

CHIEF EXECUTIVE OFFICER (full-time or job share)

Job description and person specification

“The United Nations was not created to take humanity to heaven, but to save it from hell”
(Dag Hammarskjöld, 2nd Secretary-General of the United Nations)

The United Nations Association UK (UNA-UK) is looking for a visionary, collaborative and proactive leader to guide the organisation into a new era following the departure of its long-serving Chief Executive Officer in January 2022.

This is an exciting time to take up the reins at UNA-UK. As the world grapples with a growing list of challenges, the need for global cooperation has never been more urgent or apparent. There is widespread recognition that we need to transform our global system of international institutions – but the international community is polarised, and the UN overstretched and underfunded. In the UK, there is cross-party support for the UN and for the UK to play an active global role, but disagreement on what this looks like in practice.

Internally, UNA-UK is a very strong position. Over the past few years, it has steadily increased its profile, network and impact with a string of campaign successes. It has also strengthened its governance and shored up its finances, with sufficient funds to deliver its strategic objectives and expand staffing and activities in the coming years. And it has sought to become a leader in responding to social and COVID-driven change, placing greater emphasis on flexibility and compassion in its own workplace.

UNA-UK is looking for a new CEO to build on these foundations and continue to develop the organisation’s mission at this natural inflection point in its history. Reporting to the Board of Trustees, the CEO has overall responsibility for strategy, programmes, governance, operations, finances, fundraising and staffing. They line-manage other members of the Senior Management Team and provide mentoring and supervision to the rest of the small team. And they engage with our UK-wide network of members, supporters and UNA groups on events and campaigns.

We want to hear from outstanding individuals with a proven track record in campaigning for a safer, fairer and more sustainable world.

Candidates should be passionate internationalists - politically-savvy but non-partisan, equally at ease at campaign rallies and in the corridors of power. They should see ambition and kindness as mutually reinforcing, human rights as non-negotiable, and diversity and inclusion as essential ingredients for success. **As UNA-UK believes diversity is crucial to its success, we welcome applicants who represent diversity in all its forms.**

Full-time and job-share options are available for the right candidate(s). The salary range is £70k to £75k, with a 7% contribution to the organisation’s pension scheme.

This is a fixed-term role with a probationary period of 6 months.

Staff are based at our offices in central London (Whitehall Court). We operate a flexible working policy which includes the potential to work remotely for two days per week. *We are currently going through a staff consultation process on the possibility of moving to a 4-day working week from January 2022 with extended hours Monday to Thursday, to allow staff to use Fridays for work/life balance and focus on personal/professional development. The number of contracted hours is 35 hours per week.*

More information about UNA-UK and the job is included below.

To apply, please submit your CV and cover letter to jobs@una.org.uk. More information can be found on our website. The closing date for applications is 23:59pm on 19 January 2022, with interviews scheduled to take place between 31 January & 18 February.

About UNA-UK

The United Nations Association – UK (UNA-UK) is the only charity in the UK devoted to building support for an effective UN.

Set up in 1945 to provide a bridge between the world body and people in this country, we remain the 'go-to' organisation for all things UN in the UK. We are also increasingly recognised as a leader and campaigner on UN issues internationally.

Through research and analysis, we foster understanding of the global system and the risks it must address - from the climate emergency to security threats, soaring inequalities, human rights violations, humanitarian crises and disruptive technologies. By convening experts and practitioners, we help to develop solutions. By engaging politicians and policymakers, we support implementation. And by galvanising our network of 30,000 members and supporters, 100+ local groups and 1,000 global civil society partners we create pressure and momentum for change.

As the world continues to grapple with COVID-19, we must ensure that the decisions we take in the coming months and years help, not hinder, our vision of a safer, fairer and more sustainable world. Over the next three years, we will play our part through three programmes:

- The future we want – through outreach and communications, we will engage and empower people in the UK and beyond to build a better future for all
- The UN we need – through research and campaigns, we will generate momentum to make our global institutions more able to achieve this vision, as well as more open, inclusive and accountable to the people they serve
- The UK's role – through advocacy and engagement, we will encourage our country to lead by example, making the case for global solidarity and cooperation, at home and abroad, and backing it up with concrete actions

About the post

We are looking for a visionary, kind and hands-on CEO to build on our strong foundations and guide the organisation into a new era, as we adjust to a fast-changing operating context in the UK and internationally. Reporting to the Board of Trustees, the CEO has overall responsibility for the organisation and its staff.

Objectives and responsibilities

Leadership and strategic planning

- To set the vision and objectives of the organisation in consultation with the COO and other staff members, Board and others, and oversee the development and implementation of activities to achieve them
- To ensure, with the agreement of the Board, that UNA-UK positions itself in ways that will best deliver on these objectives

- To oversee the probity of the organisation and quality of the outputs and ensure that it delivers value for money in line with its objectives

Representation

- To represent UNA-UK in decision- and policy-making circles in the UK and internationally
- To build and maintain strong personal relationships at a senior level with stakeholders such as the UN, UK Government, foundations, NGOs and others
- To develop UNA-UK's network of national and international expert practitioners and scholars, furthering UNA-UK's position as the policy authority on the UN
- To speak on behalf of the organisation at events and to the media

Management

- To provide effective management and development support to staff as they carry out their responsibilities, develop their skills and contribute to UNA-UK's objectives
- To work with the COO and other relevant staff to ensure effective governance and financial management of the organisation and its activities
- To provide regular reports and feedback to the Board, funding organisations and other stakeholders

Work programme

- To lead the development, delivery and evaluation of annual and multi-year work programmes that maximise the organisation's impact
- To develop a clear understanding of UN policy issues and their complex environment in a changing world, identifying opportunities and partnerships for UNA-UK
- To ensure UNA-UK's policy work is of consistently high quality, well thought-through and communicated, and widely supported
- To inspire and support UNA-UK's networks, and to extend the organisation's reach

Fundraising

- To lead fundraising for UNA-UK, including by developing fundraising strategies and ways to diversity income
- To make approaches potential funders, including foundations, governments, private sector firms, other NGOs and individuals

Person specification

Candidates should have the following characteristics:

- Excellent understanding of the international political environment and domestic political context
- Knowledge of the United Nations and one or more of its main areas of work
- Proven expertise in advocacy, and ability to develop relationships with politicians and decision-makers at the highest level
- Significant experience of working at a senior level in organisations, providing leadership and shaping organisational strategies
- Significant experience of successfully managing, motivating and developing staff
- Proven experience of securing funding for an organisation and/or individual projects

- A passion for, and understanding of, the value of international institutions in furthering development, human rights and peace
- Experience of working in or with non-governmental organisations and awareness of the value of NGOs and grassroots networks
- Proven ability to plan successfully and manage a range of competing pressures.
- Experience of public outreach, such as speaking engagements and media engagement
- Experience of charity governance and financial management