

SRT Executive Director Job Description

The Sigrid Rausing Trust is a charitable trust focusing on human rights, including work on discrimination and corruption. We have two new programmes in the areas of nature conservation and arts and social justice. We give long-term core support to our partners, and have a particular regional focus on the former Soviet Union, the Balkans, central and eastern Europe, the MENA region, and three countries in Africa: Kenya, Zimbabwe, and South Africa. We also fund a number of projects and organisations in Britain. The current budget is £27.5 million, and the plan is to expand our funding substantially in the next ten years.

We are a team of sixteen people, composed of programme and support staff, a Director of Programmes, and a newly appointed Finance Director. In addition, the Executive Board and the International Board meet regularly to provide guidance on grants and strategy, and are available to help with advice and contacts in between meetings.

The Director is ultimately responsible for the Trust's grant-making and other activities. New grants and the largest renewals are approved by the Board, with increasing delegation of other approvals to the Director and staff.

Key responsibilities of the position include:

Grant making

- Review and approval of analysis and recommendations produced by programme officers, in collaboration with the rest of the staff.
- Making sure that the programme officers are talking to each other, to knowledgeable people externally, and that they are able find the best grantees in the areas where we are active.
- Keeping up a working knowledge of the field and most or all grantees and partners.

Meetings

- Develop the agendas for two strategic board meetings and two

regular board meetings per year, including organising external speakers and the production of dockets for those meetings.

- Organise other meetings on an ad-hoc basis.

Team

- Management of Programme Directors and Finance Director.

Strategy

- Implementation, Controls, and Reviews.

Representation

- Act as a spokesperson for the Trust at external meetings, conferences and committees, and any contact with the media.

General

- Take responsibility for any unexpected difficulties or important developments falling within the Trust's operations and areas of charitable involvement.
- Make sure the communications policy is adhered to, and keep Trustees informed of any significant developments, including progress or setbacks in the field generally.
- Oversee communications, including the website and annual reports.
- Oversee internal documents and policies.
- Provide advice to Trustees as required.

Candidates will be asked to demonstrate experience in the following areas:

- Previous grant-making experience and experience of working with a Chair and Board of Trustees.
- Strategic development experience and skills.
- Strong analytical and communication skills, and agility across cultures and world views.
- Gravitas and the ability to engage externally with credibility and impact.
- Excellent people management, coaching and leadership skills.

- A keen eye for detail and the ability to provide clear direction to staff working on different programmes in different regions and countries.
- A commitment to human rights, equality, and nature conservation.

A working knowledge of our regional areas of focus, particularly in the area of human rights, would be an advantage.

Please contact Elizabeth Wedmore, Secretary to the Board, at elizabethwedmore@srtrust.org, for more information.