

# THE IARS INTERNATIONAL INSTITUTE

## Job Description: Director

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### The context

The [IARS International Institute](#) has a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. We aspire to be a leader in creating new knowledge and forming public and expert opinion internationally.

### What we do

The IARS Articles of Association state that the charity is set up "To promote and contribute to the development and civic participation of young people, children and adult members of the community as individuals and members of society by:

1. Providing an infrastructure, training, guidance and support to enable them to undertake research, studies or other activities to investigate the issues which affect them and;
2. Encouraging, supporting and facilitating them to acquire a voice in democratic life, and use the useful results of that research and learning to increase awareness and understanding of the issues which affect them including amongst others decision makers, governments, policy makers, service providers and the public".

We deliver our charitable mission:

- *By empowering marginalised individuals* of our society through accredited training, educational programmes, mentoring and one-to-one support;
- *By acting as an international network of NGOs* bringing together people and ideas to share best practice and engage in debates on current social problems
- *By carrying out [action research](#) and [evaluation](#)* that is independent, credible, peer-reviewed, user-led, focused and current
- *By supporting individuals and grass roots organisations* to carry out their own initiatives to shape decision-making and society, and by helping them to [maximise their social impact](#)
- *By being an authoritative, independent and evidence-based voice* on current matters.

IARS is guided by is [three founding values](#):

- [user & civic participation](#)
- [restorative justice and dialogue](#)
- [individual empowerment and responsibility](#)

### Benefits & Working hours

- Permanent contract (6-month probation)
- 3 days (7.5 hours) per week for the first month working alongside the Director, and then 4 days
- £40,000 - £58, 000 depending on experience
- 24 days annual leave plus the Bank Holiday (pro rated)
- 5.5% pension contribution

## The Role

They will work with the Board and the Founder to ensure that the Institute delivers its charitable objects, and continues to pursue its stated vision and mission. The role is split into two key areas (a) Academic leadership (b) Chief Operating Officer. They will work with the Founder, who will be supporting fundraising and income generation. The Director will be line managed by the collective body of the Board and be a member of the Finance committee and the HR Committee. Within each area, specific tasks are identified, and in particular:

### Chief Operating Officer role

1. Leadership, strategy and governance
2. Human Resources
3. Financial & Funding Management

### Academic Leadership role

1. Quality Control
2. Research Coordinator
3. Representation

### The Chief Operating Officer role:

#### 1. Company Secretary and governance

- 1.1. As the Company Secretary to provide the Board with appropriate information to allow them to carry out their duties. To ensure the Board and IARS meet all the obligations and legal responsibilities under Charity and Company Law.
- 1.2. To prepare, for Board approval, strategic and business plans together with organisational workplan that allow IARS to deliver its charitable mission.
- 1.3. To prepare the annual budget for approval by the Trustees, monitor expenditure and ensure appropriate accounting procedures are in place
- 1.4. To ensure that the Trustees are kept up to date with the charity's activities, current thinking and work programme of IARS. To be responsible for the organisation of the Board's quarterly meetings, the annual away day and the members' general meeting.

#### 2. Human Resources

- 2.1. To ensure the charity has the human resources to make progress towards the delivery of its strategic and business plans. To ensure that the Charity employs the personnel and volunteers to deliver consistently high-quality research outputs, reports and communications on time and to budget.
- 2.2. To ensure policies and procedures that meet with employment legislation and best practice are in place and implemented. To ensure staff and volunteer training and development needs are met.

- 2.3. To ensure that the Employee Handbook and other Policies and Procedures (e.g. Equal Opps, Volunteer Policy) are fully up to date and implemented by all.
- 2.4. To be responsible for the personal development, training and appraisal of staff and associate team, volunteers and interns, and record their annual and sick leave
- 2.5. To ensure staff, associates, volunteers, User Groups and interns' compliance with the policies and procedures as set out in the IARS Handbook and other organisational policies
- 2.6. To ensure that all projects, User Groups' TOR, and operations are compliant with IARS Policies and Procedures and relevant UK, EU and international legislation
- 2.7. To assist on the recruitment of new members of the IARS team including associates, volunteers and interns
- 2.8. To lead on resolving any HR issues arising between IARS and its staff, associates, volunteers, User Groups and interns

### **3. Financial and Funding Management**

- 3.1. To work with the Finance Manager to prepare the annual organisational budget for approval by the Trustees, monitor expenditure and ensure appropriate accounting procedures are in place
- 3.2. To ensure that the IARS Finance Handbook is up to date and implemented at all times
- 3.3. To ensure that Quickbooks are kept up to date and that the Company Credit Card account is reconciled on a regular basis
- 3.4. To line manage the Finance Manager
- 3.5. To work with the Finance Manager to produce monthly management accounts, cash flow and incoming/ outgoing invoicing, and produce monthly
- 3.6. To lead on the annual examination/ audit of the organisation's accounts and work with the Finance Manager to prepare the Trustees Report for approval by the Board.
- 3.7. To ensure that funders' monitoring reports (technical and financial) are prepared on time for approval by the Board and submitted via the relevant channels.
- 3.8. To ensure that all organisational contracts and grant agreements are honoured by IARS and its partners; produce annual workplans and timelines, and advise when needed on funders' requirements and restrictions.

### **The Academic Leadership role**

#### **1. Quality Control**

- a. To lead on quality controlling all scientific outputs of the Institute
- b. To be responsible to funders and commissioners for the quality of IARS's work.

#### **2. Research Coordinator**

- a. To carry out world class research, publish in peer review editions and raise IARS profile as a leading research centre internationally.
- b. To lead on creating new research programmes for IARS, ensure that ethical research standards are followed and the research team is supported academically to carry out their tasks.

### 3. Representation

- a. To represent and promote the organisation at a senior level nationally and internationally.
- b. To present IARS work at national and international conferences and bilateral meetings with high profile individuals including policy makers, EU and international decision makers, governments and NGOs.

### General

- To participate in supervisions and annual personnel reviews
- To attend and participate in internal IARS meetings including staff meetings
- To work co-operatively with other IARS staff and Board members
- To attend relevant training in order to fulfil the requirements of the job
- To co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS
- To treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive
- To be self-administrating
- To carry out additional tasks which may be required from time to time, under the direction of the Board.

## IARS Person Specification: Director of Operations

CRITERIA	STANDARD	ESSENTIAL/ DESIRABLE
<b>Experience &amp; Knowledge</b>	At least four year experience of managing staff and projects	Essential
	Demonstrable experience of programme development	Desirable
	Knowledge and understanding of the third-sector; demonstrable experience of organisational management including deputising	Essential
	Good knowledge of the issues that IARS aims to address (youth, equalities, justice) at national and international levels	Essential
	At least three year experience of writing clear and concise reports, research papers, articles and briefings for a range of audiences including academia and policy.	Essential
	At least three year experience of giving presentations to a range of audiences, including at a senior level	Desirable
	Experience of project evaluation	Desirable
	Post-graduate degree in a relevant field	Desirable
<b>Abilities</b>	The ability to motivate and inspire staff and volunteers	Essential
	The intellectual capacity to develop a strong overview of IARS's work; to develop new projects and to contribute to their analysis	Essential
	Ability to influence and raise the profile of IARS and work credibly and effectively with a very wide range of stakeholders	Desirable
	Excellent written, oral and communication skills, combined with ability to deal with senior individuals in various sectors, manage their expectations and build partnerships with them	Essential

<b>Other Competencies &amp; Attitude</b>	Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice	Essential
	Sympathise with the aims, ethos and organisational culture of IARS including its vision, mission and values	Essential
	Ambitious and self-driven; integrity, resilient and decisive	Essential
	Must have a critical and reflective approach to work	Essential
	Willingness to work occasional weekends and evenings and travel nationally and internationally.	Essential