



Ending domestic abuse

Director of Finance and Resources

Application pack



Letter from the Chief Executive

Dear candidate,

Thank you for your interest in applying for this role. I am delighted to be able to tell you a little more about us as an organisation, what the role entails and the type of person we are looking to recruit.

At SafeLives we are working to transform the UK's response to domestic abuse. Over the last 10 years we have worked tirelessly to embed a risk-led model for our sector, and ensure that resources and services are directed where they can have the most impact. We have achieved national change, through the combination of specialist support for victims of high-risk domestic abuse and coordinated safety planning from key agencies. And we have the largest dataset on domestic abuse, which enables us to make evidence-based decisions.

Going forward, we need to do more. Last year we published our new strategy (<http://bit.ly/1NJ5oQ2>) which sets out our vision for working with the whole family to reduce not just the harm caused by domestic abuse, but also the overall size of the problem.

This means building on our current services to deliver them more effectively, to more people, and to work with new audiences. It also means the development of important new services which push us forward in the delivery of our mission.

As Director of Finance and Resources you will have a broad portfolio of responsibilities comprising finance, HR, IT and facilities. You will be a crucial member of our senior leadership team, ensuring that we manage a rapid pace of change and delivery in a way that is robust and sustainable. You will need to bring a high degree of professional confidence and leadership to the role, helping colleagues to review different options in a way that delivers our strategy, maintains a sound financial position and is in line with our values as a charity.

We expect the next few years to witness significant growth and change for the charity. This includes the delivery of major new partnerships to address the behaviour of high-risk perpetrators of domestic abuse in three sites, and the establishment of our first Beacon sites to pilot the whole SafeLives blueprint to address domestic abuse, as well as piloting a new approach to early intervention. These projects will require a clear strategic and financial approach, as well as an enthusiasm for developing new partnerships. You will also work closely with our fundraising team to support the achievement of ambitious fundraising targets, building income from major donors and corporates, and to support the development of commercial funding streams.

We also have ambitious plans to develop our staff and ensure that SafeLives provides a high-functioning working environment to maximise our organisational effectiveness. You will work closely with the rest of the senior leadership team to develop and deliver this.

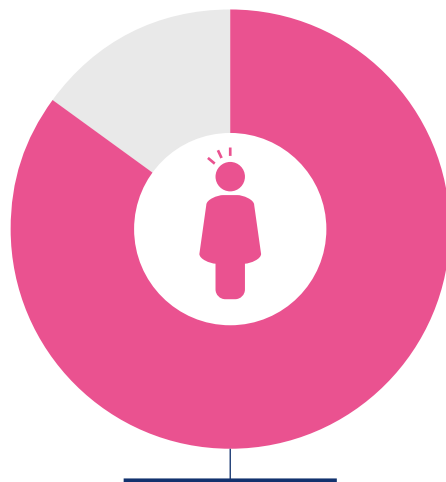
This role will suit an energetic individual who has previously worked in a senior capacity within either a charity or a small business, and who has the flexibility to manage a breadth of different activities. We welcome all candidates with the skills set out in the person specification, and will support those without a background in the domestic abuse sector to develop their knowledge in this area.

We are looking for an individual with the highest professional standards and who brings the dynamism to deliver on our plans. Our values as an organisation combine courage, rigour and humanity in all that we do. We are looking for someone who shares these values to help lead our organisation.

Yours sincerely,

Diana Barran
Chief Executive

85% of victims sought help from professionals on average



5
times

times in the year before they got effective help to stop the abuse



Our vision: together we can end domestic abuse. We won't stop until all families are safe.

Our goals for 2015–18

We will transform the UK's response to domestic abuse by implementing the SafeLives blueprint, so that we:



double the number of families who become sustainably safe



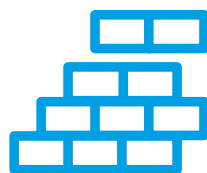
halve the average time it takes families to get help

Our strategic priorities for 2015–18

We will implement the SafeLives blueprint by:



1. Developing new interventions and ways of working to fill the gaps in the UK's response to domestic abuse



2. Building on SafeLives' existing approach to helping high-risk victims



3. Giving a platform to victims, and their families and friends, to demand change



4. Using our evidence to convince stakeholders, get the right public policy and win sustainable funding for services



5. Increasing SafeLives' sustainability as an organisation

About the role

Reports to

Chief Executive

Contract

Permanent

Salary

£59,000-65,000 pa

Hours

Full time (37.5 hours per week, Monday-Friday), although consideration will be given to candidates able to work four days a week

Location

Bristol, with regular travel to other locations around the UK, including our London office

Benefits

A generous package including 30 days holiday a year, employee pension scheme with up to 4% employer contribution, childcare voucher scheme and cycle to work scheme

The Director of Finance and Resources will play a key role in the development and delivery of the organisational strategy. SafeLives is developing new programmes and partnerships and the Director of Finance and Resources will be expected to be fully involved in the planning, implementation and monitoring of these initiatives.

They will provide expert financial leadership to colleagues and trustees, leading the development of the financial strategy, ensuring robust plans are in place to deliver this, and monitoring performance through the provision of high-quality information.

This role will also lead the development and implementation of our people strategy, recognising our staff and associate teams as our key asset and ensuring that SafeLives offers its staff great opportunities and support.

The Director of Finance and Resources leads SafeLives' central team – comprising finance and human resources (HR) staff – and is also responsible for IT and facilities.

Key duties and responsibilities

Strategy

- Develop, recommend and implement the financial, people, IT and facilities strategies
- Monitor delivery of the organisational strategy
- Provide expert advice on the financial and resource aspects of SafeLives' strategy

Planning

- Lead the operational planning and budgeting processes, ensuring alignment with SafeLives' goals and strategic plans
- Lead the development of long-term budgets and plans
- Carry out cost-benefit analysis and modelling to support the implementation of the strategy
- Work with the fundraising team and activity leads in the development of key fundraising bids, producing accurate costing and other financial information and challenging assumptions

Performance and reporting

- Support the trustees and senior leadership team by producing timely and high-quality management information, drawing insightful analysis from this and using it to inform decision-making
- Identify and monitor key performance indicators across the team and organisation
- Lead risk management processes, including the identification of key risks and appropriate follow-up actions
- Ensure monitoring systems and accurate records are maintained to facilitate statutory reporting and to meet the reporting requirements of diverse funders in a timely and professional manner

Legal

- Ensure compliance with the Charity Commission, Companies House, HMRC and other legal requirements
- Act as lead contact with SafeLives' lawyers and audit partners
- Ensure legal contracts and agreements are reviewed and maintained

Families live with domestic abuse for



on average

Some victims suffer

over
50

incidents of domestic violence before getting the help they need

Human resources management

- Oversee the implementation of high-quality processes, including recruitment and performance management
- Work with the directors to lead the development and implementation of a learning and development plan
- Ensure that our policies and procedures are fit for purpose and effectively implemented

IT and facilities

- Manage an outsourced IT contract
- Ensure that our IT systems are efficient and meet the needs of both our dispersed workforce and our obligations in terms of data protection and other legal duties
- Oversee the provision of suitable office accommodation

People management

- Recruit, develop, coach and retain high-quality staff in order to deliver SafeLives' strategy
- Foster a strong organisational and team culture that underpins our success as an organisation

Any other duties commensurate with the level of the role, as requested by the Chief Executive.

Person specification

Skills and experience

Qualifications

- ACA qualified or equivalent

Essential

You will need to demonstrate a successful track record in:

- Organisational and financial leadership at a senior level
- Managing a breadth of support functions
- Developing and managing a performance culture
- Making high-quality decisions through a combination of analysis, wisdom, experience and judgment
- Balancing the delivery of programmes against the requirements of budgets
- Problem solving and project management experience, and demonstrating creative resourcefulness
- Managing organisational change and supporting the development needs of colleagues

Competencies

Leadership

- Inspires confidence and trust in others
- Is able to create a clear sense of direction and inspire others to achieve this
- Is committed to empowering others to be the best they can be
- Is visible, approachable and earns respect

Communications and relationship management

- Leads cross-team working within SafeLives' operational plan
- Is able to build strong and effective relationships with key internal and external stakeholders

Decision-making and professional judgement

- Makes effective decisions on a timely basis
- Confident in the use of data to make effective decisions and as the basis of professional judgement

A quarter of the children living with high-risk domestic abuse are



under 3 years old



of children are also directly harmed

People management

- Delegates effectively
- Strong focus on quality, performance and impact
- Coaches staff to reach their full potential

Goal orientation

- Ensures personal objectives are aligned to team and SafeLives' objectives
- Manages own and others' performance to ensure timely deliverables to the required standard and clear accountability
- Commitment to SafeLives' mission, values and practical work, including making victims of domestic abuse, and their families, safer

Self-management

- Adaptable and able to lead change
- Ability to deliver heavy workload on time with a resilient and flexible approach

How to apply

To apply, please submit your CV, covering statement (no more than 500 words, detailing your interest in the role and highlighting your relevant experience), application cover sheet and equal opportunities form to recruitment@safelives.org.uk.

The closing date for applications is 10.00am on Monday 25 July.

First interviews will take place on Thursday 28 and Friday 29 July. Second interviews will take place on Thursday 4 and Friday 5 August.

We are SafeLives, a national charity dedicated to ending domestic abuse. We're here for one simple reason: to make sure all families are safe.

Our experts find out what works to stop domestic abuse. Then we do everything we can to make sure families everywhere benefit. It works: after getting the right help over 60% of victims tell us that the abuse stops.