



## **JOB PROFILE – Executive Director**

**Status & Hours:** Permanent, full-time (5 days / 35 hours per week). Applications for job shares or annualised hours will be considered.

**Location:** London. Jubilee Debt Campaign is currently working from home, but once it is safe to return to an office you will be required to work at least 3 days per week from our London office.

**Salary:** £50,506 - £55,190 depending on experience

**Reporting to:** The Chair & Vice-Chair of the Jubilee Debt Campaign Board

**How to apply:** Please complete and submit the application form and equal opportunities form by 9am on Wednesday 24 March 2021: [application@jubileedebt.org.uk](mailto:application@jubileedebt.org.uk)

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## **1. About Jubilee Debt Campaign**

### **Our Vision & Mission**

Jubilee Debt Campaign is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, and campaigning, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is fair, democratic, and sustainable; where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed, or driven into poverty by debt.

## **Our Values**

The core values that guide our work are as follows:

### **1) Justice, Equity & Fairness**

The fundamental values that motivate our work are justice, equity and fairness. We don't believe it is fair that the world is so unequal that some people have to borrow just to put food on the table, or that some countries are so poor they have to take on debt to provide basic healthcare and education to their citizens. We believe wealth and power should be more equally distributed within our society in order to promote dignity and wellbeing for all.

### **2) Solidarity & Empowerment**

Our work is motivated by solidarity and empowerment, not charity. We want to abolish the hierarchies and inequalities in wealth and power that make charity necessary. And we believe that the only way to do this is by acting in solidarity with and helping to build the power and leadership of those who are most marginalised and disadvantaged by the current system.

### **3) Courage & Integrity**

The injustices caused by debt in our world are huge, and the transformations needed to our economies to tackle those injustices are equally huge. It is critical to us that we are true to our mission to tackle the root causes of unjust debt. This means acting with courage and integrity, and campaigning for ideas and proposals that are commensurate with the scale of the problems, taking calculated risks as necessary to achieving our goals. We will never give people false hope by over-playing our victories. We are aiming high, and to go far with the people who campaign with us, and we will speak the truth along the way.

### **4) Effectiveness**

We are committed to being as effective as we possibly can be. This means being smart, strategic, focused, and agile: making hard decisions, informed by the best available information, and making the best use of our resources to achieve change. Our agenda brings us up against some powerful and wealthy vested interests, and our work relies on the generosity of thousands of dedicated supporters. Our commitment to our mission and to our supporters means we constantly strive for ongoing improvement.

### **5) Collaboration**

Jubilee Debt Campaign has a critical role to play in tackling the problems caused by debt, but we are only ever going to be part of the solution. We see ourselves as part of a global movement for justice, equity and sustainability. We are committed to working in collaboration with those who share our values and goals, and in helping to broaden and strengthen the movement so that our collective work is bigger than the sum of its parts.

### **6) Dignity, Kindness & Compassion**

We are committed to treating everyone who comes into contact with our work with dignity, kindness and compassion. We will always seek to reach out to the best in people, to listen, to educate, and to learn. We believe this is how we will most be able to effect positive change.

## **Structure, Approach & Impact**

Jubilee Debt Campaign is governed by our Board of Trustees according to our Memorandum and Articles of Association, as a charitable company limited by guarantee. We have a small, highly-skilled team with an agile, creative, and flexible approach; a network of local activists across the UK; a growing community of online activists; and a strong network of allies in the UK and around the world.

We operate a highly participative approach to strategy development, planning and decision-making. All team members are involved in the development of our overall organisational strategy and plans.

We see strong and lasting alliances within our sector and beyond as critical to the realization of our aims. We take a highly collaborative approach, with an emphasis on building, broadening and sustaining informal and formal networks and alliances around shared values and goals.

All of this adds up to a big impact, relative to our size. Key victories in recent years include:

- \$130 billion of debt cancellation for developing countries between 2000 and 2015 as part of the global Jubilee campaign
- An Act of Parliament in the UK protecting 40 poor countries from being sued by vulture funds in UK courts in relation to loans given before 2004
- A set of UN principles on fair and transparent sovereign debt restructuring
- \$100 million of debt cancellation for Ebola-affected countries in 2015
- A cap on interest rates and charges for UK 'rent-to-own' products, saving £22.7 million for vulnerable consumer credit customers
- \$5.3 billion of developing country debt payments suspended, and \$500 million cancelled in response to Covid.

## **Current Strategy & Priorities**

We are coming to the end of a major phase of organisational development, having concluded key governance reforms in 2018, developed our new five-year strategy in 2019, and put in place a growth plan in 2020 to help deliver on our organisational objectives. Our current strategic goals are:

1. To support people and governments who are directly affected by problem debt to stand up for their rights against creditors and to take a leadership role in debt justice campaigning.
2. To increase the number and diversity of strategically-relevant organisations who are actively and effectively campaigning for an ambitious, systemic debt justice agenda.
3. To build a critical mass of UK individuals who are supportive of debt justice and willing and empowered to take action in support of it.
4. To help drive a shift in UK public attitudes and values in relation to debt.
5. To secure strategic policy and legislative change to advance our vision and mission.
6. To ensure a strong, effective and dynamic Jubilee Debt Campaign, operating fully in line with our values and our strategy, and with the resources, culture, policies, and governance in place to deliver our strategic objectives.

We have three priority thematic areas under the current strategy:

1. The new public debt crisis in the global South
2. The UK's household debt crisis
3. Debt and climate change

In 2020 we had to urgently re-evaluate and relaunch our two major campaigns in response to Covid, and both campaigns are in full flow with major opportunities expected in 2021-22.

### **Staffing & Financial Position**

Our new strategy set an ambitious goal to double the size of the team from 6 to 12 staff during the current strategic period in order to increase our real world impact. Through successful fundraising in 2020 we have been able to make rapid progress on that goal, and expect to have grown to 11 members of staff by the end of 2021. Please see the Annex for our current organisational chart.

Our financial position is currently healthy following a series of recent fundraising successes. 100% of our 2021 budget and 91% of our 2022 budget is either secured or highly likely to be awarded.

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## **2. About you and the role**

We are seeking an experienced, dynamic, and people-centred leader, with a strong strategic mindset and campaigning approach, and deep commitment to our vision, mission and values.

You will have significant experience in strategy and policy development, managing staff and teams, and fundraising from trusts and foundations, as well as a track record of influencing decision-makers, experience of being a media spokesperson, and a keen interest in organisational development.

As Executive Director, you will be responsible for the effective leadership of Jubilee Debt Campaign, including setting our strategic direction, overseeing the development and delivery of our projects and campaigns, building the organisation and our funding base, managing the team, building and strengthening relationships with key stakeholders, and representing Jubilee Debt Campaign externally.

Amongst your first priorities in post will be:

- Ensuring we take advantage of forthcoming opportunities to maximise the impact of our campaigns
- Overseeing conclusion and implementation of our brand refresh and supporter engagement review
- Supporting team-building after a period of rapid expansion
- Developing and delivering a fundraising strategy to support the conclusion of our expansion plans and resource our work from 2022-23 onwards.

We strongly value diversity and welcome applications from applicants from all backgrounds. We particularly encourage applications from women and from People of Colour, and encourage applicants who are unsure if they meet the requirements of the role to get in touch to discuss their suitability.

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### **3. Role Responsibilities**

The main responsibilities of the Executive Director are:

#### **Leadership, Strategy & Networks**

- Lead the development of Jubilee Debt Campaign's vision, mission and strategy, and oversee the work of the organisation to ensure effective delivery of the strategy
- With the team, undertake ongoing intelligence-gathering and analysis on relevant political and policy developments to identify opportunities for strategic interventions to advance our agenda
- Build and maintain relationships with a wide network of key stakeholders in the UK and overseas, including civil society allies, journalists, politicians, officials in the UK government and international financial institutions, and key Jubilee Debt Campaign supporters
- Ensure the organisation has effective monitoring and evaluation systems in place to identify impacts and learnings to continually improve the effectiveness of our work

#### **Campaigns, Policy, Advocacy & Communications**

- Take overall responsibility for campaign and major project development, planning and delivery, supporting campaign and project leads to develop and deliver robust and relevant strategies
- Oversight of policy development, advocacy, strategic communications and supporter engagement to ensure these cross-cutting work programmes are advancing our campaigns and organisational agenda
- Undertake high level advocacy with decision-makers and influencers
- Build the organisation's public profile, including representing Jubilee Debt Campaign in the media and at conferences and public events, and writing comment pieces

#### **Fundraising**

- Development and delivery of Jubilee Debt Campaign's fundraising strategy to ensure the organisation is financially sustainable and has adequate resources to deliver our strategy, including:
  - Maintaining strong and collaborative relationships with existing funders
  - Identifying and cultivating relationships with new trusts, foundations and institutional funders
  - Drafting funding applications and developing a robust funding pipeline
  - Ensuring timely reporting on grants in line with funder requirements
  - Overseeing development and delivery of our individual giving strategy

#### **Finance, People & Organisational Development**

- Line manage the Senior Management Team, currently comprised the Head of Campaigns, Head of Policy, Head of Advocacy, and Head of Finance & Operations
- Take overall responsibility for finance and operations, ensuring effective budget-keeping and financial management, risk management, compliance with statutory obligations and funder requirements, and HR policies in place in line with Jubilee Debt Campaign's values and forward-thinking sector best practise

- Lead Jubilee Debt Campaign's team, people, and culture development, with a strong focus on personal development, anti-oppression, collaboration, and organisational effectiveness
- Ensure strong staff participation and consultation in organisational decision-making

#### **Governance**

- Supporting the Board to carry out strategic oversight, including drafting Board agendas and papers and supporting the organisation of Board elections
  - Engaging Trustees in Jubilee Debt Campaign's work in and outside of Board meetings
  - Working with the Chair and Vice-Chair to develop and maintain a strong Board which meets the organisation's targets in terms of Board diversity, skills and experience.
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## **4. Person Specification**

### **ESSENTIAL CRITERIA**

- 1. Deep commitment to and enthusiasm for Jubilee Debt Campaign's vision, mission and values**
- 2. A demonstrable strategic campaigning approach and proven ability to win change, including:**
  - a) A sophisticated understanding of how political change occurs, including the role of civil society and the media in driving change, and proven ability to win change
  - b) Knowledge and understanding of key contemporary political and economic debates at the UK and international level
- 3. An experienced line manager, able to demonstrate a people-centred, empowering approach, including:**
  - a) Strong interpersonal and facilitation skills, including proven ability to align diverse viewpoints around common interests
  - b) A people-centred, empowering manager, with significant line management experience and the ability to build inclusive, collaborative organisational cultures
  - c) Generosity, sensitivity and humility to work with people with different perspectives, and a strong commitment to tackling all forms of oppression, bigotry, and exclusion
- 4. Significant skills and experience in at least three out of the following, and some experience and a keen interest in developing in the fourth:**
  - a) Fundraising from trusts and foundations: Experience of developing successful fundraising strategies and a track record of securing grants from trusts and foundations.
  - b) Being a spokes-person: Experience of public speaking and being a spokesperson in the media
  - c) Policy development and analysis: Experience of policy development on complex issues, and proven ability to communicate complex issues clearly and accessibly
  - d) Advocacy and influencing: Strong relationship-building and influencing skills, with experience of developing and managing senior stakeholder relationships and a track record of successfully influencing political decision-makers

## 5. Programme and budget management experience, including:

- a) Proven ability to translate strategic vision into concrete plans and deliver complex projects to challenging deadlines
- b) Experience of developing, managing and reporting on project and/or organisational budgets

### DESIRABLE CRITERIA

6. Understanding of policy issues relating to debt, poverty, macroeconomics, finance, or international development
  7. Experience of working with or serving on a Board of Trustees / Directors in the not-for-profit context
  8. Knowledge and experience of MEL in a campaigning / advocacy context
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## 5. Remuneration & Benefits

This is a permanent role being offered on a full-time basis of 5 days / 35 hours per week. Applications for job shares or annualised hours to allow for extra childcare during school holidays will be considered.

Jubilee Debt Campaign is currently working from home, but once it is safe to return to an office you will be required to work at least 3 days per week from our London office. The role will involve occasional domestic and overseas work trips, and occasional work during evenings and weekends.

We offer:

- Pension contributions of up to 7.5% of your salary plus 1% of the average organisational salary
  - An annual leave entitlement of 30 days per year plus bank holidays
  - Flexi-time working arrangements outside the core hours of 10am-4pm
  - Access to other benefits including interest-free season ticket loans and tax savings on bikes and home technology equipment via salary sacrifice schemes.
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## 6. How to apply

**Applications, each including a completed Application Form and a completed Equal Opportunities Form, must be submitted by email to [application@jubileedebt.org.uk](mailto:application@jubileedebt.org.uk) by 9am on Wednesday 24 March.**

**Please DO NOT submit a CV;** we will only accept applications submitted on our application form.

The Chair and departing Director are both available to speak to potential applicants. If you would like to set up a phone call to discuss the role please email [application@jubileedebt.org.uk](mailto:application@jubileedebt.org.uk).

Applicants must have the right to work in the UK; unfortunately, Jubilee Debt Campaign cannot sponsor visas for people who do not already have this right.

First interviews will take place on **Wednesday 7 April**, and second interviews on **Thursday 15 April**.

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## **7. Further guidance on your application**

These following notes are intended to help you complete the application form. This form is of vital importance as it provides the only information on which we can base our decision as to whether your skills and experience match the needs of the job and therefore whether to invite you to interview.

### **A. General**

- Remember to complete all parts of the application form. If you think some parts do not apply to you, write 'not applicable' in the spaces provided for your answer.

### **B. References**

- Remember to check with your referees that they are happy for us to contact them before you nominate them. We will not contact them without informing you.
- You are asked to supply details of referees that cover the last five years of your employment. One should be your current line manager, or your most recent line manager if you are not currently in employment.
- If you are unemployed, your last employer should be named and if you have any voluntary or unpaid experience, e.g. as a member of a committee, you could include the chair of the committee among your referees.

### **C. Employment History**

- Please give details to the nearest month and year of previous jobs held, and account for any gaps in your employment record.
- Some people will have developed many relevant skills through voluntary unpaid work. These details should be included on the form, particularly where the experience has helped you to develop skills and abilities that we have asked for.

### **D. Education or Training**

- In this section please include information about any relevant courses that you have attended, as well as your educational history from A-level (or equivalent) onwards.

### **E. Supporting Statement**

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, please refer to the Role Responsibilities and Person Specification earlier in this pack.
- In this section of the form it is essential that you set out how your skills and experience meet each of the points in the Person Specification, giving specific examples. This means telling us what you personally did in your role rather than what the team did. It also means giving us concrete examples of where you demonstrated a particular skill, rather than simply saying that you have it.
- We will assess how you meet every criterion in the Person Specification, so it is important that you try to address each specific skill or experience that is listed.



## **F. Criminal Convictions**

- The fact that you have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and its relevance to the job. If you are shortlisted, this will be discussed with you at the interview.
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## **8. Equality and Diversity Policy**

Jubilee Debt Campaign is committed to promoting equality and diversity, providing an inclusive and co-operative environment in which all individuals working for and on behalf of the organisation feel respected and able to give of their best. Through the implementation of this policy we seek to:

- Ensure that all staff (current and prospective), volunteers, members of the Board, and other elected representatives and members are afforded equal opportunities regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, health, gender, gender reassignment, marital status, parental status, caring responsibilities, sexual orientation, disability, socio-economic background, educational background, ex-offender status, or any other inappropriate distinction.
  - Promote diversity and equality for persons working for and on behalf of Jubilee Debt Campaign and value input from individuals and groups of people from diverse cultural, ethnic, socio-economic, and other distinctive backgrounds.
  - Promote fair and equal treatment for employees in fulfilling their potential, ensuring that no individuals or groups of people are afforded unfair privilege within the working environment.
  - Treat all members of staff fairly and equally, irrespective of their length of service, status and number of hours worked.
  - Challenge discriminatory practice and less favourable treatment, wherever this is identified.
  - Undertake positive action, wherever possible, to encourage greater participation of under-represented groups of people across the organisation.
  - Promote an environment free from discrimination, victimisation or bullying in any way or form in relation to all employees and visitors to the organisation.
  - Regard breaches of JDC's Equality and Diversity Policy as misconduct which may lead to disciplinary action.
  - Keep under review all employment practices and procedures to ensure fairness.
  - Keep under review all practices and procedures as set out by the Management Committee and as defined within the Staff Handbook, to ensure fairness and equality.
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- 9. Finally:** Thank you again for your interest in the Jubilee Debt Campaign. We very much look forward to hearing from you.

## Annex: Team Structure

The following organogram shows the expected team structure at the end of 2021.

**Blue:** Staff member in post or position under recruitment

**Pink:** New permanent post planned in 2021

