
McDougall Trust

Promoting public understanding of electoral democracy

McDougall Trust Trust Director

(interim post, with scope for extension)

Recruitment pack, October 2015

Applications close: **Monday 16 November 2015, 14:00 hours**

Interview date: **Wednesday 09 December 2015, or
Monday 14 December 2015**

Interview location: **Central London**

Website: **www.mcdougall.org.uk**

Enquiries to: **McDougall Trust Recruitment Group
c/o: admin@mcdougall.org.uk**

WELCOME TO McDOUGALL

Thank you for your interest in the new post of Trust Director with McDougall, the independent charity with ambitious vision to influence the growing debates on democracy and especially on elections and electoral systems. This is a key appointment against the backdrop of the developing external context including recent and forthcoming elections and referendums, and manifestations of increasing interest in democracy and democratic processes. This environment offers both opportunities and threats in an increasingly crowded field.

McDougall Trust promotes public understanding of electoral democracy through research and education, with special interests in elections and electoral systems – whether in government at local, national or international level or in voluntary organisations, political parties, companies, trade unions or other institutions.

The Trustees are undertaking a strategic review. The organisation now requires a Director to take the principal hands-on developmental role leading McDougall through transition. The post is for a 12-month period, with scope for extension of the period should the post-holder be suitable for the Trust's ongoing needs beyond the initial 12 months.

The Trustees are looking for a Director who can maximise this 12-month engagement, enabling the Board to take significant strides moving the charity into its next phase. The focus of activities will be on working with the Trustees in developing assessments of the democracy environment and strategic and operational plans for McDougall; and on ensuring implementation, including exploring potential collaborations and partnerships, identifying and securing additional sustainable sources of income, and raising the profile of the organisation, in order to maximise assets, activities and impact.

The Trustees welcome applications from candidates from a wide range of backgrounds, experience and circumstances, including those seeking secondment from a permanent position or flexible working arrangements.

To find out more about McDougall's work, please:

- review the Trustee Board's latest statutory Annual Report to 30 September 2015, available via the register entry for Arthur McDougall Fund (charity no. 212151) on the Charity Commission website: <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>
- visit McDougall Trust's website: <http://www.mcdougall.org.uk/>

We look forward to receiving your application.

Elizabeth Collingridge
Chair, McDougall Trust
October 2015

1.0 About McDougall

1.1. Existing charitable purposes

McDougall Trust is an established independent charity (no. 212151), originally registered as Arthur McDougall Fund, that promotes public understanding of electoral democracy through research and education. The Trust's existing governing document describes its charitable purposes as to:

"advance knowledge of and encourage the study of and research:

- a. in political or economic science and functions of government and the services provided to the community by public and voluntary organisations;*
- b. into methods of election of and the selection and government of representative organisations whether national, civic, commercial, industrial or social".*

Potential audiences include policy makers, legislators, election organisers, reformers, campaigners, researchers, academics, pollsters, historians, journalists, commentators, members and officials of institutions and associations that aspire to democracy or use election processes, and all interested in the governance of democratic societies.

1.2. Democracy environment and strategic review

The Trustees are undertaking a strategic review, reflecting their desire for McDougall to achieve greater impact, including sustainable increases in financial resources and commitments. This is against the backdrop of the developing external context including recent and forthcoming elections and referendums, and manifestations of increasing interest in democracy and democratic processes including debates about electoral reform. This environment offers both opportunities and threats in an increasingly crowded field.

The Board's current working strategic vision and strategic priorities for McDougall are:

<i>Strategic vision</i>	
To be a forum for electoral democracy, visibly influencing the political arena and the quality of public debate	
<i>Strategic priority A1</i>	<i>Strategic priority A2</i>
To be a recognised and valued information and evidence provider	To shape debate and influence opinion formers
<i>Strategic priority B</i>	
To be sustainable and collaborative To develop effective partnerships and complementary relationships	

1.3. McDougall's main existing activities

McDougall's existing activities include:

- research and information workshops on topical electoral issues
- Lakeman Library for Electoral Studies - highly respected specialised library /archive collections
- *Representation: the Journal of Representative Democracy* - anonymous-peer-reviewed quarterly journal (McDougall Trustee Board appoints independent editorial team, currently at Department of Politics, University of Manchester, and external publishers, currently Taylor & Francis/ Routledge)
- initiating and encouraging research and making grants (subject to resources) towards projects in the field of representative democracy.

1.4. Governance and management

McDougall Trust is governed and managed by the Trustee Board. There are currently two Committees:

- Executive Committee (Chair, Treasurer, and three other Trustees)
- Library Committee (chaired by former chief librarian at Coventry University)

Staffing responsibilities are directed by the Board and undertaken by Trustees on the Executive Committee.

Currently there is one staff member employed, on a part-time fixed-term contract basis, carrying out a range of financial, administrative and other responsibilities.

1.5. Working for a charity

Staff and Trustees work together to fulfil the Trust's charitable objectives in accordance with applicable law and guidance, including requirements of the Charity Commission and others.

1.6. Employment principles

As an organisation that promotes public understanding of electoral democracy, we seek to reflect those values in the way that we treat our employees. To achieve this, the following employment principles have been adopted by the Board:

- aim to promote the utilisation of knowledge, skill, and experience of all staff, to improve the operational effectiveness and success, and long-term sustainability, of the organisation;
- reflect a sensitivity to the attitudes and views of staff, subject to compatibility with providing an excellent service and with the organisation's objectives;
- offer opportunities for personal development and advancement to all staff with the necessary ability, ambition and integrity, in the context of the needs of the organisation;
- provide pay and benefits that are fair and competitive in the context of the smaller charity sector.

2.0 Trust Director (interim post) Job Description

Reporting to: Chair (or other authorised Trustee) and Trustee Board (including as appropriate to committees and groups)

Responsible for: All staff resource (including employees, volunteers, consultants and/or sub-contractors) retained by the Trust

2.1 Purposes of the role

McDougall Trust is an independent charity that promotes public understanding of electoral democracy through research and education, with special interests in elections and electoral systems.

The Trustees are undertaking a strategic review. The organisation needs to prepare for significant change and requires a Director to take the principal hands-on developmental role leading the transition:

- working with the Trustees in developing and refining assessments of the democracy environment, aims, vision, strategic priorities, potential models, and operational plans for McDougall; and
- ensuring implementation, including developing good relationships with relevant organisations, exploring collaborations and partnerships as appropriate, building networks, influencing those involved in public debates on electoral democracy, identifying and securing additional sustainable sources of income, advocating and promoting public awareness of McDougall and its work and raising the profile of the organisation, in order to maximise assets, activities and impact.

2.2 Key responsibilities and accountabilities of the post

Key responsibilities and accountabilities are:

1. to act as McDougall's primary public face and to develop and enhance McDougall's public profile;
2. to keep up to date with developments in democracy and related issues, both in the UK and further afield, and to contribute to groups or processes that McDougall may create to support this agenda;
3. to take the lead in ensuring that financial and other resources are maximised, including identifying new income streams, working with any fundraising consultants appointed by the Trust, with the aim of building a sustainable longer-term funding base for the organisation;
4. to develop and implement McDougall's online strategy;
5. to work with the Trustee Board and other relevant parties in identifying, assessing, and devising plans for the fulfilment of, core research needs in the field of representative democracy;
6. to work with the Trust's Library Committee to ensure that programmes of work to enhance the library/archive collections and library/information services are delivered and that, during the 12 month engagement, options are developed for the longer-term future including location of the library/archives;
7. to ensure that programmes of McDougall public events, including the successful Workshop series, are devised and delivered;
8. to ensure that organisational policies and practices are in accordance with legislative requirements and accepted good practice, up-to-date and fit for purpose, and to ensure the efficient and effective management of ongoing charitable and governance operations including:
 - management of the library and premises including all health and safety requirements;
 - support and servicing for the Trustee Board and for committees and groups;
 - maintenance of necessary financial processes;
9. to develop and manage staff, volunteers, consultants and sub-contractors working for the Trust;
10. to carry out any other reasonable duties as required.

The duties and responsibilities in the job description are not restrictive. The post-holder may be required from time to time to undertake additional duties - any such duties would not however substantially change the general character of the post.

3.0 Trust Director (interim post) Person Profile

The Trustees are seeking:

3.1 Professional experience:

- experienced Board-level professional with excellent track record within the not-for-profit or academic sectors;
- strong commercial awareness including of fundraising avenues and opportunities, and proven success in achieving income and other targets;
- experience of line management of staff and volunteers within a smaller organisation and/or charity;
- some experience of the following:
 - information dissemination and publications;
 - commissioning and managing research;

3.2 Knowledge and skills:

- excellent communications skills, including familiarity with broadcasting and press media, and proven liaison and negotiation skills;
- strong understanding of business planning and financial processes;
- familiarity with values, governance and requirements relevant to the UK charitable sector;
- knowledge of and enthusiasm for existing and developing technologies;
- familiarity with and interest in the 'democracy sector' and related issues;

3.3 Leadership:

- ability to act and be seen to act in a manner befitting the purposes, strategic vision and values of the Trust;
- ability to act as a credible and persuasive ambassador for McDougall, and to build effective networks of contacts, volunteers and partners;
- proven ability to present sound and well-reasoned arguments and promote consensus, behaviour change and outcomes;
- ability to pursue entrepreneurial and developmental approaches as appropriate;
- self-starter, highly motivated and able to work with limited supervision in an accountable way.

4.0 Work Environment

The post will be based at the Trust's premises near Vauxhall stations, with possibilities for some home working. The post holder must carry out his/her duties with full regard to Health and Safety Procedures.

5.0 Terms and Conditions

Contract Term: This is an interim post with a 12 month fixed-term contract full-time, with some flexibility of working arrangements. Should the post-holder be suitable for the organisation's ongoing needs beyond the initial 12 months, the Board may extend the period.

Salary: Approx £45,000 per annum subject to skills and experience.

Hours of Work: 35 hours per week. The Trust operates a flexible working policy; some evening or weekend work is likely to be required e.g. to attend events.

Paid Leave Entitlement: The post holder will be entitled to 25 days of paid annual leave, in addition to Bank and other Public Holidays.

Notice and Probation Periods: The contractual Notice Period will be 2 months, after successful completion of a 3 month probationary period during which notice entitlement will be 1 month.

Pension: The Trust intends to allocate an employer pension contribution of 5% per annum for this post. This may be made to an employee's personal pension plan. The Trust, which does not have its own pension scheme, is exploring arrangements for such a scheme.

Contract of employment: A contract of employment will be issued upon commencement of employment, which will be supplemented with (non-contractual) terms in the McDougall Trust Staff Handbook.

6.0 Selection and Interview Arrangements

Applications: For content of application, see below, section 7.0 *How to apply*. The closing date for applications is **Monday 16 November 2015, 14:00 hours**.

Interviews: Candidates shortlisted for interview will be contacted during week beginning 30 November 2015. Individual interviews of short-listed candidates will take place on Wednesday 09 December or Monday 14 December 2015 at a location in Central London. Each interview is expected to take around 60 minutes.

Interview Task: During the interview each candidate will be asked to give a 15 minute oral presentation. Handouts may be helpful. The focus for the presentation and other details will be advised with notification of shortlisting.

Visiting the Library/premises: Opportunities to visit the Library/premises will be advised with notification of shortlisting.

Referees: Please provide details of at least two referees from the past five years, one of whom must be your most recent employer. All referee details will be treated with the strictest confidence and no referee will be approached without your prior consent.

Process: The recruitment process for this post is being undertaken by a Recruitment Group consisting of Chair, Treasurer, and four other Trustees.

Timeframe: The Trust is keen to recruit a suitable candidate as swiftly as possible. Should a suitable candidate be found, an offer will be made after completion of the recruitment process.

7.0 How to Apply

To apply for this role, please submit a Curriculum Vitae plus covering letter on A4 equivalent, detailing your suitability for the post with particular reference to the purposes, responsibilities and person profile set out above. The information submitted should include:

- details, including periods covered (most recent first) and organisation name, of current and all previous:
 - remunerated work, including posts and responsibilities held;
 - education, training, development, including subject area and any qualification gained;
and
 - governance roles, memberships, or other relationships, with relevant professional, not-for-profit, charitable, voluntary or community groups;
- your full name and contact details, including residential and email addresses and telephone numbers;
- your referees' names and contact details, including telephone numbers and email addresses, indicating the role/s in which they are known to you;
- through which source/s you were made aware of this vacancy.

The decision on whether to invite to interview will be based on the information provided in Curriculum Vitae and covering letter.

Please mark your application 'Confidential' and send, preferably by email, to:

McDougall Trust, c/o email address: admin@mcdougall.org.uk

**McDougall Trust, Unit W219, West Building (second floor), Westminster Business Square,
1-45 Durham Street, Vauxhall LONDON SE11 5JH**

Enquiries to: admin@mcdougall.org.uk

October 2015

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