implement Medact's new strategy. You'll be accountable to the Board and membership for the delivery of specific strategic objectives during the period of your role.

1.2 You will guide and be accountable for all elements of Medact's work. During the period of the Interim Director's term, this will include:

- Supporting the Movement Builder to finalise and begin to implement Medact's new Movement-Building strategy.
- Supporting campaigners to ensure that all developing campaigns have clear - but flexible - strategies.

### **2. Organisational Governance**

2.1 Working closely with the Board, you'll ensure that Medact is soundly governed and managed; keeping organisational policies and the organisational risk-register fully up to date, and ensuring our work is in line with charity and campaigning law on a day-to-day basis.

2.2. You'll continue to ensure that proper systems which guarantee sound administration of the organisation are maintained, and support the board to ensure appropriate compliance with statutory regulations and reporting requirements, and any other of their legal duties.

2.3 You'll continue to support our new Chair of the Board to learn more about Medact and their specific role, as part of their ongoing induction.

### **3. Human resource management**

3.1 Overall, you will lead Medact's staff to work well as a team which is more than the sum of its parts, within a safe, welcoming and productive working space in which all staff feel valued and invested. You'll ensure sound working culture; modelling sustainable work-life balance and collaborative, respectful behaviour.

3.2 You will line manage individual staff members to perform to the best of their ability according to Medact's strategy, ensuring all staff have clear objectives and professional development goals, and the right support to achieve them.

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. Financial management and income generation**

4.1 With support from the Operations Manager and the Board Treasurer, you'll continue to deliver a sound financial plan, ensuring that all project budgets and the overall organisational budget are properly monitored and managed within parameters set by the Board.

4.2 You will continue to identify and strategically target a range of income streams in line with Medact's overall strategy, and existing fundraising plans.

4.3 You will ensure that all restricted grant-funded work continues in line with the conditions of existing grants, and that all necessary reporting to funders is up to date.

#### **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, but equally able to recognise when a Medact member or health professional board member would be a better messenger, and to cede your platform to them.

5.2 You'll support and guide the team in communicating about our work and in responding where appropriate to external affairs as they take place, in traditional and social media.

5.3 Medact finds some of its greatest power in strategic partnerships. You will continue to maintain close relationships with our key allies, and to develop further relationships with organisations whose goals are strategically similar or complementary to ours.

5.4 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 potential 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 for the post will have:

- The strategic and communication skills to work with a wide range of members,

funders, delivery partners and government and civil society to deliver change

- The management, organizational and financial acumen to continue to build a strong and sustainable organisation according to our new strategy
- The ability to understand the role quickly, and hit the ground running

## **Essential**

1. Strategic thinker, with ability to think for the long-term without losing sight of the day-to-day.
2. Demonstrable understanding of how to win campaigns; clear analysis of how systemic change happens and the importance of grassroots movements in shifting power to create this change.
3. Strong experience of providing effective, supportive line and team-management, and experience in successfully recruiting new staff.
4. Strong verbal communication, listening, and interpersonal skills, with the ability to represent Medact in a variety of fora, and to build trusting relationships quickly and maintain them effectively.
5. Good writing skills, with the ability to communicate ideas clearly and concisely in a manner appropriate for the context and audience.
6. A variety of experience of working in coalitions with a wide range of actors.
7. Fundraising experience, with ability to build and maintain relationships with funders, and spot new funding opportunities where appropriate.
8. Good understanding of charity law, and ability to provide effective financial and organisational management.
9. Demonstrable commitment to building a safer, fairer world, and reducing health inequality.
10. Ability to travel for Medact work (international travel is possible but unlikely).

## **Desirable**

1. Experience of working in health-based campaigning, or working closely with health professionals, and established networks with health professional bodies.
2. Experience in either an executive or non-executive role in the voluntary sector.
3. Existing links with grant funders who are likely to engage with Medact's work.