Making respect for human rights part of everyday business.

Deputy CEO
CANDIDATE PACK

Application Deadline:
7 FEBRUARY 2022, 9AM UK TIME

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ABOUT IHRB

Founded in 2009, IHRB is the leading international think tank on business and human rights. IHRB’s mission is to shape policy, advance practice, and strengthen accountability in order to make respect for human rights part of everyday business.

IHRB serves as an independent voice on human rights and business issues around the world, including holding special consultative status with the United Nations (ECOSOC). We produce in-depth reports, practical briefings, and regular commentaries. We provide trusted and impartial advice to governments, businesses, and international organisations. We bring together leading experts with diverse stakeholders to discuss timely subjects on the business and human rights agenda.

Collaboration and innovation are core to IHRB’s mission. Our partnerships range from one-off topical convenings to multi-year programmes. We work directly with business leaders, government officials, international organisations, civil society, and others to evaluate the effectiveness of policies, practices, and responses. We also catalyse new initiatives dedicated to filling gaps in key areas or regions requiring leadership, partnership, and targeted intervention.

Since its founding, IHRB has established a number of organisations and initiatives that are now free-standing, namely: the Myanmar Centre for Responsible Business (MCRB), Centro Regional de Empresas y Emprendimientos Responsables (CREER), the Corporate Human Rights Benchmark (CHRB), and the Centre for Sport and Human Rights (CSHR).

IHRB’s focus areas are diverse and reflect some of the most important and emerging human rights issues facing business. Our programmes address the rights of migrant workers in global supply chains, the importance of ensuring just transitions for workers and communities in the adaptation to low-carbon economies, more effective and accountable decision making across the built environment lifecycle, and the need for due diligence standards and practices throughout the shipping industry, amongst others.
THE ROLE

- **Title:** Deputy CEO
- **Reporting to:** CEO
- **Start date:** April-May 2022 (ideally)
- **Hours:** Full-time (37.5 hours / 5 days per week) or part-time (30 hours / 4 days per week)
- **Location:** Remote/Home-based, location flexible. Candidates must already have permission to work in the country of their location and easy access to international travel.
- **Duration:** 2 years renewable annually subject to funding and performance, with 6-month probationary period.
- **Pay:** From £90,000 per annum pro-rata with flexibility to increase for a candidate with significant and proven experience. This post will have a contract or consultancy agreement subject to UK law. Equivalent consulting rate offered to non-UK based applicants. PAYE contracts can be offered to UK-based applicants, with employer pension contribution of 5-7% and 28 days paid holiday (pro-rata) per year plus statutory UK holidays.

Overview

The IHRB Deputy CEO plays a key role in shaping the direction and leadership of the organisation, collaborating closely with the Chief Executive Officer, the Chief Operating Officer and other team members. This position contributes to the strategic development of IHRB and its subsidiaries (currently IHRB Trading Ltd and Myanmar Centre for Responsible Business Ltd), and associated entities (currently CREER, IHRB USA and IHRB Nordic). The Deputy CEO also provides oversight of monitoring and evaluation of programmes, contributes to good governance procedures, and manages certain day-to-day aspects of the organisation. The Deputy CEO will deliver on IHRB’s vision, mission and goals, motivating and supporting colleagues to do the same. The Deputy CEO will also play a key role in representing IHRB externally, speaking on platforms, building strong relationships with funders and strategic partners, and deputising for the CEO when required. This will involve participation in some meetings outside of normal working hours to accommodate multiple time-zones. IHRB has always worked remotely (pre-pandemic) with a geographically dispersed team, and candidates must ensure they have a suitable place of work with a reliable internet connection.
What You Will Do

Key responsibilities will include, but are not limited to:

**Governance and Strategic Planning**

- Working with the CEO and Board of Trustees to ensure that IHRB operates in accordance with the charitable objectives of the organisation and that decisions of the Board are implemented.
- Supporting the CEO with financial management and informing and advising the Board of Trustees on financial matters, working alongside the COO and Accountant.
- Leading on strategic planning and implementation of the IHRB 2022-25 strategic plan in alignment with IHRB’s mission and goals, to include:
  - Ensuring that IHRB’s vision is clearly communicated internally and externally, and IHRB’s objectives and activities are aligned with strategic priorities.
  - Developing creative and strategic thinking on IHRB’s internal and external challenges and opportunities to develop existing and emerging programmes.
  - Maintaining a watching brief on matters which may impact IHRB’s delivery of the strategy, or influence IHRB’s areas of work, including anticipating and mitigating risks to the organisation.
- Conducting horizon scanning and exploring opportunities for the development of IHRB’s work, impact and presence globally.
- Supporting IHRB’s CEO in representing IHRB on the board of CREER in Colombia and advising on the development of programmes in that region.
- Deputising for the CEO in their absence.

**Programme Performance and Development**

- Collaborating with colleagues to develop existing and emerging programme development and delivery.
- Supporting colleagues in building and maintaining strategic partnerships with key stakeholders required for ensuring the successful delivery of each programme.
- Systematically monitoring and evaluating programme performance, impact and sustainability, and working with Heads of Programmes and Managers to identify gaps, maximise learning, and improve processes.
- Informing and advising the Board of Trustees on programme developments, policy and strategy decisions.
- Identifying opportunities where IHRB can bring innovative thinking, expertise, and convening to new areas within the business and human rights field.
- Leading on setting the agenda for the team annual retreats, ensuring feedback from the team and opportunities for learning, sharing and updates across the programmes, avoiding any risk of silos developing.
**Fundraising**

- Supporting the CEO to continually review funding criteria, and develop and maintain an effective, sustainable fundraising plan from a range of sources.
- Maximizing opportunities for partnership work and seeking multi-year grants for core and programme fundraising.

**Stakeholder Engagement**

- Building the profile of IHRB through nurturing stakeholder engagement across a wide range of key constituents and potential partners.
- Leading on maximising the value of the International Advisory Council, and arranging at least one meeting per year, keeping them informed about the development of programmes and seeking their expertise for programme and thematic guidance.
- Representing IHRB in the media, on speaking platforms and moderating panels, as appropriate.

**People Management and Leadership**

- Joining IHRB team meetings and other internal meetings, and playing an active role in team discussions on regional themes and developments.
- Leading by example, displaying the vision and energy required to motivate and inspire the team to feel empowered and supported, and to give confidence to the Board of Trustees.
- Maintaining an organisational culture that attracts, retains and motivates committed and high-performance team members.
- Building positive and open relationships with employees, consultants, the Board, the International Advisory Council, Academy Faculty members, Research Fellows, interns and academic placement students.
- Promoting inclusion and diversity in all aspects of the organisation.
- Ensuring that organisational change is managed in a supportive and positive manner, providing direction and leadership to team members as appropriate.
- Working collaboratively and undertaking line management responsibilities (to be negotiated upon appointment).

**Other Duties**

- Any other duties, which may be required by the CEO which are commensurate with the responsibilities of the post.
PERSON SPECIFICATION

The successful candidate will have the following:

Essential

Qualifications

• University degree or equivalent and relevant professional experience.

Experience, Knowledge and Skills

• A deep understanding of the business and human rights field and where it sits within a global geopolitical and economic context.
• Demonstrable experience of effective leadership, line management and staff development.
• A proven track record in developing strategy and policies to deliver organisational objectives.
• Experience in navigating the ecosystem of business and human rights from governments to companies and civil society.
• Experience in successfully identifying and securing fundraising streams and negotiating funding agreements, and in reporting against targets.
• Ability to anticipate and mitigate risk, factoring risk into decision-making as a matter of course.
• Sufficient financial acumen to understand and analyse financial information to monitor financial progress of the organisation.
• An articulate and confident public speaker.
• Proven negotiating, influencing and networking skills, and the ability to be persuasive in politically sensitive and/or complex stakeholder environments, including successfully establishing and maintaining relationships with relevant stakeholders.
• Proven ability to exercise a high degree of confidentiality, discretion, and judgement.
• Excellent communication skills, and fluency in written and spoken English.
• Excellent time management skills and the ability to plan, organise and prioritise workload, and meet deadlines, and work with an international team.
• A demonstrably strong work and team ethic.
Personal Qualities

• Proven ability to be proactive and self-motivating.
• Commitment to inclusion and diversity.
• Attention to detail and ability to maintain a high level of accuracy in preparing and presenting information.
• Tact, diplomacy and a capacity to allow for a diversity of opinions and approaches.
• Awareness of the implications of working from home/remotely i.e. limited face-to-face interaction with colleagues in a geographically dispersed team.

Location

• Homebased
• Permission to work in the country of location.
• Eligible and willing to travel domestically and internationally (COVID-19 restrictions permitting).

Desirable

Qualifications

• Further education certificate/diploma/degree in a relevant field.

Experience, Knowledge and Skills

• Entrepreneurial and visionary focus with a track record of collaborative working, seeking opportunities and providing support for colleagues to realise their potential.
• Excellent communication and ambassadorial skills with the presence, credibility and ability to have a strong impact across a wide range of audiences, including government, donors, policy influencers, partner organisations and the media.
• Evidence of creative problem-solving skills.
• An understanding of governance requirements for a UK charity.
Competencies

**Managing Vision and Purpose**
Communicates a compelling and inspired vision and sense of purpose; talks beyond today; talks about possibilities; is optimistic; creates milestones and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate.

**Integrity and Trust**
Is widely trusted; seen as direct and truthful; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; does not misrepresent themselves for personal gain.

**Interpersonal Savvy**
Relates well to all kinds of people, at all levels; builds appropriate rapport and constructive and effective relationships; uses diplomacy and tact; can diffuse high-tension situations comfortably.

**Delegation**
Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform.

**Organisational Agility**
Knows how to get things done both through formal channels and the informal network; understands the reasoning behind key policies, practices, and procedures; understands and advocates IHRB values.

**Decisiveness**
Makes timely and forward-thinking decisions with conviction, sometimes amid ambiguity or with incomplete information, based on experience, judgement, and analysis; seeks advice and the points of view of others when appropriate.

**Personal Awareness**
Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; is not defensive.
TIMELINE & PROCESS

1. Deadline for application: Monday 7th February 2022, 9am UK time.

2. Interviews: Video interviews will be held on 17th February 2022, via Zoom.

Application Instructions

Applicants should ensure their availability for a 1 hour slot on these dates. Shortlisted candidates will be invited to interview by 10th February 2022 and will be asked to complete a psychometric assessment (approx. 1 hour) on a date prior to the interview. Selected candidates will be invited for a second interview.

Please email your CV and cover letter to Denise Derbyshire at: recruitment@ihrb.org. In your cover letter you must address the above Person Specification, with the Competencies in mind, to show your suitability for this role, and specify if you are applying for a full time (5 days per week) or part time role (4 days per week). Please also state where you saw the vacancy advertised. A job offer will be subject to at least two satisfactory references for the successful candidate.

As part of our ongoing commitment to an accessible recruitment process, applicants with disabilities are encouraged to contact IHRB to discuss any support or assistance they may have during the application or recruitment process. Please contact Denise Derbyshire, IHRB’s Administrator, via email - recruitment@ihrb.org - in the first instance.

IHRB is an equal opportunities employer and encourages applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. This means we will not discriminate against candidates or employees based on their protected characteristics.

Included in the candidate pack is an optional Equality and Diversity Monitoring Form. The information collected is confidential and anonymous and will not be used in any decision making for this role. You do not have to complete and return this document but doing so will help IHRB maintain equal opportunities in all of our recruitment processes.

Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.