



# **CANDIDATE PACK**

## **DIRECTOR OF RESOURCES AND BUSINESS SYSTEMS**

**drinkaware**





# WELCOME

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Thank you for your interest in Drinkaware and becoming our new Director of Resources and Business Systems.

Drinkaware is the UK's leading alcohol charity. Our mission is to use our expertise to give government, industry, communities and individuals the knowledge and support to make informed decisions about alcohol and how to reduce the harms it can cause. We deliver our work through public facing campaigns and digital services, information and guidance, evidence led advice to governments and industry, and independent research, consumer insight and evaluation.

Drinkaware is a pretty unique charity, with bold ambitions to reduce alcohol harm in partnership with those around us. We have strong brand awareness for a small organisation, great digital tools and services and a motivated and capable staff team. We're supported by over 300 industry organisations.

We're now in the process of bringing together a new team of senior leaders who can help continue to deliver our transformation. We're looking for people who are more than subject matter experts – people who can lead a portfolio of different functions with drive, determination and care. And we need people who can lead change, whilst bringing our team and our stakeholders on the journey and empowering those around them.

As Director of Resources and Business Systems, you will play an essential role as the lead on the wider business management and financial oversight of the charity. All our work starts from our research, evidence and impact – as such we are looking for people who are fluent in the use of data and have a generally broad frame of reference which goes well beyond merely finance. You will be an experienced qualified accountant, with proven financial acumen and a track record within senior roles focusing on financial planning and management. In addition, you will bring experience of HR management, as well as overseeing IT business systems and digital transformation initiatives.

We're seeking individuals who can take responsibility for strategic goals, and who understand how to carefully curate stakeholder relationships across their team, to ensure they are managed and grown. We need to build and extend our insight into our external relationships and reorient our team to focus outwards.

This is an exceptionally exciting time to join Drinkaware, as we're reshaping ourselves to work more dynamically and collaboratively across a complex landscape, as well as to harness the power of partnership working, behaviour change campaigns, high quality research and insight to help more people drink below the low risk drinking guidelines.

If you share our commitment to reducing alcohol harm and believe you bring the experience, drive and commitment we need to drive our impact even further, I very much look forward to hearing from you.

**Karen Tyrell**  
Chief Executive Officer



# ABOUT US

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Together with our network of academics, industry experts, governments, and other key stakeholders, we are capitalising on conversations around alcohol and making it possible to share our advice, tools, and evidence with many more people.

### We deliver our work through:

- Public-facing campaigns and digital services, information and guidance
- Evidence-led advice to governments and industry
- Independent research, consumer insight and evaluation

As a society, our relationship with alcohol has shifted over the last 20 years. Many things have improved, particularly the number of young people choosing to drink less, the significant increase in the uptake of low alcohol and alcohol-free products and a reduction in binge drinking. However, some trends are moving in the wrong direction, including the recent rise in alcohol specific deaths.

We believe that everyone has a shared responsibility for the culture of the society we want to live in. Our work is helping to shift the conversation around alcohol, making it more normal to talk about our drinking habits and reducing the stigma. A cultural shift is needed where addressing alcohol-related issues is met with empathy and understanding rather than judgment.

Like the cost-of-living crisis, alcohol related harm is also not experienced evenly across the population. People on lower incomes, or living in the most deprived communities, are disproportionately affected – experiencing a significantly higher rate of alcohol-specific deaths and alcohol-related hospital admissions than those living in more affluent communities.

As a society, community, and as families, we need to be able to talk more confidently, openly, and honestly about alcohol and the part it plays in our lives. Making that more possible is our task.

### FIND OUT MORE

You can read more about our work at <https://www.drinkaware.co.uk/>



# JOB DESCRIPTION

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**Job title:** Director of Resources and Business Systems

**Reports to:** Chief Executive Officer (CEO)

**Direct reports:** Head of Finance

## ROLE PURPOSE:

The Director of Resources and Business Systems is responsible for the strategic and operational management of finance, human resources, IT, contracts management (insourcing and outsourcing), compliance, corporate governance, information governance, and risk management. This role ensures that the charity's resources and business systems are effectively managed and aligned with the organisation's mission and strategic goals.

## MAIN RESPONSIBILITIES

### Senior Leadership team

- Contribute to demonstrating progress against organisational objectives and support/influence sound financial and commercial decision making.
- Provide strategic analysis and advice, as well as suggestions, for commercial opportunities for Drinkware. Identify future risk and potential benefits.
- Advise on organisation wide strategic planning, performance measurement and risk analysis supporting the CEO in ensuring arrangements are in place.
- Ensure that the business infrastructure meets the charity's needs and objectives and is subject to a programme of continuous improvement.
- Proven experience in the management of change.
- Represent Drinkaware externally and deputise for the CEO when required.

### Finance Management

- Oversee all financial activities including budgeting, forecasting, financial reporting, and auditing.
- Develop and implement financial strategies to ensure the financial health and sustainability of the charity.
- Ensure compliance with financial regulations and standards including SORP.
- Manage the charity's investments, cash flow, and financial risk.
- Ensure the annual report and accounts are developed and published.

### Human Resources (HR)

- Lead the HR function, including recruitment, performance management, employee relations, and professional development.
- Develop and implement HR policies and procedures that promote a positive and inclusive workplace culture.
- Be the custodian and influencer of the workplace culture and the employer brand.
- Ensure compliance with UK employment law and regulations.
- Lead disciplinary/grievance hearings, as necessary and appropriate.
- Oversee payroll and benefits administration.

### Information Technology (IT)

- Develop and implement an IT strategy that supports the charity's operations and strategic goals.
- Oversee the management of IT systems, infrastructure, and support services.
- Ensure the security and integrity of the charity's data and IT systems.
- Lead digital transformation initiatives to improve operational efficiency.
- Devise and implement an effective CRM system.



### **Contracts Management**

- Manage contracts related to insourcing and outsourcing of services.
- Negotiate, review, and oversee the execution of contracts to ensure they meet the charity's needs, compliance requirements and a threshold of value for money.
- Monitor contract performance and manage relationships with vendors and service providers.
- Ensure an appropriate contracts database is in place to monitor and manage contract processes.

### **Compliance and Corporate Governance**

- Ensure the charity's operations comply with relevant laws, regulations, and best practices.
- Develop and implement corporate governance policies and practices.
- Ensure that the Charities policies, procedures and ways of working are fit for purpose and legally compliant.
- Oversee the preparation of reports and filings required by regulatory bodies.
- Support the Board of Trustees in fulfilling their governance responsibilities.

### **Information Governance**

- Develop and implement policies and procedures for data protection and information governance. Act as Data Controller for the charity.
- Ensure compliance with data protection regulations, such as GDPR.
- Oversee the management of records and information systems to ensure accuracy, security, and accessibility.

### **Risk Management**

- Develop and implement a comprehensive risk management strategy.
- Identify, assess, and mitigate risks across the organization.
- Ensure the charity has robust systems and processes in place to manage risk.
- Report on risk management activities to the Board of Trustees and senior management.



# PERSON SPECIFICATION

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In your written application, please refer to the selection criteria given under Part One, below. Parts Two and Three will be explored at interview with selected candidates.

## PART ONE

### Knowledge and experience

- Experienced qualified accountant (ICAEW, ACCA, CIMA) with significant commercial and business experience post-qualification.
- Significant experience in a senior management and multi-disciplined role.
- A good understanding and experience of managing the resources of a business.
- Strong financial acumen with experience in financial planning and management.
- An experienced Company Secretary with knowledge of UK charity regulations and working with charity boards.
- Proven experience in HR management and knowledge of employment law.
- Strong IT management skills, with experience in overseeing IT systems and digital transformation initiatives.
- Experience in managing and negotiating contracts and vendor relationships.
- Knowledge of compliance and corporate governance best practices.
- Strong understanding of data protection regulations and information governance.
- Experience in developing and implementing risk management strategies.

## PART TWO

### Skills and abilities

- Excellent leadership, communication, and interpersonal skills.
- Strategic thinker with strong analytical and problem-solving abilities.
- Ability to manage multiple priorities and work under pressure.

## PART THREE

### Leadership style and behaviours

- Passionate about the charity's mission and values.
- Ability to think strategically whilst able to manage day to day operations.
- Highly organized and detail oriented.
- Proactive and able to take initiative.
- Collaborative and able to work effectively in a team environment.
- Integrity and professionalism.
- Adaptable and resilient in the face of challenges.





# TERMS OF APPOINTMENT

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## SALARY

The salary range for this role is £90,000-£95,000 per annum on a full-time permanent basis. Starting salary is dependent on experience.

## LOCATION

This role is based at 35 Chiswell Street, London, EC1Y 4SE.

Drinkaware offers a flexible working policy which requires two in-office days per week.

## PENSION

7.5% employer Pension contribution.

## ANNUAL LEAVE

30 days leave per annum, as well as bank holidays and your birthday (non-contractual). You will also have the opportunity to buy or sell up to 5 days of Annual Leave per year.

## ADDITIONAL BENEFITS

- Ability to work outside core hours
- Private healthcare (non-contractual)
- Perks scheme
- Professional subscriptions paid
- EAP
- Learning and Wellbeing Grant
- Life insurance 4x salary



## HOW TO APPLY

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To make an application, please go to <https://starfishsearch.com/jobs/drinkaware-dir-rbs/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria set out in Part One of the person specification.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Deadline for applications is:      Monday 16th September 2024**

### RECRUITMENT TIMETABLE

**Closing date:**                              Monday 16th September 2024

**Preliminary interviews:**                Final week of September 2024

**Final Panel interviews:**                w/c 14th October 2024

