

## Shiva Foundation | Manager (Maternity Cover)

**Location:** London, UK

**Application Deadline:** 9 June

**Start Date:** 29 July 2019

**Duration:** Maternity cover - 7.5 months; 5 days a week (part-time options will be considered)

**Salary:** £38,000

### About Us:

[Shiva Foundation](#) is a Meenal and Rishi Sachdev Foundation (MRS Foundation) initiative. MRS Foundation is a corporate foundation that aims to promote human rights through awareness raising, public education and partnerships. Shiva Foundation was set up in 2014 with the aim of tackling and preventing human trafficking and modern slavery in the UK. Our mission is to foster collaboration between and increase the capacity of organisations working to prevent exploitation and support survivors. One area we do this is with business; we believe that if we can harness the power and influence of business, we can create an anti-trafficking movement that has the resources and capacity to fight this crime.

### Job Details:

Shiva Foundation is seeking a Manager to manage the team and oversee the projects in line with the organisation's strategy. The Manager will be responsible for overseeing the management of Shiva Foundation's projects and day-to-day activities as well as providing senior level management to the team. S/he will be responsible for the organisation's administration and financial management and will work closely with the Founder & Director to manage the implementation of the strategic plan and will ensure this as well as operational plans are the central drivers of Shiva Foundation's work.

The Manager will work closely with the Founder & Director and the two will act as ambassadors for the organisation, acting as the public face and building relationships with stakeholders in various sectors. S/he will also liaise with the Senior Advisor as and when required.

The Manager will have a scheduled overlap with the Managing Director, who will be taking maternity leave, both at the beginning and end of the contract.

Specifically, the Manager's duties include:

#### *Management*

- Overseeing the implementation of programmes in keeping with the strategic goals of the organisation.
- Supporting programme staff and making sure that programmes and activities are being laid out efficiently and as effectively as possible.
- Ensuring that the activities implemented are of good quality and relevant to the mission and vision of the organisation.
- Overseeing and monitoring and evaluation of the project-specific goals, objectives and outputs; reporting quarterly to the board of trustees on project activities and outcomes in line with the agreed framework.
- Leading programme level planning and budgeting.
- Leading team management (i.e. how to ensure everyone is inspired and feels part of a team).

- Line managing four staff members.
- Acting as key point of contact to the board of trustees for reporting and strategic purposes.
- Determining suitable grantees with the support of the Knowledge and Impact manager, tracking project implementation and managing relationships with grantees.

#### *Outreach*

- Overseeing the implementation of the communications plan (internal and external) with any relevant team members.
- Ensuring and facilitating regular reporting, communication and information exchange between team members.
- Engaging key stakeholders to strengthen partnerships/collaboration for a comprehensive and inclusive approach.
- Developing and maintaining effective constituencies of contacts and partners to optimise information gathering and development and implementation of effective strategies.
- Acting as the Shiva Foundation spokesperson at events, panels, presentations etc, where required.

#### *Budgets*

- Managing the Shiva Foundation organisational and programme-specific budgets.
- Ensuring any expenditure not approved is run past the Founder & Director.
- Overseeing grantee budgets.

#### **Knowledge and Experience:**

- An undergraduate or graduate degree in international development, law or other relevant discipline;
- A minimum of 3 years of progressive experience in senior level management role for a similar organisation;
- Management and leadership skills demonstrated by evidence of leading high performing teams and working with individuals at all levels;
- Sound financial awareness, including experience of managing and controlling budgets and resources;
- Experience of staff management, including performance management and personal development;
- Experience representing an organisation externally and working with various stakeholders, including representatives from senior level business and government;
- Ability to think strategically and identify new opportunities and initiatives;
- Proven experience planning, prioritising and juggling multiple demands, and openness and flexibility to take on different administrative and support tasks;
- Ability to manage a heavy and varied workload effectively, to maintain high levels of both accuracy and output;
- Effective presentation skills;
- Ability to work self-directed;
- Experience with reporting to a board of trustees (desirable);
- Knowledge of the anti-human trafficking sector in the UK;
- Ability to relate well within a multi-cultural context and with various stakeholders;
- Demonstrated commitment to Shiva Foundation's mission, vision and values; and
- Permission to live and work in the UK.

## How to apply

Please register your interest by emailing [katie@shiva.co.uk](mailto:katie@shiva.co.uk) with a:

- brief cover letter (no more than 1 page),
- CV, and
- writing sample of maximum 1000 words - this can be anything you have written in the past including articles, blogs or reports and does not need to be on the topic of human trafficking.

Deadline for application is 23.59 on 9 June 2019.

[www.shivafoundation.org.uk](http://www.shivafoundation.org.uk)