



Terrence
HIGGINS
TRUST



Director of Finance and Corporate Services

Candidate Pack

RB37766 | £75,000 - £85,000 pa



Recruitment led by retained search agents, Robertson Bell



Introduction

The Terrence Higgins Trust (THT) is partnering with Robertson Bell in our search for a Director of Finance and Corporate Services to join our team on a permanent basis. THT is at the forefront of the fight against HIV and improving the nation's sexual health. Our vision is a world where people with HIV live healthy lives free from prejudice and discrimination, and good sexual health is a right and reality for all.

As the Director of Corporate Services you will lead, support and develop a diverse team from the areas of Finance, People, EEDI, Governance, Estates and IT. You will ensure that these corporate functions work effectively together, across Terrence Higgins Trust to support the delivery of the organisation's strategy and business plan. Your style and approach will exemplify our values of Ambition, Working Together and Drawing on Diverse Lived Experiences.

The Organisation

Terrence Higgins Trust is the largest voluntary sector provider of HIV services in the UK. It was founded by Terry Higgins' partner Rupert Whitaker and Martyn Butler in 1982 following Terry's death from an AIDS related illness.

We have recently restructured to focus primarily on people living with HIV. Our vision is that we strive for a future where there are no new cases of HIV and where people living with HIV get the support they need and our mission is to end new cases of HIV by 2030 and be here until the last person living with HIV needs us.

Our Corporate Services, Marketing, Fundraising and Communications and Delivery Services Directorates (including THT direct, Counselling and HIV prevention) are based in our Cally Yard offices in north London. We also have two regional centres in Glasgow and Brighton. These provide sexual health information and advice and testing for HIV and sexually transmitted infections. Our work is also supported by approximately 100 volunteers.

The Charity has recently been involved in marking World Aids day where we remind the public and government that HIV has not gone away and there is still a vital need to raise money, increase awareness, fight prejudice and improve education. For this year's anniversary our Chief Executive Richard Angell OBE spoke at the Downing Street World AIDS Day Reception hosted by Sir Keir Starmer.

Our values

How we deliver our work is vital to our success. In all our working we are:

Ambitious for change

We set ambitious targets, ranging from ending HIV transmissions by 2030 to changing social attitudes towards sexuality. Our organisational targets are made possible by ambitious staff and volunteers aiming high in our own areas of work.

Working together

We're most successful when we work together with each other and with our partners. We'll ensure that knowledge and expertise is shared more widely within Terrence Higgins Trust. We will continue to develop new and existing partnerships with the NHS, local authorities, voluntary organisations and community groups.

Drawing on diverse lived experience

Terrence Higgins Trust was founded by people directly impacted by HIV. We'll continue to draw strength and understanding from the lived experience of our people. We'll do more to learn from the experience of the full range



of people we serve and employ, including women, people from racially and ethnically diverse communities, trans and non-binary people.

We believe the way in which we effectively work together will enable the charity to fulfil its mission.

Job Description

Department	Finance and Corporate Services
Title	Director of Finance and Corporate Services
Contract Type	Permanent 35 hours per week
Reports to	Chief Executive
Location / Base	The position will officially be based at THT's offices in Islington, although there is potential for the right candidate to be based in our Brighton, Glasgow or Swansea office - Hybrid
Salary	£75,000 - £85,000 pa
Annual Leave	27 days of annual leave, increasing to 30 days after three years' employment.

Job Purpose

The Director of Corporate Services is a new role created following a restructure that took place in the summer, to enable the corporate functions (finance, people & EEDI, governance, IT and estates) work effectively together and across Terrence Higgins Trust to support the delivery of the organisation's strategy and business plan. This role will set and carry out the corporate strategy, enable an EEDI conscious approach to our work, and ensure that robust systems, and people are in place to deliver our plans.

Key Duties:

- To lead on the implementation of corporate strategies, with appropriate strands for each area to support the strategic and operational objectives of the charity.
- To monitor and report on the progress of relevant departmental objectives and targets.
- To ensure that THT has a high-quality set of customer-focussed approaches to offer effective support and guidance to the staff of the charity.
- To contribute to the ongoing development of the corporate services of THT at a senior level, representing the expertise, views and considerations of the various areas to the wider senior team and board of trustees
- To be responsible for the directorate, working with budget holders as appropriate
- To provide professional expertise across the areas of corporate services, using team members or external experts as appropriate
- To ensure that the budget cycle and all payment processes (including payroll) are appropriately managed and run with the various corporate teams.
- To be responsible for, and provide, the financial and governance expertise, support and pragmatic guidance to the charity, its Chief Executive and the Board of Trustees.
- To act as Company Secretary



- To support the Chief Executive in all financial matters with the Board of Trustees, and provide expert and practical financial input to its meetings, sub-committees, the boards and all interactions with the pension fund.
- With the CEO, be responsible for the management of risk and ensure the charity has an appropriate risk framework that is regularly reviewed.
- To develop strong relationships with THT managers and other stakeholders to ensure the delivery of a credible and value-adding corporate services.
- To work with the Executive team to ensure THT is an organisation that creates opportunities and is diverse and inclusive. Lead on the co-creation and implementation of the EEDI Strategy.
- To be responsible for the health and safety of the working environments across the charity, directing various teams within corporate services as necessary to achieve these requirements.
- To provide strategic guidance on the charity's approach to technology, drawing on external experts as necessary
- To carry out any other duties commensurate with the grade.

Person Specification

Essential

- Experience of working in a senior Finance role and holding financial accountability
- Hold a relevant professional finance qualification (e.g. ACCA, CIMA)
- Some knowledge and experience of HR at a management level, or a willingness to develop this knowledge
- Ability to analyse complex numerical and non-numerical data and reach evidence-based decisions
- Experience of role modelling leadership behaviours including leading by example
- Ability to engage with, and contribute to, strategic decision making beyond a corporate perspective
- Experience of embedding new processes/systems into organisations with appropriate support and training for managers
- Experience of devising and implementing complex organisational change
- Ability to establish good working relationships quickly
- Ability to communicate to multiple audiences in various formats
- Ability to constructively and professionally challenge colleagues and stakeholders
- Commitment to the principles and development of equality, equity, diversity and inclusion approaches
- Experience of managing and meeting financial budgets
- Experience of devising and carrying out procurement for large scale contracts of work, e.g. IT contracts and HR systems.

Desirable

- Knowledge of workplace health and safety requirements and the management of office environments
- Experience of working in the voluntary sector
- Knowledge, or an interest in, HIV and sexual health

Benefits

- Hybrid Working
- An interest free season ticket loan after you have passed your probation
- A defined contribution pension scheme- the Employer pension contribution rate is 5%.
- 27 days of annual leave increasing to 30 days after three years' employment.



The position will officially be based at THT's offices in Islington, although there is potential for the right candidate to be based in our Brighton, Glasgow or Swansea office. Opportunities to work from home are on offer for up to three days per week.

The Application Process:

Applications will be under constant review before the closing date, so please submit your application with our exclusive search agent Robertson Bell ASAP to avoid disappointment!

<i>Application Closing Date</i>	Monday 13th January 2025
<i>Shortlist Finalised</i>	Friday 17th January 2025
<i>1st Stage Interviews</i>	W/C 20th January 2025
<i>Final Stage Interviews and Offer Made</i>	W/C 27th January 2025

For further information contact Kathryn Moss at kathrynmos@robertsonbell.co.uk or 0203 889 4129.