Chief Operating Officer
Information for applicants

Contents

Welcome 2
Advertisement 3
About us 4
Job description 5
How to apply 8

Contact for enquiries
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Chief Operating Officer
Aegis Trust
£60,000 - £70,000
Newark
Full-time, two year initial contract

The Aegis Trust is an NGO working internationally to prevent genocide and mass atrocities, it has been growing steadily and is now accelerating that growth.

We are seeking a mission-focused, strategic and process minded leader with experience of global programme leadership and of leading a management team to internally develop and support the organisation.

The COO will be required to provide substantial, detailed, hands-on management of many aspects of the financial and operational matters of the charity.

The COO will assist the CEO and other senior management with delivering the mission, vision and values of Aegis Trust, it is anticipated that the CEO will be outward facing and the COO inward facing, but the COO will need to have the flexibility to be the face of Aegis Trust when appropriate and will need to ascertain when this is required.

The COO will need to develop a role which integrates with the remit of the CEO and other senior management such that between the CEO and the COO the organisation is guided and lead as needed.

How to apply

For an informal conversation about the role, please contact Simon Lloyd, Director, NFP Consulting on 07961 988 523 or email simon.lloyd@nfpconsulting.co.uk

Application is by CV and Supporting Statement.

Final interviews are to be held in the week beginning 5th September.
Welcome

Thank you for your interest in the Aegis Trust and our work to prevent genocide and to honour the memory of the victims of genocide.

With offices in Newark, UK as well as in Kigali, Rwanda, where we have been responsible for the Kigali Genocide Memorial, which stands at the heart of the capital at a site where some 250,000 victims of the genocide are buried and where the Genocide Archive of Rwanda is held.

We believe that there are predictable steps that lead to genocide and this holds the key to prevention. Through education, we work to build long-term peace by encouraging communities to change from mindsets of mistrust and prejudice to a position of shared responsibility for peace and stability.

Through practical action we also work to support the survivors of genocide as well as undertake the advocacy that takes the voices of those at risk to politicians, the media and the public.

The prevention of genocide and mass atrocities is a global mission. The Trust simply does not have resources or capacity to address every situation relevant to that mission so we have to decide carefully where to focus our efforts.

I hope that you will want to play a key role as our first Chief Operating Officer in the careful stewardship of the resources and the successful delivery of our programme of activities.

It is difficult to conceive of more important endeavour.

Dr. James Smith
Founder and Chief Executive
About us

The Aegis Trust is an international organization working to prevent genocide. Aegis honours the memory of the victims of genocide and enables students, professionals, decision-makers and a wider public to meet survivors and learn from their experiences. Through education, we work to build long-term peace by encouraging communities to change from mindsets of mistrust and prejudice to a position of shared responsibility for peace and stability. We also help survivors in difficult circumstances to rebuild their lives.

Aegis conducts and encourages research about genocide to improve the practice of prevention. We work on places where genocide is a current threat, campaigning for decision-makers to help protect those most at risk. Our advocacy involves taking the voices of those at risk to politicians, the media and the public.

Genocide tears apart families, communities and societies. It takes decades of reconciliation, peace-building and support to repair the damage done, and constant vigilance to ensure it does not happen again.

What we do

The Aegis Trust has a clear mission – to work towards the prediction, prevention and ultimate elimination of genocide. We do this primarily through research, education and the dissemination of information and advice.

Our vision is of a world without genocide or mass atrocities. We aim to make our vision a reality by:

- Helping survivors to rebuild their lives
- Honouring the memory of victims of genocide
- Building long-term peace in post-genocide societies
- Documenting the experiences of survivors, perpetrators and rescuers
- Confronting the prejudice and beliefs that lead to genocide
- Providing evidence-based policy advice to decision-makers
- Conducting research in places where genocide is a threat
- Making the voices of those at risk heard
- Our genocide prevention model has three phases.

Where we work

Our resources are limited so we have to make careful choices about where we work. The main focus has been in Rwanda alongside the education and youth programmes in the UK, but our successful model for early prevention, developed in Rwanda, is now ready to be applied internationally.

For more information

There is comprehensive information on our website about our history, our programmes, our impact and FAQs – www.aegistrust.org

See our Charity Commission page and download our latest Annual Report
Job Description

Job title: Chief Operating Officer
Salary: £60,000 - £70,000
Contract: Full-time, two year initial contract
Location: Newark and international
Hours: 35 per week
Reports to: Chief Executive

Responsible for: Regional Africa Director
Country Director
Aegis Youth Programme Leadership (UK & US)
Head of HR
Head of Media & Comms

Job purpose and context

Reporting to the CEO, the COO will have overall strategic and operational responsibility for all Aegis Programmes globally, currently focused in Africa and the UK. He/she will provide leadership to the Aegis Trust strategic planning process and implement new strategic initiatives. In addition the COO will provide coordination for the Senior Management team and work with the Board of Directors to keep them abreast of programmatic strategies and challenges.

The COO will be required to provide substantial, detailed, hands-on management of many aspects of the financial and operational matters of the charity.

The COO will work closely with the Head of Finance and Senior Management to develop, implement and manage the operational aspects of the annual budget and develop a 1, 3 and 5 year strategy across the different functional areas and execute the strategy.

Extensive travel will be required, especially to Eastern and Central Africa. This will vary from time to time, but in the first 18 months the time overseas is likely to be 50-60% of total time to establish working relationships and presence with Aegis key programme staff and partners.

The COO will interface with key public and private funders as appropriate and will be responsible for supporting relationships with donors linked to programmes, especially restricted programme grants, including donor reporting related to programmes.

Summary of main duties

To be responsible for the effective operation of Aegis both in UK (headquarters) and Rwanda/Global Operations and reporting on planning, activity execution, budgeting and forecasting for board meetings and specifically for:

- Line management of the staff reports detailed above
- Strategic Planning
- Operations Management
- Project management
- Senior Financial Management
Key areas of responsibility

Leadership:
- Provide effective programme leadership, developing a broad and deep knowledge of the programmes, bridging international operations and giving support to an open-door policy among staff
- Ensure strong communication of discussions, decisions, ‘next steps’ and resource development across the team and stakeholders
- Lead, coach, develop and retain high performance senior management team, developing capacity in strategic analysis, planning and programming budgeting by leading the performance management process that measures and evaluates progress against goals for the organisation.
- Develop and implement training programmes to expand the capacity of staff

Donor relationship Development:
- Help and support those leading donor relationship building
- Publicly represent Aegis with the media and external groups including community, governmental and private organisations and build interest for Aegis’ mission

Strategic Plan Implementation:
- Work in partnership with the CEO and Senior Leadership team to create a strategic 5 year plan, including an evaluation and implementation plan by working closely with programme managers.
- Develop and implement a system to track and report on the progress on the implementation of the strategic plan

Communications:
- Strengthen Aegis’ communications infrastructure and knowledge management
- Ensure timely, accurate and meaningful metrics for the Aegis global programmes delivery, including financial and non-financial information suitable for internal and external stakeholders.
- Responsible for establishing strong internal communications with programme staff regarding vision, strategy.
- Overall responsibility for external and publicly-facing communications, strategy and structure.

Budget:
- Prepare and submit an annual operational budget and manage effectively within this budget to ensure the continued financial viability of Aegis through sound fiscal management.
- Lead on the development of programme detail and budgets for new grants.
Person specification

Qualifications & experience requirements

- Extensive (preferred 5+ years) in a Senior Management, preferably non-profit focused, with global programme delivery experience.
- Minimum undergraduate degree level in business administration or finance, or a proven track record in senior programme management showing the delivery of results and assuming leadership roles.
- Experience in programme budgeting and fiscal management.
- General management skills - a thorough understanding of finance, systems, and HR, broad experience with the full range business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources and marketing.
- Excellent organisational management skills and ability to coach/mentor senior level staff.
- Ability to develop teams to a high performing level and develop and implement programme strategies.
- Proven ability to effectively lead an organisation with a complex number of programmes and excellent project management skills and the ability to work efficiently, flexibly and with good humour.
- An analytical and decisive decision maker with the ability to prioritise and communicate to staff the key objectives and tactics necessary to obtain goals.
- Experience in managing the Human Resources function.
- Experience in fund raising and ability to engage with a wide range of stakeholders and donors.
- Excellent written and verbal communication skills, preferably with public speaking experience.
- A ‘go to’ attitude, flexible and innovative and the ability to build and maintain relationships with a wide array of people.
- Ability to self-direct.
- Be empathetic to Aegis’ mission, impact and future.
How to apply:

For an informal discussion about the role, please contact:

Simon Lloyd, Director, on 07961 988 523 or email simon.lloyd@nfpconsulting.co.uk

Application is by way of CV and a Supporting Statement, which should concentrate on the experience and knowledge requirements and be around 1,000 words max.

Expressions of interest are sought immediately.

Selection process and timescales

Stage 1: first round pre-qualification

First round of screening interviews conducted by NFP Consulting with as much flexibility as can be afforded given the overlap with the summer holiday period.

Occupational Personality Questionnaire (OPQ)

Candidates taken forward will be required to complete an online occupational personality questionnaire, which is completed online. The supplier we use is www.shl.com who is recognised as the leader in the development of assessment and development tools.

Personality Questionnaires look at behavioural preferences, that is, how you like to work. They are not concerned with your abilities, but how you see yourself in terms of your personality; for example, the way you relate to others, and how you deal with feelings and emotions. There are no rights or wrongs in behavioural style, although some behaviours may be more or less appropriate to certain situations - © SHL

Stage 2: final panel interview in the week beginning 5th September

Formal panel interviews involving trustees, staff and external stakeholders with a pre-prepared presentation task in Newark.

The preferred candidate, or candidates, following the conclusion of the final interviews will be invited to undertake a three-day visit to the Trust’s offices in Kigali, Rwanda.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing the online exercise. Any requests will not be taken into account and do not affect your equal opportunity in the selection process.