

JANUARY 2025



**UNA-UK**

# **UNITED NATIONS ASSOCIATION - UK**

## CEO Candidate pack



# Welcome

## IAN MARTIN, CHAIR

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**Thank you very much for your interest in the position of Chief Executive at the United Nations Association – UK.**

An independent organisation, our mission is to build movements for systemic transformation at the UN and to advocate for UK action for global cooperation. 2025 marks the 80th anniversary of the United Nations, and indeed, of UNA-UK in its current form in succession to the League of Nations Union. As the first NGO in the UK, we are proud of our history of building a global community connected in its pursuit of equality, sustainability, and peace.

Our new chief executive will join at a pivotal moment for the UN and world order, as well as for UNA-UK as an organisation. We have an engaged membership, a strong board and a high performing staff team. During the coming months we will launch a strategy review, led by the chief executive in partnership with the board, and we will have several high-profile events this year beginning with our conference in April.

As a small organisation that has significant influence with the UN and UK government, we require a visionary chief executive who will provide inspirational leadership to our team as well as represent us externally on high level political platforms and nurture relationships with current and future funders.

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.

Our organisation derives great strength from its network of community and university-based UNA groups as well as individual members and supporters across the UK, and you will be alive to the opportunities that this presents. Political understanding of the nature of the UN and the UK's relationship to it is critical, together with a track record of generating and diversifying funding for your organisation.

You don't have to have been a chief executive before, but you do need to bring an understanding of how to run a small team effectively with an inclusive and mentoring style.

If this sounds like you, we welcome your application and look forward to hearing from you.





# About UNA-UK

## OUR VISION

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A global community connected in its pursuit of equality, sustainability, and peace.

## OUR MISSION

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UNA-UK builds movements for systemic transformation at the UN and advocates for UK action for global cooperation.

## OUR VALUES

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1. **Boldness.** Creative, constructive, disruptive. We do what it takes to speak truth to power.
2. **Accountability.** Decisions that affect us all should not be taken behind closed doors. We practice self-reflection, expect transparency, and challenge inequality.
3. **Intersectionality.** We recognise the interconnected nature of oppression and challenge the structures that drive injustice.
4. **Solidarity.** We find power in community around the world and amplify the work of grassroots changemakers.

## BACKGROUND

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Since 1945, we have been the UK's leading source of analysis on the UN. UNA-UK is devoted to building support for the UN amongst policymakers, opinion-formers, and the public. We believe that a strong, credible, and effective UN is essential if we are to build a safer, fairer, and more sustainable world. We advocate for strong UK government support for the UN and seek to demonstrate why the UN matters to people everywhere.



UNA-UK derives great strength from its grassroots supporters across the UK from all walks of life as well as through the network of community and university-based UNA Groups. The UNA-UK community forms a critical mass of support for the UN in the UK and beyond.



Recent events have shown how quickly decades of progress can be reversed. Conflicts continue unabated, and violence and human rights violations are on the rise. Rather than uniting to tackle the challenges we face, too many remain divided at the local, national and global levels, showing how exposed and fragile our multilateral systems are. As we seek to address one crisis after another, we must recognise that these systems are not working for most of the world's people. None of us have the luxury of ignoring the plight of others, either on our doorstep or in faraway places. Transformations are possible if there is political will and public support, backed by evidence and effective resourcing.

Internally, UNA-UK is in a strong position. Over the past few years, it has steadily increased its profile and impact with a string of campaign successes. It has also strengthened its governance and has sufficient funds to deliver its strategic objectives over the next five years. UNA-UK has sought to become a leader in supporting staff, emphasising staff wellbeing, personal development, flexibility and compassion in its own workplace.



# CEO Job Description

## ROLE

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**UNA-UK is looking for a visionary, collaborative and proactive leader to build on our foundations, guide the organisation as we adjust to a fast changing environment in the UK and internationally, and continue to develop the organisation's strategic objectives.**

**The CEO will ensure that the charity:**

- Upholds, safeguards, and promotes the organisation's values and philosophy, particularly relating to the UN Charter, in alignment with its corporate responsibility.
- Develops and realises the organisation's strategic objectives.
- Maintains its financial viability, ensuring that UNA-UK is using its resources effectively, internal controls are working effectively, and reports on financial affairs are appropriate.
- Is well-managed with sufficient resources to deliver on its objectives.
- Has high standards of probity and remains within the remit of its charitable objectives, constitution, and statutory obligations.
- Promotes equality and diversity across all its operations.







# CEO Job Description

## LEADERSHIP AND STRATEGIC PLANNING

- To set the vision and strategy of the organisation in collaboration with the Board, staff and other stakeholders.
- 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 development and implementation of activities to deliver on its objectives.
- To ensure the probity of the organisation and quality of its outputs, and that it delivers value for money with maximum impact.
- To lead on effective communications that will continuously improve UNA-UK's reach, reputation and profile.

## REPRESENTATION

- To represent UNA-UK in decision- and policy-making circles in the UK and internationally.
- To build and maintain strong 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 experts practitioners and scholars, furthering UNA-UK's position as the policy authority on the UN.
- To inspire and support UNA-UK's groups and individual supporters, and to extend the organisation's reach.
- To speak on behalf of the organisation at events and to the media.





# CEO Job Description

## INCOME GENERATION

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- To lead fundraising for UNA-UK, developing fundraising strategies to improve and diversify UNA-UK's income streams.
- To build relationships with potential funders, such as foundations, trusts, other NGOs, government departments, private sector organisations and individuals.

## OPERATIONAL PLANS

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- To lead the development, delivery and evaluation of annual and multi-year work programmes that maximise the organisation's impacts.
- 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 well through through and of consistently high quality.

## MANAGEMENT

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- 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 manage and work with the Chief Operations Officer to ensure delivery of strategic objectives, including effective financial management and governance across all its activities.
- To provide regular progress reports and feedback to the Board.

## THE UNA-UK BOARD

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The Trustees have a responsibility to hold the CEO accountable for the effective management and delivery of the organisation's strategic aims and objectives. The CEO is expected to develop a close and constructive relationship with Trustees.



# CEO Job Description

## PERSON SPECIFICATION

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- A passion for and understanding of the United Nations in its main areas of work.
- Strategic leadership experience as chief executive or as part of an executive leadership team in an NGO or other not for profit organisation.
- Demonstrable expertise in advocacy, and proven ability to develop impactful relationships with politicians and high level decision-makers.
- High level of comfort and experience with external representation including media engagement and addressing and steering political events.
- Outstanding communication abilities; ability to build relationships, influence and inspire at all levels.
- Proven experience of developing relationships with funders and securing financial support from diverse sources.
- Political awareness both at UK national level and globally on issues that are relevant to the UN.
- Experience of working in or with non-governmental organisations and/or the UK charity sector
- An understanding of membership organisations and an appreciation of the value of grassroots networks.
- Experience of successfully managing, motivating and developing a small team.
- Proven ability to plan successfully and manage a range of competing pressures.
- Knowledge of charity governance and financial management.
- A robust approach with a high level of risk awareness.







# CEO Job Details

## APPOINTMENT

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This is a full-time permanent position. All staff work flexibly with hybrid working; the CEO will be required to have a presence at UNA-UK offices in central London and be available for meetings and events outside normal working hours, in line with the requirements of the role.

Reporting to the UNA-UK Board of Trustees, the CEO has overall responsibility for the day-to-day operations of the Charity. The CEO will line-manage the Chief Operating Officer and provide leadership and mentoring to UNA-UK's small staff team.

## REMUNERATION

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Salary c.£80,000 per year, negotiable depending on skills and experience.

The Charity will also contribute 7% to the organisation's pension scheme.

## OTHER BENEFITS

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Staff are entitled to 25 days (5 weeks) annual leave per year in addition to UK's bank holidays as well as an additional 1 week leave, usually over Christmas, when the UNA-UK office is closed.



# How To Apply

## TIMETABLE

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### **CLOSING DATE:**

Thursday 20 February

### **Preliminary interviews with GatenbySanderson (Remote):**

28 February - 6 March

### **Final interview by Trustee selection panel (in person):**

Thursday 20 March

For any queries or a confidential discussion about the position, please contact our recruitment advisers at GatenbySanderson:

**Michelle Sander,**

**Principal Researcher**

[michelle.sander@gatenbysanderson.com](mailto:michelle.sander@gatenbysanderson.com)

**Fiona Wansborough,**

**Partner**

[fiona.wansborough@gatenbysanderson.com](mailto:fiona.wansborough@gatenbysanderson.com)



# How To Apply

## APPLICATION PROCESS

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

GatenbySanderson has been appointed as our executive search partner to assist with this appointment. You will be asked to submit the following:

- A CV setting out your career history, with key responsibilities and achievements, tailored to information contained in this pack.
- A Statement of Suitability (no longer than two pages) explaining:
  1. Your motivation for applying for this role.
  2. How you consider your skills, qualities and experience provide evidence of your suitability, with reference to the information included in this pack.
- Two references (one of these must be the latest employer) with contact details.

In addition, to be considered for the role, you will be asked to complete a Diversity Monitoring Form and a Declaration of Conflicts of Interest/Political Activity form.

Should you encounter any issues with your online application or require any reasonable adjustment, please contact [eleanor.latham@gatenbysanderson.com](mailto:eleanor.latham@gatenbysanderson.com)

The Panel will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in this pack. The Panel will identify a subset of candidates who best match the criteria for an initial online interview with GatenbySanderson to further explore their skills and experience, and will draw up a shortlist for in person interview by the panel. Shortlisted candidates will be advised on the outcome as soon as possible thereafter.

As UNA-UK believes diversity is crucial to its success, we welcome applicants who represent diversity in all its forms.

Please note: due diligence searches will be undertaken on shortlisted candidates.