

JOB DESCRIPTION

Role:	Resource Director
Reporting to:	Chief Executive
Responsible for:	Head of ICT and Digital Transformation Head of Finance Business Partnership Head of Quality and Assurance Head of People (HR)
Salary:	up to £120,000
Location:	Remote with regular national travel and monthly inface Executive Meetings

THE ROLE

Overall Purpose:

The Resource Director role for Camphill Village Trust is a new role, developed with keen understanding of Trust activity, future ambition and with a focus on flattening leadership structures to ensure empowered and enabled operational leadership across the range of services and offers provided by the Charity.

Combining existing roles in Finance, ICT and Digital, Business Assurance and People Services (Expert Advice, Learning and Development, Recruitment and Systems); this is a pivotal appointment for the Trust, and will form part of a high performing, collegiate Executive Team with the focus on providing excellent business partner enabling functions that best suit the Charity's needs.

They will act on behalf of the client functions to create the platforms for long term financial sustainability, digital innovation, strong business assurance and highly qualified human resource support.

They will have a flair for leading people and bring outstanding interpersonal and influencing skills; committed to championing a culture that values and develops our people.

Our Director of Resources will:

- Deliver strategic accountable leadership with a true passion for our purpose.
- Provide the leadership to drive, inspire and influence the development and support of positive behaviours that in turn create a culture of trust, integrity, inclusion and accountability underpinned by an ethos of co-production, collaboration and meaningful engagement.
- Be a highly effective member of the executive team and work with the CEO, Board, Committee, cross-organisational colleagues and key stakeholders to make a significant and measurable personal contribution to the overall leadership of the Trust.
- Take particular responsibility for the strategic leadership, overall management and performance accountability of a portfolio of functions that drive strong financial management, strategic financial sustainability and impact for the long-term sustainability of the Charity in a constantly changing environment.
- Be accountable for developing strategies, target orientated plans and policies and controls that demonstrate long term financial sustainability, value for money, commercial acumen, and clear ambition, partnering with the Chief Executive, leadership colleagues and board to achieve the purpose and driving goals of the Charity.
- Act as Deputy to the Chief Executive as required alongside our other Executive Directors.
- Hold the role of registered Company Secretary.

Key Responsibilities

- Support delivery of Camphill Village Trust's vision and strategy as an active member of the Senior Leadership Team, influencing and supporting decision making and providing inspiring leadership to your team and the broader organisation.
- Develop the long term financial strategies of the Trust and monitor overall financial performance and sustainability of the Trust, providing accurate forecasts and advising the CEO and Board on key financial risks and opportunities for strategic/commercial investments.
- Collaborate and support the shaping of the Trust's income strategy whether through retail, hospitality, land/environment (sustainability, carbon capital and agriculture), enterprise, fundraising requirements or commissioned services, maximising opportunity through return on investment working in partnership with the CEO, Directors and stakeholders.
- Ensure ongoing development and management of the Trust's digital estate, including internal systems and external platforms, taking into account the complexity of needs across functions and sites and future potential for transformation.
- Provide coaching, mentoring and clear direction to the People Business Partner Function, embedding clarity and understanding of the role of a Business Partner Model and ensuring there is a grip on key risks, issues and that there are clear and transparent plans and reporting and strong internal controls evidenced across functions.
- Oversee the Trust's overall risk management strategy and business continuity planning, seeking input from across the organisation as is required, and ensuring the CEO and Board/Board Committees are fully assured across key risks and mitigation plans. Utilise the Business Assurance function to provide evidence led, outcomes focussed assurances to the Board, CEO and colleagues in a timely and accessible format.
- Act as the Trust Company Secretary; actively own and deliver effective governance, ensuring the Executive Management Team, Board and Board committees receive high quality reports and analysis; act as main executive representative on the Audit & Risk Committee, as well as others as is required.
- Lead by example and shape and support a strong customer focussed culture of business partnership and collaboration by encouraging cross-department/location teamworking and organisationally owned plans; ensure your teams' work is informed by frontline staff and key leaders from across the organisation – setting standards of "doing with" and not "doing to".
- Ensure value for money in procuring services and increase social value in strategic procurement where relevant and actively engage with the environmental, social governance requirements of the Charity.
- Support business improvement and continuity, using data to support evidence-based decision making across the organisation, taking corrective action where needed to adjust strategies and plans.

Key Stakeholders

- CEO, Directors (clients) and Board Trustees
- Chair of Audit and Risk Committee
- Quality and People Committee
- Chair of Investment Committee
- External Partners that add value to Trust activity
- Members and Families
- Auditors (Internal and External)
- Fundraising Team
- Associated Leaders across the Trust

PERSON SPECIFICATION

Essential Experience

- Demonstrable Senior Leadership experience, with excellent communication and organisational skills and experience managing high performing teams across a complex organisation.
- Strong financial and commercial acumen with significant strategic and operational financial management, budget oversight, ROI & measurement experience.
- A creative thinker and natural collaborator who can build the relationships across complex stakeholder groups that result in ambitious and achievable strategies and plans.
- Exceptional and inspiring people leader with a successful track record of change management, coaching and galvanising multi-disciplinary teams.
- Understanding of the relevant digital & technological environment and ability to make informed investments in digital services across a complex organisation.
- Experience of managing organisation-wide risk registers, as well as key risks across income and brand.
- Understanding matrix management methodologies and experience of leading cross-organisational processes or teams in complex organisations
- Commitment to Camphill Village Trusts vision, culture and values.

Desirable experience:

- Understanding of charity governance requirements and experience in company secretariate, used to producing high quality reporting and analysis in support of CEO/Board-level strategy and decision-making.
- Understanding of health and social care, including commissioned services, margins and pressures facing the sector.
- Understanding property and land and the key opportunities and challenges

Essential skills and attributes

- Strong numeracy and analytic skills, with the ability to use data to support effective planning and decision making.
- Willing to be hands on where required and to play a visible and active role with leaders across our locations and teams.
- Demonstrable commitment to equality, diversity and inclusion and high standards of integrity, honesty and professionalism.