

Panos London Job Description & Person Specification	
Job Title	Executive Director
Reporting to	Panos London's Governing Board. Between Annual Board meetings the ED reports to the six-person Executive Committee of the Governing Board.
Grade/Salary	Circa £60,000 (+ pension benefit). The Executive Director's salary is reviewed annually by the Panos London Board.
Line management responsibility	Head, Programme Development, Evaluation & Impact; Head, Programme Operations; Head, Advocacy, Information & Outreach; Head, Finance Head, Human Resources
Budget Controlled	Approximately £2 million per annum.
Main Purpose	<p>The Executive Director provides overall strategic leadership to ensure Panos London achieves both its mission to stimulate informed and inclusive public debate around key development issues in order to foster sustainable development; and its organisational vision to become one of the world's leading communication for development organisations.</p> <p>The Executive Director oversees all of Panos London's activities in close coordination with the Panos London Board; and is responsible for the successful implementation of the organisation's Strategic Plans and the effective overall management of Panos London.</p>
Specific Responsibilities	<p>To have oversight of and ultimate responsibility for all affairs of Panos London, on behalf of the Governing Board, including:</p> <ul style="list-style-type: none"> • Providing strategic leadership in developing Panos London as an independent information and communications organisation, and as part of the international Panos Network. • Overseeing the financial and legal integrity of Panos London on behalf of its Governing Board; and supporting the Board and its Executive Committee in all of its work. • Ensuring the preparation and implementation of Annual Plans & Budgets within the framework of Panos London's current <i>Strategy to 2015</i>; and of future organisational priorities and strategic plans. • Leading Panos London's fundraising and outreach activities. • Guiding and supporting the programme development activities of the organisation. • Ensuring the human and financial resources are in place and used effectively to carry out Panos London's strategic and annual plans. • Encouraging and maintaining a working environment within Panos London that promotes

	<p>creative and strategic thinking and lesson-learning; is collaborative and mutually supportive; and focused on delivering effective results for beneficiaries and other stakeholders.</p> <ul style="list-style-type: none"> • Ensuring the quality of Panos London’s activities and outputs, and the effectiveness of its monitoring and evaluation systems. • Actively promoting the values and aims of Panos London. <p>Senior Management Responsibilities:</p> <ul style="list-style-type: none"> • Lead Panos London’s Senior Management Team (SMT), and ensure appropriate management structures are in place. • Work with SMT members to set targets, and support, monitor and review their work. • Oversee the HR function to ensure optimum staffing levels, high-calibre staff are recruited, appraised, trained and developed so that they are able to contribute to Panos London’s goals. • Ensure that internal business process controls, practices and procedures are robust and effective: including for Finance, Human Resources, IT, and Programme Operations and Reporting. • Ensure that Panos London undertakes appropriate risk assessment and has effective contingency plans. <p>Fundraising & External Relations Responsibilities:</p> <ul style="list-style-type: none"> • Develop and maintain strong high-level relationships with key funders, building partnerships that will help extend funding to Panos London’s work, particularly with Sida and other framework donors. • Develop and promote ideas and programme developments to donors and assist Panos London staff in implementing fundraising strategies. • Develop Panos London’s profile through representations at, and contributions to, conferences, meetings, seminars - and through writing and broadcasting on issues relating to Panos activities. • Be an effective ambassador for Panos London, the Panos Network, and the role of communication for development in ensuring effective and sustainable development. • Identify and forge appropriate alliances with other NGOs and partners. <p>Governing Board Responsibilities:</p> <ul style="list-style-type: none"> • Provide sound advice and guidance to Panos London’s Governing Board. • Ensure accurate and timely reports (including financial and operational reports) are provided to the Governing Board, Executive Committee and any other governance bodies. • Support all activities as asked of the board, such as ensuring all meetings of the Governing Board, Executive Committee and any other governance bodies are appropriately serviced, and ensure transparency at all times. • Performing any other reasonable duties and tasks as requested by the Panos London Governing Board.
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Person Specification

The person specification describes the specific traits, skills and experience that it is expected the post holder will have in order to work effectively in the role. All the criteria outlined below are essential unless specified.

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Masters degree (or equivalent experience). 	<ul style="list-style-type: none"> • Management degree.

<p>Knowledge</p>	<ul style="list-style-type: none"> • Excellent knowledge of management systems and processes. • Excellent working knowledge of International Development issues and political and funding trends. • Knowledge of media and communication for development activities, methodologies and funding trends. 	<ul style="list-style-type: none"> • Knowledge of specialist accounting requirements of the charity sector, e.g., SORP. • Past experience of working with a Board of Trustees.
<p>Experience</p>	<ul style="list-style-type: none"> • In-depth organisational management experience. • Substantial experience of working as part of a Senior Management Team (preferably within the not-for-profit sector) and proven success in contributing to the overall organisational development of an organisation. • Extensive experience in strategic planning and budgeting for organisations with an income of at least £2 million; and the management of financial/accounting and administrative systems. • An in-depth and demonstrable track record in successful fundraising and resource development, including experience in developing, managing and evaluating funding strategies in an international development environment. • Excellent proven networking skills; and the ability to build and maintain positive relationships with government agencies, private and corporate donors, and other external stakeholders. • Experience of working in international organisations or organisations with extensive operations or partnerships internationally. 	
<p>Skills</p>	<ul style="list-style-type: none"> • The ability to demonstrate sound management and leadership skills. • The ability to lead and work collaboratively with a wide range of international staff with diverse cultural backgrounds. • Excellent written skills, including writing documents for external audiences and attention to detail. • Excellent oral communication skills. • French language to a working standard. • The ability to understand, use and present information, i.e., financial, in a clear and concise manner. • The ability to chair informal and formal meetings. • Good working Knowledge of MS Microsoft Products, (Word, Excel, Outlook and PowerPoint) 	<ul style="list-style-type: none"> • Training and facilitation skills
<p>People Skills</p>	<ul style="list-style-type: none"> • In depth experience of effectively leading and managing staff and/or consultants to achieve objectives on time and budget. 	

	<ul style="list-style-type: none">• Excellent interpersonal skills with the ability to communicate with a wide range of internal and external stakeholders.• Demonstrable experience of building and working through networks of individuals and organisations.• Commitment to working with participatory processes and in a participatory style within an organisation.• Able to manage the performance and development needs of staff (individually and as a team).	
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Flexibility

By its nature, the post may require hours of work that exceed those of a normal (37.5 hours) working week.

The post holder will be expected to be able to undertake extensive international travel.

The post holder will be expected to be flexible and respond to other needs of the organisation as they arise. This job description is subject to periodic review with the post holder to ensure that it accurately reflects the duties of the job.