

## KEY FACTS

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Application closing date:	9 April 2024
Start date:	Immediately /As soon as possible
Reports to:	Chief Executive
Contract:	Open
Hours:	100% FTE (37.5 hours per week) – will consider part time with a minimum of 80% (30 hours a week)
Salary:	£68,201/€79,745/\$81,964 plus 12% employer pension contribution, or equivalent based on contractual requirements and full time equivalent.
Location:	Home-based (anywhere in the world, subject to contracting requirements)

## ROLE DESCRIPTION

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The Director of Organisational Support and Development plays a critical role for the Tax Justice Network, ensuring effective delivery of core functions and new initiatives. Over the last strategy period, the Tax Justice Network has grown substantially and become significantly more complex. This has been accompanied by a substantial investment in developing systems, policies and processes. The challenge now is to consolidate these developments, to build on them where necessary, to ensure that they are fully embedded and to respond to new opportunities and challenges as they arise – which is every day!

The Director of Organisational Support and Development will lead the Tax Justice Network's corporate functions and manage a small team. They will have oversight of the areas led by other members of this team (finance, events, IT systems, contracts, projects) and will be directly responsible for human resources, organisational policies, governance, risk management, grant reporting and setup, the coordination of fundraising activities, proposals and pipeline and monitoring, evaluation and learning systems. They will be a member of the senior management team, support the board of directors including with the timely preparation and coordination of Board meetings and accompanying papers, and play an important role in managing the Tax Justice Network's governance and legal entities.

## KEY RESPONSIBILITIES

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### Management

- Oversee the Tax Justice Network's core functions and provide administrative leadership across the Tax Justice Network's global team.
- Supervise the management of the Tax Justice Network's finances (including budgeting, quarterly management accounts and annual accounts and reports, and regular reviews of finance policy, procedure and controls) by the Head of Finance and Reporting.
- Lead on the organisation of effective organisation-wide meetings, including regular calls and in-person staff retreats.
- Manage and support a geographically dispersed team.
- Supervise the planning and delivery of high-level public events by the Operations Manager and other colleagues.

[www.taxjustice.net](http://www.taxjustice.net) | [@TaxJusticeNet](https://twitter.com/TaxJusticeNet) | [info@taxjustice.net](mailto:info@taxjustice.net)

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- Supervise the maintenance and effective use of key systems (e.g. CRM and monitoring) by the Operations Manager.
- Lead on the organisational planning and project management approach and systems.
- Management of the contracts system and processes, issuing new contracts and contract amendments, communicating on contractual matters internally and with the relevant parties.

#### Governance

- Support the board of directors with obtaining legal support and advice as and when requested. Act as company secretary, including preparing reports and papers for general meetings of the board.
- Support the ongoing assessment of board recruitment needs and manage board recruitment where needed.
- Review governance structures and processes on an ongoing basis and make changes where needed.
- Lead on organisational risk management including compliance, identifying emerging risks and monitoring existing risks and identifying and implementing agreed mitigation strategies.
- Support the CEO with the design and delivery of an ongoing evaluation of Tax Justice Network's impact, and lead on organisational learning.
- Ensuring timely returns to external bodies such as Companies House and tax authorities, and responsibility for maintaining other statutory provisions such as insurances.

#### Human resources

- Oversee the recruitment and onboarding of new staff.
- Support line managers in managing staff to maximise performance and team morale, and in tackling any issues.
- Keep organisational policies up to date, add new policies as needed and ensure that all policies are used effectively.
- Ensure compliance with all relevant legislation, both in the UK and in all other countries where TJN operates.

#### Fundraising and grant management

- Lead on the drafting and submission of funding applications, co-ordinating contributions from across the Tax Justice Network team as needed, and identifying new opportunities on a timely and systematic basis.
- Coordinate timely reporting to existing donors in line with contractual obligations.
- Lead on the negotiation and setup of new grants.

#### Team

- Line managing the Organisational Support and Development team.
- Working alongside other team members support their implementation of cross organisational systems and special projects.
- Understanding and working towards individual, team and business objectives.
- Maintaining effective communication and ensuring that all information is shared with relevant staff.

## PERSON SPECIFICATION

### Skills and experience

#### Experience

- Management / Experience of building and managing high-performing teams (ideally distributed global teams).
- Non-profits / Familiarity with the workings of charities or other non-profit organisations preferred, ideally in more than one country and including managing support functions to maximise efficiency and impact.
- Understanding / Some knowledge and understanding of economic justice (ideally tax justice) issues preferred.

#### Skills

- Team-working / Working with an autonomous team supportively and sensitively, balancing the need for co-ordination and clear decision-making with a consensual and collaborative management style.
- Delivery / Coping with a large, complicated and varied workload, working quickly and efficiently without sacrificing the quality of the results and timeliness of deliverables.
- Presentation / Communicating effectively, persuasively, accurately and succinctly, both in person and in writing.
- Technology / Proficiency in standard office software and cloud-based collaboration and communication software, knowledge of database software advantageous.

#### Attributes

- Commitment / Being focused on achieving high standards in pursuit of the Tax Justice Network's objectives.
- Adaptability / Finding ways of dealing with unexpected opportunities and challenges.
- Resourcefulness / Achieving results with limited financial and human resources.
- Judgement / Managing relationships with partners sensitively but robustly as needed.
- Collaboration / Working supportively and effectively as part of an internal team and with external partners.
- Integrity / Choosing the right course of action when the alternative might be easier.
- Flexibility / Willingness to do what is needed to get the job done (Including some irregular hours and travel)
- Passion / for tax justice and international development issues is desirable

## HOW TO APPLY

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Please upload a CV (resume) and answer a series of questions, addressing the experience and skills listed in the person specification as well as your motivation, at <https://airtable.com/appCSBboMNf8HiLBR/shr0vVBCNArviiZ8S> by Tuesday 9th April 2024 23.59 GMT. Interviews will be held, remotely, on the 15th or 16th April 2024.