

Director of Resources (Chief of Staff)

- **Reports to:** Chief Executive
- **Direct Reports:** Head of Central Operations, Head of Volunteering, Head of Information Systems
- **Location:** Shaw House, Oxford/Flexible working
- **Hours:** 35 Hours per Week

Key Purpose of the role:

The Director of Resources (Chief of Staff) is one of two Director positions supporting and developing 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 Director of Services, the Director of Resources (Chief of Staff) provide forward-looking strategic leadership and oversight of the charity's financial and operational effectiveness.

As a senior member of RABI's leadership team, 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 continued strategic development; translating strategic direction and supporting functional leads across Central Services, IT and Volunteering to ensure priorities and activities are aligned 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 oversight to support and influence decision making by the Senior Leadership Team and Council of Trustees.
- **Team Development:** Support, mentor and develop heads of function, encouraging empowerment, cross-functional collaboration, and a culture of continuous improvement.
- **Operational Excellence:** Oversee the ongoing transformation of IT and service delivery systems (Dynamics CRM) and development of internal data and insights capabilities. Providing oversight of resource planning, budgeting, and long-term financial sustainability initiatives.

- **Volunteering Strategy:** Support the redefinition of RABI's volunteering model to move to a strategically coordinated, community driven function. Assisting the development of an innovative volunteer programme considering opportunities for volunteer contributions to delivery, advocacy, fundraising and other strategic priorities across RABI.
- **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 leading across multiple business functions – e.g. finance, volunteering, IT, HR, operations – and leading change within them.
- A people-first mindset – with strong coaching, mentoring and stakeholder engagement skills.
- Strategic understanding of people agendas and providing leadership and direction on team and volunteer development.
- 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.