



Supporting people to shape the economy

Deputy CEO Recruitment Pack

Closing Date Monday 8 June

Deputy CEO - Organisational Development

Location: London

Salary: Starting salary of £40,000 pro rata

Contract type: Permanent, subject to successful probationary period.

Hours: Full-time (37.5 hours)

We are open to flexible working and job sharing for the right candidate(s).

Benefits: 7% employer matched pension after probation, flexible working, 25 days holiday per year (plus bank holidays and Christmas break) and a staff development budget.

Reporting to: Chief Executive

Application deadline: 23.59pm, Monday 8 June.

Interviews: First interviews will be held week commencing 15 June and second round interviews will be held the week commencing 22 June.

About *Economy*

Economy exists to support people - particularly those currently furthest from power - to shape the economy to achieve what matters to them. We do this because the economy plays a central role in society, it shapes our health and wellbeing and the sustainability of the planet. As the economic impact of the coronavirus looks to be far reaching, our work is more important than ever.

We have written a three-year strategy to create an environment in the UK in which more people are able to meaningfully take part in decision making on the economy. To achieve this, we have secured funding to increase our capacity and the first step is appointing somebody to help manage this growth.

About the role

We are now recruiting a Deputy CEO at this exciting time to implement our 3 year strategy. We are looking for an energetic and dynamic individual with excellent project and people management skills who can shape the role to deliver the strategy and grow with the organisation.



Key areas of responsibility

Overall

- Develop and implement organisation systems and processes
- Oversee financial planning, management, reporting and compliance.
- Support project and programme delivery.
- Deputise for the CEO as and when necessary.

Operations and Culture

- Develop project management systems and processes as *Economy's* work expands and becomes more complex.
- Develop policies, systems and processes which enable effective internal communication and collaboration.

- Develop the systems, processes and practices which underpin a healthy organisational culture and promote diversity and inclusion.
- Oversee the management and development of *Economy*'s infrastructure including website, social media, CRM database, Google Suite and reporting systems.

Finance and Fundraising

- Work with the Chief Executive to provide the strategic context for financial planning.
- Responsible for financial planning, management and control including procuring appropriate insurances and the preparation of business plans and annual reports.
- Responsible for financial reporting including cash forecasting, quarterly reporting to the Board, preparation and review of project and annual organisation budgets.
- Work with the Chief Executive to prepare funding applications and requisite reporting.

HR

- Responsible for HR at a strategic level, overseeing recruitment, training, disciplinary, staff well-being and all other personnel matters.
- Identify gaps in skills and experience in accordance with the Diversity and Inclusion Policy, and address through recruitment and training.
- Develop *Economy*'s HR policies, and draw in external expertise as necessary.
- Line management responsibilities.

Governance and Risk

- Work with the Chief Executive to deliver best practice, ensure compliance with legal requirements, attend Board meetings and prepare Board papers.
- Responsible for GDPR compliance.

Culture

- Always act in the best interests of *Economy*.
- Abide by *Economy* policies as set out in the Staff Handbook.
- Maintain confidentiality in all areas relating to *Economy*.
- To be flexible and to undertake any other reasonable duties as requested by the Board of Trustees.

Key skills and experience

Essential Skills and Experience

- Track record of developing organisational systems to promote collaboration, embed a positive organisational culture and enact diversity and inclusion across an organisation.
- An understanding of Diversity and Inclusion and how they can be embedded in all parts of organisational strategy, development and day-to-day operations.
- Managed teams to support organisational and personal development.
- Ability to meet tight deadlines and manage multiple priorities.
- Experience of designing, managing and delivering complex projects and programmes.

- An engaging presentational style.
- An ability to listen and communicate to build consensus and work collaboratively.
- A track record of using strategic thinking to improve outcomes and ways of working in an organisation.
- An ability to pay attention to detail across multiple areas of work

Values and behaviours

- Personal commitment to *Economy's* values and purpose of supporting people – particularly those furthest from power – to use economics to achieve what matters to them.
- Ability to reflect and learn, including sharing failures and uncertainties. Openly taking feedback from the team and members of *Economy's* community on your behaviours and work.
- The emotional intelligence to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.

Desirable Development Areas

We are also looking for the following skills and experience. Please tell us if you have experience of these work areas or you are particularly interested in them for your own personal development.

- Financial strategy, reporting and planning.
- Experience developing and overseeing HR policies and processes.
- Good knowledge of charity law and best practice.
- Experience of using applications such as Wordpress, Hubspot, Google Suite, Slack, or Zoom.
- Experience of using accounting software Xero.

Our Commitment to Diversity and Inclusion

Economics is underpinned by a way of thinking dominated by white men who have studied and worked in a small number of institutions. We are looking for people that bring a different perspective. To this end, when candidates are of equal merit, we will prioritise selection and appointment of people who are from backgrounds that are under-represented in economic institutions and the charity sector.

If you would like to find out more about *Economy's* commitment to Diversity and Inclusion, please see [here](#).

How to apply

Application deadline: Please download and complete [this application form](#) by 23.59 on Monday 8 June and complete an [Equal Opportunities Monitoring form here](#)

We encourage any prospective candidate with questions about their suitability for the role, particular requirements or suggestions for job sharing to contact Joe at careers@ecnmy.org

Interviews

Following selection of applicants, there will be two rounds of interviews and an opportunity to meet the *Economy* team.

If we are able to hold interviews in person, they will be at a central London location with wheelchair access. Childcare or similar costs will be covered if required. Travel costs can be covered for applicants travelling from outside of London or online interviews can be arranged if travel is not possible due to other commitments.