

Director of Resources

Reports to:	Chief Executive
Direct Reports:	Head of Finance & Operations, Head of Volunteering, Head of Information Systems
Indirect Reports:	Financial Controller, HR Manager, Operations & Estate Manager
Location:	Shaw House, Oxford/Flexible working
Hours:	35 Hours per Week

Key Purpose of the role:

The Director of Resources is one of two Directors positions within the wider Senior Leadership Team. As a member of the C-Suite at the charity, the role holds key responsibilities to support the development and implementation of RABI's strategy and leadership of the charity. Working closely with the Chief Executive and taking responsibility for supporting the Trustee Finance, Audit and Risk Committee, the Director of Resources provides forward-looking strategic leadership to support organisational financial and operational effectiveness.

As a senior member of RABI's leadership team, in addition to directing the Finance and Operations teams, the postholder is jointly responsible with the Chief Executive and Director of Services for the leadership of the continuing organisational evolution of the charity.

Key Responsibilities:

- **Strategic Leadership:** Play a central role in driving strategic development across finance, operations, IT, HR, and volunteering, ensuring alignment with organisational objectives and values.
- **Governance & Assurance:** Ensure that the charity has a strong framework of operational governance, including compliance with data protection, health and safety and safeguarding regulations and requirements.
- **Financial Leadership:** Provide financial leadership and oversight to support and influence decision making by the Senior Leadership Team and Council of Trustees.
- **Team Development:** Support, mentor and develop senior heads of function – including Finance, IS, Volunteering and HR – encouraging empowerment, cross-functional collaboration, and a culture of continuous improvement.

- **Operational Excellence:** Oversee the ongoing transformation of IT and service delivery systems (e.g. Dynamics CRM). Lead resource planning, budgeting, and long-term financial sustainability initiatives.
- **Volunteering Strategy:** Help redefine RABI's volunteering model – transforming from regionally managed teams to a strategically coordinated, community driven function. Support innovation in how volunteers contribute to delivery, advocacy, and fundraising.
- **Cultural Stewardship:** Champion the development of organisational culture, values, and ways of working. Help shape and embed behaviours that reflect RABI's purpose and ambition.
- **Ambassadorial:** Act as a representative for the charity to a variety of external and internal audiences and complete other duties as may be reasonably required of a senior member of the Senior Leadership Team.

Person Specification

- Proven leadership experience at Director or senior functional head level, ideally in a charity, public service, or values-led organisation.
- A track record of managing across multiple business functions – e.g. finance, IT, HR, operations – and leading change within them.
- A people-first mindset – with strong coaching, mentoring and stakeholder engagement skills.
- Emotional intelligence and strategic gravitas to inspire confidence among staff and trustees alike.
- Strong financial acumen and governance experience.
- Leadership of business planning including negotiating and managing contracts.
- Significant understanding of investment or pension portfolio management.
- Understanding of estate management.
- Knowledge and awareness of best practice within the sector to ensure appropriate consideration of the latest approaches to change innovation and development.
- Experience or deep interest in the not-for-profit sector and an appreciation for volunteer-led organisations.
- Curiosity, resilience, and a readiness to lead through ambiguity in a growing and evolving organisation.
- Full UK driving licence.
- Ability to travel and work some unsociable hours, including occasional overnight stays.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.