



## **JOB DESCRIPTION**

### **Executive Director**

#### **Background**

Engender is Scotland's feminist policy and advocacy organisation, working to increase women's social, political and economic equality, enable women's rights, and make visible the impact of sexism on women and wider society. Engender believes feminism must be intersectional, and we strive to conduct all our work using an intersectional lens.

Engender works at Scottish, UK and international level to produce research, analysis, and recommendations for intersectional feminist legislation and programmes, advocating for those with power to make positive changes to services, policy, regulation, practices, and laws that affect women. We are proud to be a membership organisation and our members include women's and equalities organisations, voluntary groups, and a wide network of individuals around Scotland. We work to bring women and organisations together in a range of ways to share experiences, tell their stories, and influence decision makers.

As a feminist employer we strive to reflect our principles in our practice. We are proud to offer and consider a wide range of flexible working opportunities to enable our staff to combine paid employment with childcare, caring or other responsibilities, and to support work/life balance.

Engender is an accredited Living Wage Employer and was shortlisted for the 2020 top employer awards for our carer-positive position.

Engender is committed to equality in recruitment and selection. We particularly welcome applications from women, people of colour, disabled people, LGBT people, and other minoritised and under-represented groups.

Please let us know if you need recruitment information in another format, or if you have any other communications and/or accessibility requirements.

**Position:** Executive Director

**Salary:** circa £50,000 per annum (staffing and pay review ongoing). This is the full-time salary and will be pro rata for part-time or job-share.

**Pension:** 8% employer contribution

**Hours:** Up to 35 hours per week (full-time). We actively welcome applications for part-time, job-share or other flexible working arrangements and will work with you to support the realisation of this. Engender has also committed to moving towards implementing a 4-day working week.

**Leave entitlement:** 38 days pro rata (including public holidays)

**Location:** Initially remote, office is in Edinburgh - 10 Old Tolbooth Wynd, EH8 8EQ, future working arrangements to be determined.

**Responsible to:** Board of Directors

**Closing Date:** Monday 10<sup>th</sup> January 2022 at midnight



## **Purpose**

The Executive Director (ED) is the most senior role at Engender and represents the organisation with dynamism and a high degree of professionalism. The ED is a passionate advocate for women's rights and equality in Scotland and beyond as part of a global intersectional feminist movement.

The ED has overall responsibility for Engender's strategic direction and policy development, working closely with the Board and staff team, providing leadership, vision, and sound financial management. The ED is an ambassador for Engender and ensures a high public profile for the organisation externally, building and maintaining excellent relationships with a wide range of stakeholders and driving the development of programmes and fundraising.

## **Key Responsibilities:**

- Overall responsibility for Engender's work to advance women's equality and rights.
- Overall responsibility for operational management and leadership of the organisation, including line-managing staff, in line with feminist principles.
- Leads on the development and execution of the organisation's strategy and planning with the staff team and Board, including delivery of Engender's policy and advocacy priorities
- Leads on managing external relationships with women's organisations, third sector organisations, Scottish Government ministers and officials, parliamentarians, and other key stakeholders.
- Represents the organisation on stakeholder fora and working groups, at public events, and in the media.
- Provides strategic oversight and expert input to the organisation's policy, communications, and development work, providing final sign off for policy and communications outputs.
- Develops and maintains partnerships with other women's organisations including providing mentorship and support on sustainability, governance, and policy.
- Represents Scotland's women's sector in UK-wide, European and international fora

## **Main duties**

**Leadership & Governance:** Manages workload of organisation, interfaces with Board and coordinates work/time of staff and Board to enable both. Oversees work in priority policy areas. Ensures consistent and complete communication throughout the organisation and with all stakeholders.

**Organisational Strategy and Development:** In consultation with Board and staff, creates and implements strategic planning around organisational priorities, and identifies and implements appropriate review and assessment structures to underpin monitoring, evaluation, and learning



and reporting requirements. Motivates, inspires, and supports staff ensuring strategy and policy priorities are aligned with Engender's values and mission.

**Financial Planning, Management and Fundraising:** Creates and maintains systems and reporting structures for sound financial management, including reporting regularly to the Board. Leads on the development and implementation of the organisation's fundraising strategy, identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, and building and maintaining key donor relationships, including with Scottish Government, to safeguard the organisation and diversify its funding income.

**External Focus and Relationships (including advocacy, managing stakeholder relations, public relations):** Works to persuade those with power to make positive changes to systems policy, regulation, practices, and laws that negatively affect women, including in partnership with other women's organisations in Scotland, across the UK and beyond. Represents Engender and the Scottish women's sector at national, UK, EU, and international level. Represents Engender externally in the media and as a spokesperson at public events.

**Operational Management & Internal Communications:** Line manages staff and liaises with staff leads. Appoints and oversees the work of external consultants. This includes the management of contractual arrangements and responsibility for vacancy analysis and involvement in the shortlisting, interviewing, and appointing of all new staff.

**Other duties:** Any other duties relevant to the above as agreed by the Board.

## **PERSON SPECIFICATION**

### **Essential criteria**

#### **Experience**

1. Demonstrable commitment to Engender's values, mission, goals, and to intersectional feminism
2. Experience in a leadership role within a third sector organisation. Specific experience of working for an equalities advocacy organisation at senior level would be a distinct advantage
3. Demonstrable experience of managing an organisation including strategic and operational planning, goal setting and delivering results, ensuring sound financial management, best practice in human resources and management of risk
4. Experience of managing a skilled and expert staff group, motivating and inspiring others
5. An understanding of feminist employment practices
6. Experience of using policy research and analysis to influence change



7. Demonstrable experience of working in partnership with other third-sector organisations
8. Experience of fundraising, managing strategic donor relationships and reporting to funders
9. Experience engaging with diverse stakeholders, including high profile decision-makers, media, third sector, government officials, and activists

### **Knowledge & Understanding**

10. Expert knowledge of women's equality and rights and intersectional feminist analysis
11. Excellent understanding of methods and tools for influencing change at local, national, UK-wide, and European levels
12. Understanding of key stakeholders and decision-makers on women's equality and rights in Scotland, UK, Europe and internationally

### **Skills & Capabilities**

13. Very strong written communication skills with demonstrable ability to produce high quality content for public and professional audiences
14. Very strong verbal communication skills and ability to represent the organisation and issues clearly and expertly at public events, in the media, and at external meetings
15. Demonstrable leadership skills
16. Demonstrable strategic planning skills
17. Able to work with Board and partners on a flexible basis, including some out of hours work

### **Desirable criteria**

18. A history of activism on feminist issues
19. Existing networks within women's organisations
20. Understanding of the women's movement in Scotland, the UK, and/or Europe
21. Demonstrable experience of working in partnership with women's organisations and activists to influence societal and policy change
22. Experience of managing organisational change
23. Experience of charity governance
24. Formal training or qualification in management/leadership

### **HOW TO APPLY**

To apply for this post applicants must have the right to live and work in the UK.

To discuss this unique opportunity please contact our retained consultants at *AWS Charity Jobs*:

**Donna McKay:** 07554424901 / [donna@awscharityjobs.com](mailto:donna@awscharityjobs.com)

**Alan Surgeon:** 07795954029 / [alan@awscharityjobs.com](mailto:alan@awscharityjobs.com)



All application information can be found via: <https://awscharityjobs.com/microsite-executive-director-engender/>

Please let us know if you need recruitment information in another format, or if you have any other communications and accessibility requirements.

Application method: completion of the Application form attached to the microsite.

*\*\*The job description and person specification are subject to regular review.*