



Information Pack & Job Description

Director of Finance and Business Development

May 2024

**Dame Lin Homer,
Chair, The For Baby's Sake Trust**



Thank you for your interest in the Director of Finance and Business Development role at The For Baby's Sake Trust. We are an award-winning charity that provides therapeutic, trauma-informed support to break cycles of domestic abuse and give babies the best start in life. Our focus is on providing targeted support to babies and parents through the For Baby's Sake programme, training others in trauma-informed therapeutic practice, and collaborating to improve outcomes related to domestic abuse.

We are seeking a Director of Finance and Business Development to join our leadership team at a pivotal moment of opportunity and growth. In this role, you will be an inspirational leader with experience driving change. Your responsibilities will include developing the strategy for growth and sustainability, creating new business opportunities, and ensuring robust financial oversight.

This position offers an exciting opportunity to work with a committed team, in an award-winning charity that is breaking cycles of domestic abuse and transforming the lives of babies and families. As the Director of Finance and Business Development, you will join the Leadership Team and work alongside the CEO and Director of Operations. You will take the strategic lead for central services, including finance, fundraising, IT, HR, and administration.

Thank you once again for your interest in the role. We eagerly anticipate receiving your application and look forward to the possibility of working together.

Lin Homer

**Dame Lin Homer
Chair, The For Baby's Sake Trust**

The For Baby's Sake Trust

The History of the Trust

The For Baby's Sake Trust, originally named the Stefanou Foundation, was established philanthropically by Stelio Stefanou. His original vision was to address the underlying causes of disadvantage and vulnerability, with a focus on very young babies who do not have a voice.

Research on the extent and impact of domestic abuse on babies from the womb to the age of two led us to concentrate on supporting families during the first two years of their baby's life. We had the opportunity and freedom to innovate, with a determination to develop a new approach to break intergenerational cycles of trauma.

In 2015, we introduced the *For Baby's Sake* programme. A pioneering, trauma-informed, whole-family approach to break cycles of domestic abuse and give babies the best start in life. We conducted a comprehensive evaluation of its development and operation from 2015 to 2019, led by King's College London. We continue to prioritise thorough impact and evaluation. In 2024, we are participating in a pilot evaluation with Foundations (What Works Centre for Children and Families), funded through the Cabinet Office and Department for Education.

The Trust's Charitable Operations

The Trust's work has continued to grow in reach and impact. Since 2023, the Trust has expanded the central services team with a new CEO, two Fundraising Managers, and a Communications Manager to grow the funding base and build the communications strategy. We have benefited from a mixed funding model, including significant philanthropic support (primarily through the generous support of our founder, Stelio Stefanou), public sector funding, support from Trusts and Foundations, and corporate giving.

The last published accounts record an income of £1.6 million, and we are working towards an income target of £2 million in 2024/2025.

Most of the team works from home or within the communities we serve.

The Trust follows the principles, requirements and specific rules and legislation relating to the governance and management of UK charities.

Board of Trustees

Dame Lin Homer DCB – Chair of The Trust

Lin is a qualified lawyer and was Chief Executive and Permanent Secretary of the HMRC. Before this role, she was Chief Executive of Suffolk County Council, Chief Executive of Birmingham City Council and Director-General, Immigration and Nationality Directorate, at the Home Office. From 2008-2011, Lin was Chief Executive of the UK Border Agency, and Permanent Secretary of the Department for Transport. Lin is a member of the Institute of Scottish Chartered Accountants and is a Council Member of the University of Birmingham. Lin was appointed Dame Commander of the Order of the Bath (DCB) in 2016.

Adam Shutkever – Vice-Chair

Adam has extensive senior management experience in the banking, investment and professional services sectors.

After reading Law at Clare College, Cambridge, Adam was called to the Bar in 1986. He then pursued a career in investment banking in London and New York before becoming Chief Financial Officer of Accord plc and, following its sale, founding a law firm, Riverview Law, which was sold to EY in 2018.

Adam is based in London and spends spare time with his family or on his bike – he is an enthusiastic amateur cyclist and has completed the legendary 1,400km ride from Land's End to John O'Groats.

Lady Sally Knowles

Lady Sally Knowles is a qualified solicitor and gained specialist experience in insolvency and corporate recovery before becoming a Partner in an international law firm, within their Restructuring Group.

She has held non-executive and advisory positions, specialising in risk prevention, management and response and supporting clients to understand the threats to their people, information, property and reputation.

Since 2009, Sally has been a Trustee of Hoopers Africa Trust, a charity which aims to transform the lives of disadvantaged and vulnerable girls in Kenya through education. To date, the Trust has funded more than 120 girls through secondary education and 11 through further education.

Philip Fellowes-Pryne

Philip is Chairman of WKE Energy, which produces alternative fuels for green energy generators and high energy users such as the Cement industry. He provides strategic and business improvement consultancy support to IWS Water Hygiene, a business unit of South Staff Water; OMS optical metrology specialists; and Logincident, a software start-up company. Philip has a wealth of experience in the infrastructure and waste management sectors, including from 2008 to 2012 as Chief Executive of May Gurney Integrated Services plc, an AIM-listed support services and construction business. Prior to joining May Gurney, Philip was Chief Executive of Accord plc.

Jon Chapman – Lead Trustee for Safeguarding

Jon is an experienced child and adult safeguarding professional underpinned by over 30 years of Police service.

Since retirement, Jon has been involved in development work for Safeguarding Boards, Local Authorities, and, more recently, the Church of England.

Jon, is an Independent Safeguarding Chair and author of: Serious Case Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews.

Jon is active as a Chair of Governors for a local school. He is passionate about rugby, which all of his children play.

Dr Gillian Rose

Gillian has worked professionally with babies, children, young people and their parents /carers for over 37 years. She trained in medicine at University College London doing an intercalated degree at Middlesex Hospital in Immunology and Cell Pathology.

During her early years as a doctor, she realised the importance of emotional well-being for health. She trained in psychiatry and subsequently specialised in child and adolescent psychiatry. She has experience working in a variety

of settings in Cambridge, London, and Hertfordshire. Gillian has worked for over 28 years as a Consultant Child and adolescent Psychiatrist, both in outpatient settings and a specialist inpatient children's unit.

Since retirement Gillian has grown a passion for plants and horticulture.

Job Description

JOB TITLE:	Director of Finance and Business Development
LOCATION:	Remote (with occasional travel as required)
HOURS:	Full-time, 37.5 hours per week (flexible working requests will be considered)
SALARY:	£75,000 per annum
CONTRACT TYPE:	Permanent
PENSION:	Up to 5%, when matched with the employee's own contribution
ANNUAL LEAVE:	33 days – including 8 public holidays (with loyalty scheme for length of service)
REPORTS TO:	CEO

Main accountabilities

Financial oversight

- Review current financial management systems and processes and provide recommendations to the Board for future capacity and infrastructure
- Oversee a framework for financial management policies and processes which adhere to good practice.
- Work with the team to ensure the timely, accurate, and detailed production of management accounts for SLT, the Board, and external bodies.
- Oversee the preparation of year-end accounts for the annual audit, incorporating the annual report and accounts and leading the audit process.
- Provide support, oversight, and guidance to enable processes and implementation to meet audit requirements
- Lead the annual budgeting process and regular forecasts.
- Oversee processes to control expenditure and improve forecasting and future planning.
- Oversee the payroll system and processes
- Ensure that the financial governance of the Charity is delivered to exemplary standards of probity and transparency.
- Advise the Board of Trustees, the CEO and the Leadership Team on financial issues affecting the Charity.

Business development

- Work with the CEO and the Director of Operations to develop the business strategy for The For Baby's Sake Trust, providing support for robust financial modelling, forecasting and planning.
- Work with the CEO and Director of Operations to develop sustainable business models for the growth and expansion of programmes and services; drive process improvements and efficiencies.
- Lead public sector commissioning processes, developing high-quality commissioner relationships.
- Work with the CEO and Director of Operations to develop traded services, including the delivery of training and consultancy support; lead on financial modelling for traded services; provide guidance and support for the development of a trading subsidiary (as required)

Fundraising

- Work with the CEO and Fundraising Managers to review and embed the fundraising strategy.
- Work with the CEO and Fundraising Managers to agree the annual fundraising targets and work plan.

- Work with the CEO and Fundraising Managers to monitor performance against fundraising targets.
- Line manage the Fundraising Managers
- Oversee the provision of programme and project budgets for funding applications
- Work with the CEO and Fundraising Managers on the preparation and submission of major bids and tenders (leading on required budgets and financial modelling)
- Support robust financial reporting to funders as required

HR management

- Provide oversight for HR policies and processes, ensuring legal compliance, and adhere to best practice
- Work with designated members of the team to monitor and improve internal communications
- Provide advice to team members on all issues relating to employment law, policy and practice
- Supervise and develop an inclusive, fair and safe end-to-end recruitment process, guiding and supporting recruitment managers; work with the Executive Assistant on recruitment processes and practice
- Work with the Executive Assistant to ensure compliance with DBS and right-to-work checks
- Work with the Executive Assistant to ensure smooth and supported team induction and probation processes
- Work with the Leadership Team to review staff benefits and pay proposals
- Lead on all other HR processes as required

IT, Security and Data management

- Provide oversight for the development of digital infrastructure within the Trust
- Provide oversight for digital planning and transformation projects
- Provide oversight for cyber security and data protection policy and practice throughout the Trust

Champion equality, diversity, inclusion and equity (EDIE)

- Demonstrate awareness and understanding of equal opportunities, acknowledging the diversity of people's perspectives, experiences and behavioural, physical, social and welfare needs
- Champion EDIE across all of our work within the Trust, with particular responsibility for HR policy and practice.

Supporting governance

- Attend and contribute to relevant Trustee Groups, attending other Trustee meetings as required by the Trustees and Chief Executive to provide input to the organisation's overall governance.

Work with the CEO and Director of Operations to review and update the risk register and templates.

Working to organisational policies, procedures and principles

- Follow The For Baby's Sake Trust policies and procedures, and provide appropriate and accurate information to others on policies, procedures and systems
- Maintain confidentiality and communicate highly sensitive personal data with an agreed, wide range of multi-professional, multi-agency personnel, including service users, staff, consultants and evaluators

To undertake projects as required by the Chief Executive.

Safeguarding commitment

- We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment and attend required training

Person Specification

Qualifications Required

Qualified accountant with excellent financial management skills

Knowledge, skills, and experience

- Substantial management and leadership experience; business or management qualification desirable
- Experience of finance and business development with proven ability to successfully deliver tactical and strategic business solutions - ideally within the charity and/or public sector, or a field directly related to social change
- Significant experience in stakeholder management at senior management and director level
- Experience in supporting the submission of successful tenders and grant applications
- In-depth understanding of commissioning principles and procedures in the public sector
- Track record of influencing others to drive change
- UK charity SORP experience
- Excellent written and IT skills; ability to produce high-quality reports

Attributes

- Strong motivation for the vision and purpose of The For Baby's Sake Trust
- Strategic thinker with business acumen
- Able to advise and lead on change management practice and process
- High level of personal integrity and empathy for others
- Excellent interpersonal skills with the ability to motivate and inspire others
- Willingness and ability to work across multiple streams of work; to find creative solutions and complete projects to a high standard
- Understanding of and commitment to equality, diversity, inclusion, and equity

How to Apply

The completed application form should be emailed to recruitment@forbabysake.org.uk by **11.59pm Sunday 16th June**.

All candidates are also requested to complete a Diversity Monitoring Form. Any information collated from the Diversity Monitoring form is anonymised and stored separately. This will not be used as part of the selection process.

Interviews will be held in person at a central location in London on the 3rd or 4th July, including a short presentation (details will be supplied to candidates invited to interview). Travel for attendance at the interview will be reimbursed.

Please hold dates in your diary where possible, and please let us know in the email accompanying your application form if you are unavailable on any of these dates.

If you have any access requirements to support you in the recruitment process, please let us know and we will do our best to accommodate them.

If you have any queries about the role or the application process, please email recruitment@forbabysake.org.uk.

Equality, diversity, inclusion, and equity

The For Baby's Sake Trust is committed to promoting equality of opportunity for all employees or job applicants. We welcome and encourage diversity in the workplace. The Trust will ensure that no person receives less favourable treatment because of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, or pregnancy and maternity.