

Director of the Work Foundation – Job Description

Job Title: Director of The Work Foundation (TWF)	Present Grade: -
Department/College: The Work Foundation	
Directly responsible to: The Chair of the Work Foundation Board	
Supervisory responsibility for: TWF Leadership Group	
Other contacts	
<p>Internal: TWF Leadership Group, TWF staff and Senior leaders and managers within Lancaster University.</p> <p>External: Sponsors, Clients, Government Departments, the Media, Funding Bodies</p>	
<p>Overall purpose of the role: On behalf of Lancaster University, the Director of TWF will provide inspirational leadership, strategic direction and operational management for TWF with responsibility for developing and managing its strategic and operational plans, its staff and associated activities through the cost effective use of resources.</p> <p>Strategic Activities: Working with the Board of Directors, the Director will provide strategic leadership in the development and operation of TWF. These include:</p> <ol style="list-style-type: none"> 1. Setting the strategic direction for TWF in accordance with developed business operating models and principles and build on this legacy to set the future purpose and competitive advantage of TWF. 2. Personally securing income and sustainable revenues to contributing to ensuring the long- term financial sustainability of TWF. 3. Leading commercial activity in line with the strategic direction of TWF and building key relationships and networks across a range of potential clients, 4. Develop relationships with sponsors, and funding bodies, including research councils, government departments, foundations, benefactors and partner agencies. 5. Ensuring the cost-effective delivery of TWF's research and influencing activities. Working with the Leadership team to deliver TWF's research and wider activities ensuring they are delivered effectively and within budget. 6. Strengthening the relationship between TWF and Lancaster University in terms of synergies across research activities and the University's impact on policy and business. 7. Promoting and showcasing the work, reputation, and brand of TWF and Lancaster University within the media. 	

8. Developing and implementing an overall strategic plan that clearly outlines and articulates the mission, aims and overall objectives of TWF.
9. Encouraging a high quality research, funding and policy development culture for the TWF, advising and supporting senior staff to develop their personal research profile and pipeline.
10. Take on responsibilities as a trustee of the charity as required.

Leadership and Management

- Responsible for the leadership and management of people at TWF, leading and energising the senior team, to ensure that overall objectives are achieved.
- Identify talent both within and outside of the organisation and maximise skills and experience to enhance and develop The Work Foundation and its reputation.
- Working with senior members of Lancaster University's HR department to ensure that the appropriate HR policies, procedures and practices are developed, implemented and adhered to.
- Working with the Leadership Group to develop and implement measures and targets to ensure that TWF delivers against objectives.
- Ensure on-going effective internal and external communications to enhance TWF as a thriving and sustainable organisation.

Managing Resources

In association with the Finance Division of Lancaster University the Director will be responsible for management of finance and resources at The Work Foundation, in particular for:

- Ensuring the preparation of budgets of TWF's financial position.
- Management of TWF within the funding constraints set during the budget setting cycle.
- The monitoring and control of income and expenditure including financial forward planning.
- Ensuring the provision of regular financial reports to the Board of Directors and the Director of Finance (Lancaster University).
- Ensuring that the appropriate Financial Regulations are observed.
- Being responsible to the Board of Directors for ensuring that all legal and statutory matters concerning The Work Foundation are met and adhered to.

Any other duties and responsibilities as determined by the Board of Directors, which is commensurate with the role profile.