

Think
new things
Make
new connections

DITCHLEY CHIEF OPERATING OFFICER

Description of role

The Ditchley Foundation (ditchley.com) is recruiting a new chief operating officer. Over the last four years, Ditchley has successfully transformed itself into a leading 21st century organisation, whilst remaining true to its heritage and values. The next four years should see a further step change in Ditchley's reach, profile and financial resources. The chief operating officer will have the skills and experience to work closely with the director (CEO) to take Ditchley to the next level of impact, profile, efficiency and financial sustainability, whilst safeguarding and improving grade one listed Ditchley Park as a national treasure set in historic parkland and gardens.

Salary: £50,000 to £60,000 depending on experience and qualifications plus high quality service accommodation and ten percent pension contribution.

The chief operating officer (COO) will lead on financial management and be deputy to the director (CEO) for the operation of Ditchley as an organisation and as a historic house and estate. The COO will need to understand and be committed to Ditchley's purpose as a 21st century connecting and convening organisation, committed to the renewal of democracies and democratic alliances.

The COO will be expected to support Ditchley's own programme and guest events on occasion and to work flexibly to this end but he/she is not expected to deputise on the programme, or to act consistently as a host or historian of the house. A new part time role is being created to take on the latter functions. The House Operations Manager is deputy to the COO for the management of the house and estate.

The COO will be expected to reside on or very close to the Ditchley estate so as to ensure a senior presence on the estate. An attractive grade II period house with garden (service accommodation and so not taxable) suitable for the COO and (his/her family if appropriate) will be provided on the estate. Other benefits include a ten percent of salary workplace pension scheme contribution; free access to workplace wellbeing services and medical helplines; and lunch during the working week at no charge.

The COO will report to the director and liaise in addition with the chair of the Finance and General Purpose Committee, representing the Council of Management (Ditchley's trustees).

Main responsibilities

To support the director in achievement of Ditchley's goals and plan for impact and development of the Foundation.

To lead and manage Ditchley's finances; estate management and, through the house operations manager, house management functions, delegating effectively and bringing in outside expertise when essential. To oversee the expected further step change in complexity and scale of Ditchley's staffing, projects and finances.

To ensure that Ditchley's finances are managed efficiently and responsibly, with the expectation that Ditchley will remain committed to investment in its capabilities and profile.

To lead on preparation of accounts and other materials for the Finance and General Purpose Committee and regularly to brief the chairman of the committee between committee meetings. Ditchley's annual budget is in the region of £3m with income from a diverse range of sources. The COO would work with the Investment committee on the management of Ditchley's invested portfolio of around £20m.

To oversee a series of rolling projects on restoration, technology and the expansion of capabilities as defined with the director.

To manage the upkeep and improvement of the house and estate and to lead on a close and effective relationship with the surrounding Ditchley estate including the HDH Wills Trust, the estate managers and the farm. To act as Ditchley's representative in contacts with other estates and heritage institutions.

To lead on the monitoring and management of risks as captured in Ditchley's risk register, including health and safety risks.

To ensure that effective personnel policies and practices are in place and to foster teamwork and improvements in productivity.

To work closely with the development team on increasing and diversifying Ditchley's sources of income.

To lead on implementation of Ditchley's net zero carbon emissions strategy.

To be the lead director of Ditchley's for profit subsidiary (which manages private events at Ditchley and delivers its profits to the Foundation).

The director leads on fundraising but will turn to the COO for support as necessary on costing plans and working with partners on financial matters.

Qualifications and experience

The successful candidate will:

Be comfortable, efficient and well qualified in dealing with management accounts and managing resources in a dynamic and changing environment as new resources are won or additional expenditure is required.

Have a proven track record of effective leadership and management at mid to senior level in a comparable setting, whether not for profit, estate, commercial or government.

Have a proven track record of delivering complex projects at different scales.

Be excellent at leading and managing people, knowing how to delegate effectively without losing control; empowering people but supporting and monitoring too.

Be adept at adopting emerging technology to increase efficiency and to deliver greater capability.

Be able to represent Ditchley effectively with trustees, financial partners and other senior stakeholders.

Ideally the candidate would also have:

Formal accountancy and project management qualifications.

Knowledge of management of a historic house and rural estate.

An interest in current affairs and the intersection of technology and policy and business, so that the work of the Foundation is relevant to him/her.

Experience of working in an expanding and dynamic institution, including one reliant on development (fundraising) rather than with fixed and predictable income.

Experience of carbon reduction programmes.

Applications

To apply please write to: directorspa@ditchley.com, making the subject of your covering email, COO Role Application, and your name.

Please attach to your email a letter explaining in no more than two sides of A4 why your skills and experience fit you for this role, why you would like to work with Ditchley and what you would aim to achieve.

Please also attach your CV giving details of your relevant skills, qualities, experience, expertise and qualifications.

Applications should be submitted by **7 May** to be considered. The selection process will run over the rest of May. The target start date for the new role is **1 September 2021**.