



**Appointment of**  
Director of Business  
and Finance

**Ten:Ten**  
Resources



**"I have come  
that they may  
have life, life  
to the full."  
John 10:10**

## Welcome from Clare and Martin, Directors and Founders of Ten Ten Resources

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We founded Ten Ten Resources because we saw a need to find innovative ways to communicate with children and young people about the issues that most matter to them and most impact their lives. We also wanted to engage teachers and parents in that conversation. And we wanted to present this through a Catholic lens, as a means of navigating the complexities that they experience growing up.

By making our content relevant to their personal experience, children and young people are able to explore matters of relationships and faith. They become more open to moral teachings and discourse.

After almost 20 years, in collaboration with a team of highly motivated staff and freelancers, we are pleased and privileged to be offering schools an ever-expanding body of work, and to be exploring new ways of helping children, young people, teachers and parents to discover how to "live life to the full".

If you are a business and finance leader and are inspired by our vision, mission and values we hope that you will consider applying and joining our team.



**Clare O'Brien & Martin O'Brien**  
Directors and Founders, Ten Ten Resources

## Vision, Mission, Values and Approach

**Our Vision** is a world where children and young people, alongside their teachers and parents, discover 'life to the full' (John 10:10).

**Our Mission** is to nurture spiritual growth, personal development and social responsibility by sharing inspiring creative content through a Catholic lens.

**Our Values** flow from respect for the innate dignity and worth of every person, made in God's image. This engenders a culture of warmth, welcome and inclusivity in how we work with each other, with our clients, and in the way our content is shaped. We value and trust in both faith and reason, embrace fidelity to Catholic teaching, seek integrity in how we articulate it, and inclusivity in the way we share it.

Relationships are at the heart of Ten Ten's work, founded on wise collaboration and humility as we seek to put the focus on others not ourselves. Generosity means an approach that is always based on honesty, patience and gratitude. Holding ourselves accountable, we strive for excellence in all aspects of our work and operations.





## Our Past

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We began life as Ten Ten Theatre - a theatre-in-education company working throughout the UK – and Ten Ten Productions – our creative production arm producing a range of high-end productions in theatre and on film. We have been honoured with awards winning second prize in the Best Film category for “Babies” at the International Catholic Film Festival, Best Play for “This is My Body” at the Anti-Slavery Awards and Best Project for our anti-knife crime drama at the Fear or Fashion Awards.

At the peak of our output, we had 10 productions running concurrently or in development, employing up to 50 freelance and permanent members of staff, and working face-to-face with more than 120,000 people each year in primary schools, secondary schools and Young Offender Institutions.

## Our Present

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In 2017, Ten Ten Theatre evolved into Ten Ten Resources, a web-based educational platform offering subscription programmes to mainly Catholic primary and secondary schools. Keeping story and drama at the centre, this new platform provided an opportunity for growth in areas of the school curriculum, previously out of the scope of the theatre productions.

Currently, Ten Ten Resources provides three main subscription programmes:

- **Life to the Full:** This fully-resourced curriculum programme in Relationships and Health Education includes inspiring presenter-led content, live-action dramas and lesson activities. Underpinned by the teaching that our deepest identity is as a unique person, created, chosen and loved by God, the programme approaches sex and relationships in an honest, accessible way, as it seeks to inspire and engage children and young people with the truth and beauty of the Catholic vision.
- **Prayer and Liturgy: Loving Jesus:** This programme supports teachers and facilitates pupils in leading times of prayer using a wide-range of media-rich prayer, liturgy and worship resources. Our weekly output includes weekly assemblies, daily classroom prayers, staff room prayers and a pupil prayer portal.
- **RE Deep Dive:** Our newest platform to be developed, RE Deep Dive is a 60-part video series providing teachers of RE in primary and secondary schools with key insights into Catholic beliefs and teachings. It also offers a big-picture vision of the Catholic faith that is accessible to all staff.





## Our future

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Since we were established in 2007, we have sought to be led by Jesus as the author of our work and respond to the changing needs of children, young people, teachers and parents. We have developed and grown in ways we couldn't have imagined but there remain many areas of potential growth for Ten Ten Resources, including:

- Further programmes in Catholic schools
- Expansion into parish networks
- Expansion into other territories beyond England and Wales
- Development of our filmmaking capacity with a focus on dynamic storytelling
- Expansion into Church of England and other schools

These growth opportunities should not be at the expense of our existing commitments – so while we are ambitious to expand, any growth and especially ventures into new markets, should be complementary and not divert us from delivering with excellence to our existing customers.

## Business Model and Staff

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We have a strong business model, based on an annual subscription platform, which has seen steady growth year on year since 2017. We currently employ 12 staff and our growth and success can largely be attributed to fostering and nurturing this talent in a business context, and adapting roles to play to each person's strengths.

# Job Description

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## ***Strategic Leadership***

- As part of the SLT (comprising the Director of Ethos, the Director of Content, and Clare and Martin as founders and directors) develop, implement and deliver the strategic objectives and vision of Ten Ten Resources.
- Ensure that all strategic decisions reflect our values, relational approach and Catholic identity.

## ***Business Leadership***

- Ensure organisational decision-making is guided by strong business acumen, principles and planning.
- Ensure a commercial-mindedness and entrepreneurial spirit are part of the SLT and wider team culture.
- Commercial and strategic discipline to ensure we are ambitious but not over-extended.

## ***Financial Leadership***

- Develop and deliver financial and performance information to support the running of the business including delivery of monthly management accounts.
- Develop and deliver budgeting, cash forecasts, financial assessments, policies and plans.
- Develop a basic risk register and ensure these risks are appropriately managed.
- Set project budgets and tolerances for expenditure.
- Ensure we comply with all financial reporting requirements.

## ***Operational Systems Leadership***

- Reviewing, replacing and implementing software systems, supported by the Office Manager.
- Overseeing subscription processes and office management.
- Driving the team to ensure subscriptions are renewed and income levels maintained.

## ***Team Leadership***

- Provide leadership to the 'office team' currently comprising the Office Manager, Office Administrator and Finance Officer.
- Provide spiritual leadership by supporting and at times leading our rhythms of prayer and reflection.

## ***HR Leadership***

- Develop our HR policies supported by the Office Manager.
- Develop our recruitment system and processes.
- Contribute to the development of staff through training and team building programmes.



# Person Specification

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## Overview

We are looking for a team player who will join our small, high-functioning and talented team. As a remote worker, you will be self-motivated and disciplined with your time and efforts, at the same time as building strong relationships with colleagues through video conferencing and in-person meetings. The founders and the staff are passionate about the work of Ten Ten Resources. We are looking for someone whose own passion and ambition is ignited by what we do and who wants to be part of our team.

## Experience

- Strategic financial leadership experience in an organisation at least of similar size and complexity, ideally in a growth context.
- Experience of good IT and HR systems.
- Experience with a subscription-based business model would present a strong advantage.

## Personal Qualities

- Passionate about seeing children, young people, teachers and parents 'live life to the full' (John 10:10).
- Mature and prayerful Christian faith, and the confidence to lead prayer and reflections.
- A clear and demonstrable appreciation for the Catholic tradition and what it offers.
- Ability to work in a rigorous and creative culture, to value what others bring and draw the best out of them.
- Ability to maintain high standards of ethics, integrity and professionalism, both internally and through communication with clients.
- First-rate personal attributes of drive, empathy, energy, integrity, adaptability and responsibility.
- Capacity for self-reflection, humility, and a commitment to accountability, learning and personal growth.
- Able to self-motivate and work remotely.
- Able to travel and occasionally work away from home.





# Terms and Conditions

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This is a full-time (35 hours) or part-time (28 hours) remote position for a UK-based employee. Standard hours of work are Monday to Friday 9am – 4.30pm with flexible working hours offered company-wide..

The package will include a salary of circa £58,000 and includes an employer's contribution to a pension plus 33 days' holiday per annum and other benefits. Salary and holiday are pro-rated if working 4 days.

# Working Arrangements

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We are a home-working team and put the highest value on staff well-being, strong working relationships and mutual support. Because we work remotely, we hold team meetings on Zoom every week. We also have scheduled meetings when we see each other face to face three times per year as well as at other times, for example, as part of project planning or senior management meetings.

## **Weekly Online Meetings**

Our weekly online team meetings provide an opportunity to touch base socially, share 'one thing' about your week, and take part in a short prayer led by one of the team. These meetings provide a relaxed and friendly space for all team members, Christian or not, with everyone taking part in the way that feels comfortable.

## **Termly In-Person Gatherings**

Once every term - three times per year - we meet in person as a team. This usually involves an overnight stay in a hotel somewhere in the UK, and two days of training, planning and visioning. This is as much an opportunity to consolidate relationships as it is a work event.

## **Collaborative Work**

Each team member brings unique and valued skills to the mission of Ten Ten, and our continual goal is to help our employees discover and work to their own personal strengths. We also value the support, advice and encouragement we can offer to each other, as we strive for wise collaboration at all levels.





## How to apply

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Ten Ten Resources is being supported by Macaulay Search. Applications should be sent by email to Sam Stephens at [sam.stephens@macaulaysearch.com](mailto:sam.stephens@macaulaysearch.com) The closing date for applications is 14th March 2025.

Your application should include:

- a CV including a full employment history showing responsibilities held and relevant achievements and a mobile number.
- a cover letter (no more than 1.5 pages) describing what attracts you to serve as Director of Business and Finance at Ten Ten and how your career and personal experiences prepare you for the role.

## Process

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A selection of candidates will be invited to a online video interview with Clare and Martin in w/c 31 March. A second round in-person interview is planned for w/c 7 April. You can expect to hear from Macaulay Search by 25 March if you have been invited for interview.