



CONCERN
worldwide

Appointment Brief

Executive Director, Concern UK

February 2024

Welcome from our Chair of Trustees

Dear Candidate,

Thank you for your interest in the opportunity of becoming the next Executive Director of Concern Worldwide (UK).

Although in my first year as Chair, I have long been familiar with Concern Worldwide (UK), and have immense personal respect for its strong track record of working alongside communities in some of the most difficult and fragile places of the world. For over 50 years Concern has been working to make its vision of a world free from poverty, fear and oppression, a reality. Today a global team of over 3,500 highly skilled and dedicated professionals work each year with 36 million people living in the most difficult situations across 25 of the world's poorest countries. Often these are humanitarian crises arising as a result of people fleeing conflict or natural disasters, increasingly related to climate change. In these settings, Concern works to rebuild lives, livelihoods and communities.

Concern Worldwide (UK) is a key part of our global organisation, Concern Worldwide (UK) and was formally established twenty years ago. We are based in London and Belfast and support the global work of Concern. Our ambition is to mobilise resources, people, decision makers and partners to respond to rising poverty and emergency humanitarian needs, improving the lives of people living in extreme poverty in the world's poorest and most fragile countries.

Organisations like Concern are a reminder that many people around the world live in difficult circumstances and that we all share a responsibility to do something to help. Everyone has a right to a decent standard of living and the opportunities essential to a healthy, successful life. It is a source of pride and great satisfaction to know that the generous support of people in the UK has enabled us to achieve that - increasing children's access to education, working with communities to build sustainable livelihoods, tackling gender inequalities, and helping families find ways to keep their children healthy. Additionally, the UK public's response to our 2023 DEC Turkey-Syria Earthquake Appeal and our Sudan Emergency Appeal has meant that Concern has been able to act quickly to save lives and rebuild livelihoods.

I and my fellow trustees bring our collective energy and ability to support the work of the Executive Director and senior team in their dedicated efforts to achieving our strategic plan. We are fortunate to have breadth of life

experience, professional expertise and diversity represented among the trustees. The relationship with executive colleagues is excellent.

Danny Harvey, our outgoing UK Executive Director, is moving to take up an exciting new role as Head of Technical Assistance for the global organisation. Over the past four years, her clear leadership and vision to shape Concern in the UK into an even more inclusive and responsive organisation have shone through. It is great that her experience will be retained within the global organisation. Danny has created a solid foundation from which to take the organisation's strategy forward.

We look forward to welcoming a new Executive Director, who can realise the potential new opportunities and partnerships that will help the charity to achieve its key strategic goals. Excellent relationships are at the heart of this role, whether that be with large institutional or governmental funders such as the Foreign, Commonwealth and Development Office, colleagues across Concern and with our public supporter base. You will be someone who has a track record of building and sustaining relationships with wide a range of stakeholders. As part of that you will likely also have developed and implemented successful fundraising and /or brand and visibility raising strategies across a range of channels. You will be a collaborative leader, comfortable managing strategic and operational complexity, ideally within an international context. You will likely already be leading in a cause-driven setting, we are open to what field that may be in, but you must be an accomplished communicator and advocate. Above all, your leadership style will be ambitious, engaging and highly inclusive with the ability to motivate and enthuse the diverse teams you will lead.

The leadership challenge in any international development or humanitarian aid organisation today is greater than ever, given the escalating levels and urgency of global need. In that context, Concern's mission is more important than ever, and this leadership role is critical to enabling the effective delivery of that mission.

If you think you may be the right person for this role and have a commitment to our values, we would love to hear from you.

Mark Devlin
Chair, Concern Worldwide (UK)

Our Identity

Concern Worldwide (Concern) is a non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries.

Our Vision

We believe in a world where no-one lives in poverty, fear or oppression; where all have access to a decent standard of living and the opportunities and choices essential to a long, healthy and creative life; a world where everyone is treated with dignity and respect.

Our Mission

Our mission is to help people living in extreme poverty achieve major improvements in their lives which last and spread without ongoing support from Concern. To achieve this mission, we engage in long-term development work, build the resilience of the communities with which we work, respond to emergency situations, and seek to address the root causes of poverty through our advocacy work.

For over 50 years, Concern has been working to make the vision we share with our supporters a reality: the vision of a world free from poverty, fear, and oppression.

Concern Worldwide (UK)

Concern Worldwide (UK) was formally established in 2004, bringing together fundraising offices in Belfast, Glasgow and London. Since then, Concern Worldwide (UK) has thrived and its role has evolved to become significantly broader than fundraising, making the most of opportunities arising from:

- The UK NGO sector being one of the strongest and most vibrant in the world
- The UK government being the one of the largest aid donors in the world
- The UK government, through the Department for International Development (DfID)/Foreign Commonwealth and Development Office (FCDO), being a progressive and influential donor
- London's position at the heart of policy dialogue and formulation, as well as civil society action

Based in London and Belfast, Concern Worldwide (UK) now has 65 members of staff. Concern Worldwide (UK) does not deliver programmes directly but supports Concern Worldwide by providing funding, advocacy, and technical assistance as well as by raising awareness of our work and the voices and stories of those with whom we work.

Concern Worldwide UK is also a member of the Disasters and Emergency Committee which brings together 15 of the leading UK aid charities in responding to major humanitarian crises internationally.

Kenneth Wambugu, Health and Nutrition Manager for Concern in Marsabit, Kenya, inspects nutritional food supplies. **Photo:** Ed Ram/Concern Worldwide



Our Values

Our values are rooted in the compassion and commitment of our founders and have been shaped by over 50 years of working with the world's poorest people who are living the most vulnerable communities.

We focus on extreme poverty

We are driven by a clear focus on eliminating poverty in the most vulnerable places and responding to humanitarian crises.

We believe in equality

People are equal in rights and must be treated with respect and dignity

We listen

Listening and partnership are key to empowering the poorest and most vulnerable to transform their own lives.

We respond rapidly:

People affected by disasters are entitled to have their most basic needs met through rapid, effective and principled responses.

We are courageous

Taking necessary risks, balanced with sound judgement, allows us to work in the most challenging contexts

We are committed

Going the extra mile to support communities in times of need and in the face of very difficult operating environments.

We are innovative

Finding effective solutions requires innovative thinking combined with a pragmatic approach.

Our finances

Total income for Concern Worldwide (UK) for 2022 was £30.7 million from institutional funding and public fundraising. Income has been around this level for a number of years. Although there was a dip in 2021 due to cuts to large programmes funded by FCDO, the signs are that this income stream is on track to be restored. Our public fundraising comes from a diverse range of income streams including trusts and foundations as well as donations directly from the UK public. In some years we raise a substantial amount from emergency appeals, including those we participate in as a member of the DEC. A more detailed commentary can be found in our 2022 annual report.

Overall income for Concern Worldwide, globally in 2022 was €250m.

We remain incredibly grateful to all of our supporters and donors, large or small, who allowed us to continue to change the lives of people living in extreme poverty.

A more detailed commentary on the financial results from the last reported year can be found in the [2022 Annual Report](#).

Our strategy

The UK strategy aligns with Concern Worldwide's Global Strategic Plan (2021-2025) and sets out a clear contribution to the overall organisation.

The overarching strategic goal is to achieve:

→ the greatest possible impact for those furthest behind - mobilising our global network to respond to rising poverty, hunger and humanitarian needs while empowering more communities at the furthest frontiers of an increasingly fragile world.

Our five-year ambition in the UK

Our ambition is to mobilise resources, people, decision makers and partners to respond to rising, poverty and humanitarian needs, improving the lives of people living in extreme poverty in the world's poorest and most fragile countries.



Our impact in 2022



36 M

people reached, in 24 of the world's poorest countries



24.3 M

extremely vulnerable people supported in 66 emergencies



8.1 M

people reached through our health and nutrition programmes

Our people

Concern Worldwide (UK) is governed and regulated by our Board of Trustees.

The activities of Concern Worldwide (UK) are carried out in association with Concern Worldwide, a company registered in the Republic of Ireland, which is registered as a charity and is the sole member of Concern Worldwide (UK).

The membership of the current board is available here: [Trustees | Concern Worldwide \(UK\)](#)

The day-to-day management of Concern Worldwide (UK) is the responsibility of the Senior Management Team, under the leadership of the Executive Director.

This individual will report into Mark Devlin, Chair of Concern Worldwide (UK), with a dotted line into David Regan (CEO of Concern Worldwide). They will lead the Senior Management Team in the UK and sit on the Senior Management Team of Concern Worldwide which is based in Ireland.





Equality, diversity & inclusion

Concern Worldwide (UK) is deeply committed to addressing inequality. Not only would we like to see greater representation of people from diverse groups within our office, we want to ensure that all staff and Board members, regardless of identity and background, are welcomed, respected for who they are, and supported to thrive. This is fundamental to our core value of equality.

Concern is taking a strategic approach to workplace equality, diversity, and inclusion, to ensure coherence and co-ordination in addressing barriers and changing practices to address inequality in the workplace. Concern Worldwide (UK) has had an EDI action plan in place since 2021 which was revised in 2023. The plan sets out actions and responsibilities across the workforce diversity, culture, learning and measuring change. Oversight and progress are informed by and monitored by a cross-organisational group of staff, an expanded leadership team and the Board. We are proud of our staff conversations and our

anti-racist communications guidelines which we believe are driving real change in our organisation and in the way we represent what we do to the broader public.

Our objectives include:

→ Developing an inclusive and welcoming culture in which people from all backgrounds feel valued, respected and heard.

→ Increasing diversity within our workforce and senior leadership.

→ Empowering every staff member to act as a leader on equality.

→ Become more strategic in response to equality, diversity, and inclusion issues.

→ Creating fairer outcomes for staff (particularly in relation to progression, experience, and pay).

The role

Role Purpose:

To lead a highly effective team to ensure that Concern Worldwide (UK) has the culture and talent to deliver on its strategy.

In conjunction with the Board of Trustees of Concern Worldwide (UK), you will ensure the growth of both institutional and public funding to support the delivery of Concern's global strategy. You will represent the organisation externally with policy makers, opinion formers, supporters, the media and public.

Working with the Chair of the Board you will ensure that the Board of Trustees is enabled to exercise its governance oversight of Concern Worldwide (UK).

You will be a positive role model internally and externally for the culture and core values of the organisation, contributing to the development of value driven leadership and collaboration across Concern's global network.

Roles and Responsibilities:

Vision and Strategy:

- Contribute strategically to the development and achievement of Concern Worldwide's vision, mission and strategic plan, as a member of the management team of the Concern Worldwide;
- Working with the Chief Executive, the Board of Trustees of Concern Worldwide (UK) and with Concern Worldwide SMT, develop Concern Worldwide (UK) strategy, ensuring coherence with the Concern Worldwide strategy and overall vision and mission;
- Work with the UK SMT to grow both public and institutional income from the UK.

Leadership and Management:

- Lead, manage and motivate staff in the achievement of the organisations strategic plan, including operational targets for Concern Worldwide (UK) covering fundraising income and advocacy;
- Lead, empower and support an effective Senior Management Team within the UK which collaborates to ensure achievement of objectives;

- Continue to drive organisation-wide initiatives in the UK including the roll out of equality, diversity and inclusion plans and a reduction in the carbon footprint;
- Create a positive culture within the UK by role modelling and demonstrating organisational values;
- Actively and constructively engage with the Senior Management Team of Concern Worldwide to foster a culture of trust and collaboration between Concern Worldwide and Concern Worldwide (UK).

Income Growth:

- Support the Director of Fundraising in development and implementation of fundraising strategy and innovation to find new opportunities and grow Concern Worldwide (UK)'s income throughout the UK from individuals, corporations and foundations;
- Support the Director of Advocacy and Institutional Relations to work with Concern Worldwide and Country Programme teams to win and implement successful bids from UK government bodies.

Communication, Representation & Relationships:

- Ensure and facilitate opportunities for synergy and alignment between Concern Worldwide (UK) and Concern Worldwide across the domains of advocacy, peer learning and information sharing, representation, fundraising and communications;
- Be the face of Concern Worldwide (UK), engaging all of its UK's supporters and developing positive relationships and influence with stakeholders and partners;
- Represent both Concern Worldwide and Concern Worldwide (UK) policies, programmes and campaigns to the UK government, parliament and media, to the development and charitable worlds, to the people of the UK, and to other institutions and bodies Concern Worldwide (UK) may seek to influence;
- Represent Concern Worldwide (UK) on the Board of Trustees on the Disaster Emergencies Committee;
- Ensure Concern Worldwide (UK) brand and communications continues to evolve to raise public awareness of the challenges faced by people living in extreme poverty and support both the fundraising in influencing work of Concern Worldwide (UK).

Governance, Accountability and Risk Management:

- Deliver on all financial targets agreed within the budget and in line with the strategic plan;
- Responsible for the finances of Concern Worldwide (UK) and in particular for ensuring that they operate in line with the practices and procedures agreed at group level and the statutory requirements of the UK;
- With the Director of Advocacy and Institutional Relations ensure that compliance requirements for UK grants and contracts are understood and facilitated by the broader organisation;
- Identify, mitigate and manage risks faced by Concern Worldwide (UK);
- As appropriate, monitor and advise on the composition and effectiveness of the Board of Trustees and its committees;
- Ensure an annual calendar of meetings of the Board and its principal sub-committees is in place;
- Ensure that Concern Worldwide (UK) discharges its constitutional and legal obligations and that it has the resources (human, material and financial) and management structures to operate effectively and sustainably;
- Ensure appropriate presentation and reporting to the Board and committees on the organisation's progress and on all matters relevant to the discharge of its responsibilities;
- Responsible for serving the needs, legal and otherwise, of the Board of Concern Worldwide (UK).

The person

Experience

- Extensive executive leadership experience and board level engagement;
- Leadership, management and building of a multi-disciplinary team;
- Experience of developing and delivering strategy for a multi-faceted, preferably purpose driven, organisation in the UK and ideally internationally,
- Significant proven and demonstrable experience of brand and visibility raising and ideally material fundraising growth to different audiences, both public and institutional;
- Experience of developing and delivering strategy for a multi-faceted, preferably purpose driven, organisation in the UK and ideally internationally”;
- Demonstrable track record in fostering an inclusive organisational culture and promoting greater diversity in the workforce;
- Experience of taking an organisation through change sensitively.

Knowledge & skills

- Able to think strategically, bring vision and creativity, develop ideas and encourage new and innovative solutions, and lead a constantly improving organisation;
- Strong ambassadorial skills, with the ability to advocate and campaign on behalf of Concern Worldwide (UK) and set our agenda;
- Strong relationship-building skills, with existing networks, or the capacity to build relevant ones;
- Excellent people-centred leadership skills, able to empower and hold the team accountable to deliver on their roles and responsibilities;
- Able to connect, engage and consistently collaborate with internal and external stakeholders at every level;

Attributes

- Mission and impact-driven, with demonstrable commitment to humanitarian values and belief in the vision and mission of Concern;
- Inspires others by building and communicating a clear vision;
- Translates strategy and complexity into clear and understandable actions;
- Trusted, respected and one who promotes cohesion, collaboration, and open communication to build strong cross-organisational relationships with shared purpose;
- Strong team builder, who delivers results through others, developing and growing those around them to perform at their best for people in crisis.
- Accessible, approachable, collaborative, communicative. Driven and passionate



Terms of appointment

Location: Based in London with flexible working arrangements in place and requirement to travel nationally and internationally, as required.

Salary: £90,000 - £100,000

Halou Alti working at a home garden in Niger which was started as a project to grow food and provide for the most vulnerable in the village. **Photo:** Ed Ram/Concern Worldwide



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Concern Worldwide (UK) on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code XBNGA. If you'd welcome a conversation, please do get in touch with us.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is **Wednesday 20th March 2024**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Timetable Shortlisting is on 18th April, with panel interviews likely w/c 22nd - 29th April 2024.

*If any of the interview dates pose a problem for you, please let us know about this at the time of application.

Diversity

Concern Worldwide (UK) is deeply committed to addressing inequality. We warmly encourage applications from a wide range of backgrounds.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Pre-employment Checks

This position has been designated by Concern Worldwide (UK) as a role that requires additional pre-engagement/pre-employment checks. These include a criminal background check and an adverse media check. You can find more details regarding these checks [here](#) & [here](#).

Concern has an organisational Code of Conduct with three Associated Policies: The Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.



Saxton Bampfylde

LONDON
9 Savoy Street
London WC2E 7EG

EDINBURGH
46 Melville Street
Edinburgh EH3 7HF

saxbam.com

Partners in **Panorama** -
Search around the world

CONCERN
worldwide