



**SIGHT
RESEARCH
UK**

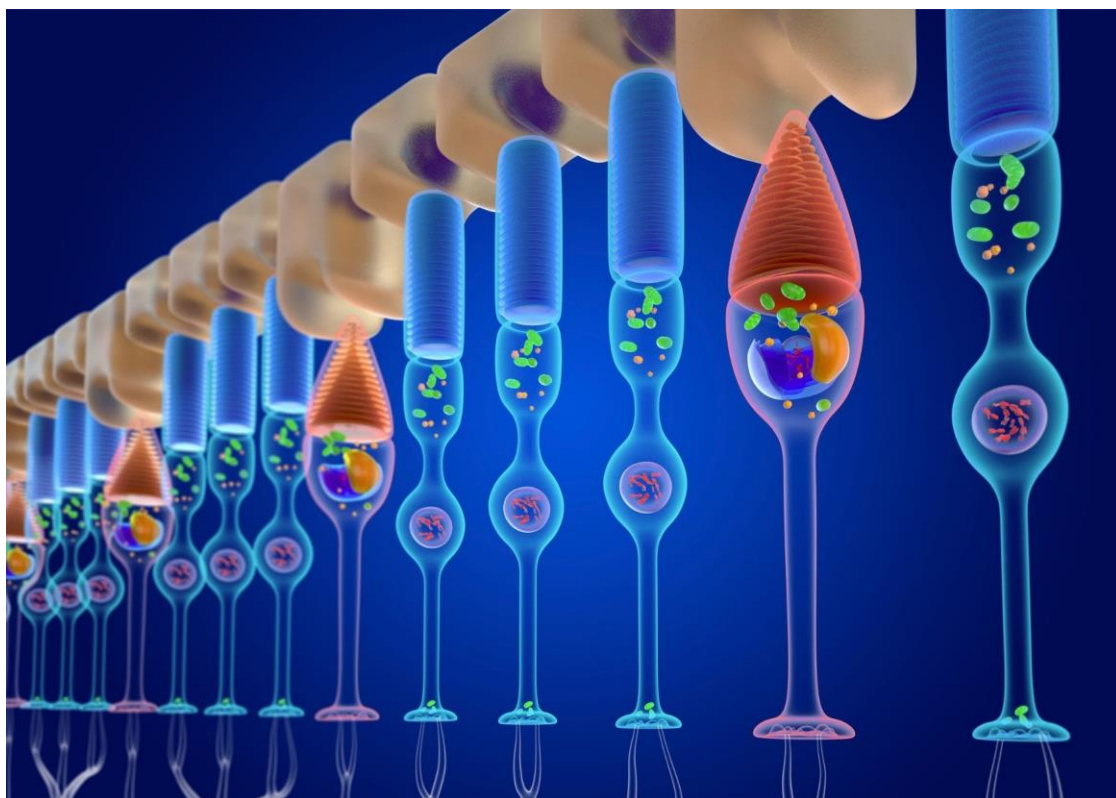
**Chief Executive Officer
Candidate Information Pack**



Together, we can turn science into sight.

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Welcome

The charity sight loss sector generates over £250 million each year to support people living with hereditary or acquired sight loss as well as their families and friends.

In comparison, the voluntary income raised to support research into the prevention and cure of sight loss is a tiny fraction.

Less than £7m is raised each year for sight research

This is a shocking imbalance given the huge potential of science to improve the lives of people living with sight loss or who will acquire it in the future.

It is highly likely that you will not have heard of Sight Research UK, and this may even be the case if you are working in or around the sector.

For 36 years we have mostly worked in the background and had what can only be judged as a low profile, but this is something that is about to change dramatically.

Going forward we recognise the need to collaborate and partner with organisations in both the voluntary and the private sector. In order to do that we need to further raise our profile and increase awareness of the potential for turning science into sight.

I hope that you will want to join us in that journey, and I look forward to meeting you.

Best wishes

Carol Mayo,
Chair of Trustees

About Sight Research UK

Who we are

We are a community of supporters, researchers, patients, healthcare professionals, and fundraisers, working together towards our shared goal: to bring forward the day when sight loss and blindness are a thing of the past.

What we do

We fund research that is poised to provide new and more effective solutions for patients - be it in diagnosis, prevention, or treatment.

Our history

Sight Research UK began life as the National Eye Research Centre, founded in 1986 by David Easty MD FRCS, Professor of Ophthalmology at the University of Bristol and Consultant Ophthalmologist at the Bristol Eye Hospital.

The charity began as a Bristol-based research centre, focusing on projects to improve treatment for corneal eye conditions, enabling the establishment of the UK's first Corneal Transplant Service.

The charity grew out of the generosity of the many eye hospital patients in Professor Easty's care, who were keen to support research for new treatments. As donations grew over time, we began to support research across the UK in leading ophthalmology centres within universities and hospitals, covering all eye conditions in children and adults.

Since we were founded, we have invested nearly £18 million in research projects that bring scientists ever closer to answering some of the most fundamental questions about eye health and how eye disease develops.

Sight Research UK, as we are today, is committed to turning scientific discoveries in to tangible health benefits for people at risk of sight-threatening conditions, working collectively to beat sight loss and blindness forever.

Fundraising

The income we derive is entirely from voluntary donations and historically this is something that has fluctuated as we have been fortunate to receive legacy income, which is always unpredictable and influenced by the wider economy.

To achieve our ambition of raising awareness of the potential for turning science into sight, we will re-double our efforts to increase our profile in pursuit of generating more funding, establishing a sustainable mix of income streams and, ultimately, to be able to fund more research.

For more information

There is a wealth of information on our website, including [the research that we currently fund](#).

You can also read about the [research highlights](#) that we have achieved over the years.

We have just three staff at present, including the Chief Executive role, but we have great plans for expansion so please bear this in mind when you read our latest published [Annual Report](#).

Context for the appointment of our next Chief Executive

Thank you very much for your interest in this exceptional role. If you are passionate about enabling medical research advancement, if you thrive on teamwork, and relish an exciting challenge, we would love to hear from you.

This is a rare opportunity for an enthusiastic, dynamic, and expert fundraising professional who is seeking the next step in their career heading a small but perfectly formed medical research charity. For the right candidate, support will be provided in all areas of development.



Every 6 minutes someone in the UK receives the devastating news that they are going blind.

That's 250 people a day.

This is a hands-on role with many areas of direct delivery. It is flanked by excellent and brilliant colleagues who thrive in a flexible working environment where everyone is supported to give of their best.

Our vision is to bring forward the day when sight loss and blindness are a thing of the past. Our mission is to fund pioneering research that can translate the most promising scientific findings into new solutions for patients, at the fastest possible rate.

While research is poised to find new solutions, sadly, the UK sight research sector is severely underfunded. Sight Research UK is a tiny giant punching above its weight with significant income growth potential. With our work and with the potential that exists for new partnerships in the voluntary, health and private sector, we can position SRUK to be able to play a significant part in ensuring that more funds become available to drive research progress faster.

Over the last two years, we have undergone a thorough reassessment of our priorities which has resulted in [our translational research funding strategy](#). This was accompanied by a complete overhaul of our internal systems and procedures to ensure maximum efficiency and effectiveness for our small, but highly performing team.



To lead us in our next phase of development, we are looking for CEO who shares our determination and capitalise on our recalibration driving more income to support much needed research.

While the role of CEO encompasses every aspect of organisational management, we welcome your application if you have a strong track record in fundraising, especially individual giving, our primary area of income generation focus over the next 3-5 years.

The CEO will be supported by its outstanding team and by a committed and proactive Board of Trustees which provides relevant skills and expertise with passion and enthusiasm for our future.

Role Description

Job title:	Chief Executive Officer
Role type:	Full time (35 hours per week), permanent.
Salary:	£55,000 (flexible depending on experience)
Holiday entitlement:	30 days plus statutory bank holidays.
Pension:	5% defined contribution pension scheme.
Location:	Flexible, but within travelling distance from Bristol. The SRUK office is in the Almondsbury Business Park, Bristol BS32 4QW (free parking).
Reporting to:	The Chair and Board of Trustees.
Line reports:	Fundraising Manager, Operations Manager,
Other stakeholders:	Research Advisory Board, grant holders, sector peers.

Main Role Purpose

The CEO will work with the SRUK team and the Board of Trustees to lead Sight Research UK in the next phase of its development which will be focused on increasing income generation from a variety of income streams, prioritising regular giving and organisational partnerships.

Together with the Operations Manager, the Research Advisory Subcommittee, and the Research Advisory Board, the CEO will oversee the charity's research funding ensuring it supports the organisational strategy to benefit patients in the shortest possible time.

Statement of Responsibilities

Governance and Leadership

- The CEO supports the Board of Trustees in devising the organisational strategy to fulfil its charitable objects.
- As Secretary to the Board of Trustees, the CEO organises all meetings of the Board and its four subcommittees (Finance, Research, Income Generation, People and Governance). This includes preparation of Board and Subcommittee meetings papers, holding pre-Board meetings with the Chair of the Board, producing meeting minutes and updates on actions.
- The CEO supports the Board of Trustees with the recruitment of new Trustees and, supported by the Chair of Trustees, handles all aspects of registration and induction of new Trustees.
- The CEO is the registered contact with the Charity Commission and ensures that the charity's record is kept up to date, including uploading annual reports and financial information.
- As per the charity's [Privacy Policy](#), the CEO is the designated Data Protection Officer.
- Supported by the Operations Manager, the CEO is responsible to ensure that the charity's suite of policies is adequate and up to date.

Income Generation

Following the organisational refocusing and rebranding in 2021, the charity is poised to build on its new foundations and focus on developing robust and sustainable income streams.

- Marketing and Communications:
 - The charity will add a Communications Manager to the team in 2022-23, but the CEO is expected to have relevant experience and play a leading,

hands-on role in all aspects of fundraising and marketing.

- Digital communications:
 - Website maintenance and new content creation, liaising with web development agency and designers wherever necessary.
 - Writing and production of e-news, social media posts and advertising (support available from external consultant).
- Print communications:
 - Writing and production of print communications (Annual Report, marketing collateral), supported by external graphic designer and print and fulfilment companies.

All marketing activities will support income generation focus in the following areas:

- Individual Giving (assisted by the Fundraising Manager):
 - Devise and implement marketing and fundraising online and offline campaigns to acquire new individual donors with a particular focus on regular donors.
 - Devise and implement donor stewardship strategies to ensure retention and upgrade of existing donors.
- Legacies:
 - Devise and implement legacy marketing online and offline campaigns to encourage new legacy pledges.
 - Deal with all aspects of legacy administration to ensure that income due to the charity is received in full and without delay.
- Trusts and Foundations:
 - Support the Fundraising Manager in the delivery of this income stream.

The charity has a small portfolio of corporate and community supporters. At the current level of resources, it is not planning to increase focus in these areas, except where significant partnership opportunities may present themselves.

- Income generation monitoring and evaluation (with the support of the Fundraising Manager):
 - The team is supported by the Income Generation Subcommittee of the Board of Trustees. Extracting data from the fundraising CRM, the CEO will produce regular reports on income generation activities to be discussed at quarterly Trustees meetings to guide forecasting and budgeting decisions.

Grants Management

- The day-to-day grant management operations are handled by the Operations Manager, however, due to the size of the team, the CEO supports every aspect of the role and can act interchangeably with the Operations Manager in their absence.
- In particular, the CEO works closely with the Operations Manager during grant rounds to ensure adequate resource is available to fulfil all the necessary tasks (including securing peer reviewers for the annual Translational Research Awards).
- Together with the Operations Manager, the CEO is a member of the Research Subcommittee of the Board of Trustees which supports the team with any aspect of the research funding strategy, monitoring, and evaluation of grants.
- Together with the Operations Manager and the Board of Trustees, to agree the annual grant making budget.
- Ensuring, together with the Operations Manager, that Sight Research UK's grant-making meets all the requirements stated by the Association of Medical Research Charities of which it is a member.

Finance

- The day-to-day financial operations are handled by the Operations Manager, however, due to the size of the team, the CEO supports every aspect of the role and can act interchangeably with the Operations Manager in their absence.

- In particular, the CEO approves all expenditure and authorises every bill payment.
- The Operations Manager handles all bookkeeping, but the CEO retains full working knowledge of the bookkeeping systems and procedures (supported by an up to date procedures manual maintained by the Operations Manager).
- The CEO liaises with external Management Accountants who produce quarterly management accounts.
- The CEO liaises with external auditors to produce annual audited Statutory Accounts.
- The CEO liaises with the external payroll agency to check and approve the production of monthly payslips, HMRC and pension payments. All payments are handled directly by Sight Research UK and authorised monthly through BACS.
- The CEO is a member of the Finance Subcommittee of the Board of Trustees which assesses in detail the finances of the organisation. The CEO provides relevant reporting for quarterly meetings with this Subcommittee, including forecasting and budgeting for the year ahead.

HR

HR support is provided by an external HR consultant, but the CEO is responsible for the day-to-day management of the team.

- Given the size of the team, the charity has a flat structure and the CEO directly line manages all other staff (currently a 0.8FTE Fundraising Manager primarily focused on Trusts and Foundations, but also covering due diligence, prospect research, and data analysis; and a 1FTE Operations Manager covering grants management, financial operations, and general administration, including fundraising administration). To enable increasing and more specialised activity, the charity is planning to recruit a Communications Manager and further support for the Operations Manager when our grant making activities

increase.

- The CEO handles all aspects of recruitment, including issuing of contracts and induction in post.
- The CEO conducts regular one to one meetings, annual, and mid-year appraisals with the team.

General

- The CEO will always promote the interests of the charity and is expected to undertake any other duties commensurate with the post, as agreed with the Board of Trustees.

Person Specification

Essential qualifications and training

- Education, formal or informal professional development relevant to the scope of responsibilities.

Desirable qualifications and experience

- Fundraising or non-profit marketing & communications professional qualifications.

Essential knowledge and experience

- Relevant management experience of leading a team, including skills to inspire, support, and develop individuals.
- A strong team player – the role involves managing a very small team - willing and able to take a hands-on approach but also able to motivate and delegate to staff.
- At least five years' experience working in a fundraising- or marketing-focused team.
- A good understanding of the different methods of charitable giving, specifically individual giving, trusts and foundations, legacies, major gifts, and large-scale partnerships.
- A passion for looking after donors and working with them as a team to achieve common goals.

- Experience of being responsible for operational budgets.
- Good working knowledge of operating in a cloud-based environment for all operational systems (MS Office 365, CRM Software, and other operational applications, online banking, etc.).

Desirable knowledge and experience

- Current CEO of non-profit organisation
- Such experience gained in a non-profit environment.
- Experience of leading a team of volunteers in addition to staff.
- Experience of public speaking and/or making presentations to senior people.
- Solid experience in individual giving fundraising.
- Marketing and Communications experience in an individual giving fundraising environment.
- Experience of managing the public profile of an organisation.
- Experience of risk management and financial audit.
- Experience of liaison with investment managers and communicating with the Board to ensure effective management of the portfolio.
- Knowledge of Company Secretary duties – including charity governance and the filing of accounts with the Charity Commission and Companies House.
- Working knowledge of Xero accounting software.
- Working knowledge of Mailchimp.
- Working knowledge of Donorfy (CRM).

Communications and interpersonal skills

- A motivational, open-minded, decisive leadership style
- Outstanding oral and written communication skills, demonstrating honesty and integrity in all interactions
- Ability to establish and maintain positive relationships with a wide range of people, acting with high credibility at a senior level.
- An articulate and confident manner, demonstrating sensitivity and diplomacy to develop good relationships.
- The ability to understand and convey technical or scientific information, sometimes communicating complex academic visions to non-academic supporters.
- Empathy with the cause and a passion for medical research fundraising and

grant-making

How to apply

For an informal and confidential discussion, please contact our recruitment partner, Simon Lloyd, Director, NFP Consulting on 07961 988 523 or email simon.lloyd@nfpconsulting.co.uk

For more information and to apply online, please visit: www.nfpconsulting.co.uk/sightresearchuk

Application is by way of CV and a Supporting Statement, which should be around two sides of A4 and set out your motivations and credentials for the role.

Closing date: Tuesday 31st May

Selection process and timescales

Stage 1 – Week beginning 6th June

First round of screening interviews conducted by NFP.

Stage 2 – Week beginning 13th June

Final interview with a panel comprising trustees. Candidates will be asked to prepare a presentation in advance. There will also be the opportunity to meet members of the team.

Accessibility

If you require this document in an alternative format, please call NFP Consulting on 07961 988 523 or email simon.lloyd@nfpconsulting.co.uk.

Equality, Diversity, and Inclusion

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, race, religion, or belief.