



Director at Declassified UK

Established in 2019, Declassified UK is a small, growing media organisation that has quickly become known for ground-breaking, critical journalism challenging the British establishment on UK foreign policy issues.

The UK's traditional media is increasingly acting as part of the establishment, failing to report independently on Britain's policies around the world. By contrast, Declassified is independent and beholden to no-one, relying on the public and trusts & foundations for our finances, and drawing on a distinguished board and group of advisers.

Our mission and principles can be found here: <https://www.declassifieduk.org/about-us/>

We are seeking to appoint a new Director to succeed our co-founder Mark Curtis who will consolidate our reputation and take the organisation to its next level.

We will continue producing high quality written and visual journalism and seek to increase our political impact and reach bigger audiences, within the budgetary and capacity constraints that we have.

This is a unique, exciting opportunity for a person who is an excellent people manager and team player, who is skilled at organisational development and who can give strong support to our expert staff and our communications, fundraising and editorial needs.

The successful candidate must have considerable experience of working in the media, campaigns and/or not for profit sectors and be dedicated to our principles and mission.

KEY WORK AREAS

Organisational oversight

- ensure all aspects of the organisation's work - including communications, fundraising, social media and editorial - function optimally, within the budgetary and capacity constraints.
- monitor progress towards strategic goals, plans and budgets.

Organisational development and innovation

- lead the organisation's drive to best promote its mission and principles.
- work with the head of communications to increase our outreach to new audiences and our political impact, through new digital marketing and public fundraising approaches.

Team Management

- inspire and lead an effective, motivated remote team, with a common sense of purpose, clear goals and division of responsibility, transparency, accountability, and effective internal coordination and communication.
- promote new recruitment when finances and strategy allow.
- ensure the organisation promotes optimal working practices and personnel policies.
- conduct regular one-to-ones with staff to provide support and ensure success.

Finances

- oversee the organisation's finances, ensuring Declassified deploys its resources optimally, maintains an adequate cash flow, expands its revenue, and ensures its financial sustainability.
- after a transition, to be agreed in discussions, the Director may assume direct responsibility for administering our finances, including paying staff and suppliers, doing quarterly and yearly accounts, recording invoices, and liaising with our accountants. This is presently done by other staff.

Fundraising

- work with relevant staff to drive trusts & foundations and public fundraising, helping to innovate our approaches towards existing and new public audiences.
- after a transition, to be agreed in discussions, the Director may assume direct responsibility for managing existing trusts & foundations and large personal funders, producing grant and budget reports and proposals, and seeking out new funders. This is presently done by other staff.

Communications

- work with relevant staff to maximise Declassified's profile, for example by ensuring the optimisation of our website, newsletters and communications with supporters and non-supporters.
- work with relevant staff to produce our annual reports.
- field email queries from the public and external organisations.

Board and Advisers

- work with the Board to ensure Declassified's governance structure best promotes its mission and principles.
- communicate clearly to the Board, delivering regular financial and strategy updates as per regular arranged meetings.

- maximise the contributions of Declassified's Advisers to promote the organisation's mission.

Representation

- represent Declassified in external meetings and events, acting as an ambassador for the organisation's mission and principles.
- promote Declassified to other like-minded organisations and individuals, developing contacts or partnerships such as with campaign groups, other journalists and MPs.

KEY SKILLS AND EXPERIENCES

Candidates should have several years experience working in media, campaigns or not-for-profit organisations or similar, in several of the following areas:

- people management, including knowledge of human resources issues
- promoting organisational development and innovation
- working as a senior journalist or other media professional
- digital marketing, communications and use of social media
- managing budgets and finances
- working on UK foreign policy issues
- media and libel law
- fundraising towards the public and trusts & foundations

PERSON QUALITIES

- collaborative working style conducive to a small organisation
- highly organised and efficient, and good at strategic planning
- dedicated to champion our critical, outspoken and independent edge in foreign policy analysis and promote our principles
- ability to sometimes work under pressure and in the limelight
- aware of the UK media landscape and politics, with expert news judgement
- excellent writing and communications skills
- an impeccable record for integrity and upholding professional ethical standards

REPORTING LINES

- the Director is accountable to the Board
- the Director will manage five staff: chief columnist, editor, head of communications, head of investigations and staff reporter

WORKING CONDITIONS

- All Declassified staff work from their home offices, with the opportunity of using a communal office in London subject to availability.
- We operate a four day working week, from Monday-Thursday.
- Salary of £65,000.
- We operate a pension scheme and flexible and generous terms and conditions for holiday allowance, compassionate leave, paternity/maternity leave etc, otherwise standard terms and conditions for work contracts, including a three months probationary period.

- The person must have the right to live and work in the UK.

APPLICATION PROCESS

To apply for this position, or to make an enquiry, please email Mark Curtis - mark@declassifieduk.org. The application should contain a subject heading of “Director application” and include: your CV; statement on why you are interested in this position; outline (in no more than 750 words) of how you match the key skills and experiences; and the names, positions and email addresses of two referees. Only shortlisted candidates will be contacted. All applications will be treated in strict confidence.

Deadline for application: Friday 15 November 2024