

Executive Director at Medact

Job description and person specification

The successful candidate for the post will be a strategic thinker with the ability to think for the long-term without losing sight of the day-to-day, and be able to demonstrate:

- The communication and interpersonal skills required to build strategic relations and work with a wide range of members, funders, delivery partners and government and civil society to deliver change
- The management, organisational 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.

| Job Description | Person Specification | Essential | Desirable |
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| Strategic Leadership | | | |
| <ul style="list-style-type: none"> • Hold an overall vision for the organisation, and hold a plan for how to enact it, closely informed by the team | Understanding of how to run impactful campaigns; clear analysis of how systemic change happens and the importance of grassroots movements in shifting power to create this change. | X | |
| <ul style="list-style-type: none"> • Lead development and delivery of organisational strategy | Experience of development and implementation of an organisational strategy, including monitoring progress towards goals and outputs. | X | |
| <ul style="list-style-type: none"> • Steering the organisation in horizon scanning: keeping abreast of real-world developments and what they mean for Medact | The ability to take challenging decisions in complex and rapidly evolving situations | X | |
| <ul style="list-style-type: none"> • Model ethical leadership and facilitating | | | |

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| <p>consultative decision-making</p> <ul style="list-style-type: none"> Steer effective collaboration between the staff team and the board | Understanding of Medact’s four work areas (Climate, Economic Justice, Peace & Security, Health & Human Rights) and the intersections between them. | X | |
| | Commitment to building a safer, fairer world and reducing health inequality. | X | |
| | Experience in either an executive or non-executive leadership role in the voluntary sector. | | X |
| | Experience of working in health-based campaigning, or working closely with health professionals, and established networks with health professional bodies. | | X |
| Governance | | | |
| <ul style="list-style-type: none"> Ensure our work is in line with charity law; our charitable objects; our memorandum and articles of association; other laws Board liaison and reporting, including financial (with support from Finance Manager and Deputy Directors—see below) Support board to effectively hold Trustee responsibilities Management of organisational risks and | Good understanding of charity law and ability to provide effective financial and organisational management. | X | |
| | Experience of reporting to a Board of Trustees on progress towards agreed goals and organisational finances | X | |
| | Experience of working in a member-led organisation | | X |
| | Experience of holding responsibility for signing off internal documents, spending requests and budgets, and external communications representing the organisation | X | |

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| maintenance of our Risk Register | | | |
| Financial management & income generation | | | |
| <ul style="list-style-type: none"> ● Develop and manage yearly organisational budgeting, and hold multi-year financial planning with support of Finance Manager and Board Treasurer ● Hold responsibility (delegated from Board) for effective financial controls, with support from Finance Manager ● Ensure statutory financial reporting is complete and up to date ● Hold responsibility for income generation, including developing and reviewing fundraising strategy | Experience of writing successful fundraising bids, including through grants, individual giving, memberships and legacies | X | |
| | Experience of managing an organisational budget | X | |
| | Have existing links with grant funders who are likely to engage with Medact's work. | | X |
| HR management & team wellbeing | | | |
| <ul style="list-style-type: none"> ● Line management; and modelling good line management for other managers ● Stewarding organisational culture - including modelling good working practices and collaborative and respectful team membership ● Ensuring we have HR policies in place to protect staff and the organisation, and | Strong experience of providing effective, supportive line and team-management, and experience in successfully recruiting new staff. | X | |
| | Experience of steering organisational culture that values reflective practice, evaluation, and accountability | X | |
| | Experience of consultative and collective decision making in teams, driven by transparent working practices | | X |

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| ensure we treat all staff to highest ethical standards | Experience in developing and reviewing internal policies, ensuring they align with organisational values | | X |
| External relations & interpersonal skills | | | |
| <ul style="list-style-type: none"> Act as a key public face of Medact, comfortable appearing on mass media or as a keynote speaker at a conference, but be able to cede platform to Medact member or colleague if they would be a better messenger Seek out and take advantage of networking opportunities where they might benefit Medact's fundraising prospects or help grow our membership Along with team members, maintain or support maintenance of close relationships with our key allies, and develop further relationships with organisations whose goals are similar or complementary to ours | Strong verbal communication, listening, and interpersonal skills, with the ability to represent Medact in a variety of forums, and to build trusting relationships quickly and maintain them effectively | X | |
| | Good writing skills, with the ability to communicate ideas clearly and concisely in a manner appropriate for the context and audience | X | |
| | Experience of working in coalitions with a wide range of actors | | X |
| | Ability to travel for Medact work (international travel is possible but unlikely) | | X |