



Promoting fair and effective criminal justice

JOB DESCRIPTION

Job title:	Executive Director
Location:	Head office in London
Responsible to:	Chair of the Penal Reform International (PRI) Board
Contract type:	Full-time, permanent
Working hours:	35 hours per week
Salary:	Competitive remuneration
Line management responsibilities:	Currently these include: Three Regional Directors (Middle East North Africa, Jordan; South Caucasus, Georgia; Central Asia, Kazakhstan) Africa Programme Manager (Uganda) Head of International Finance (London) Policy and Programme Manager (London) Fundraising Manager (London) Monitoring, Evaluation and Learning Officer (London) Executive Officer (London)

Main purpose of the job

To provide clear and inspiring leadership of Penal Reform International (PRI), working with the Board, international staff team, partners and key stakeholders to fulfil PRI's mission to promote fair and effective criminal justice worldwide.

Principal accountabilities

- **Leadership and people management**

Develop an appropriate business model which supports PRI to develop and deliver its programmes and services and operate effectively

Provide inspiring leadership to a diverse workforce across the organisation, setting high standards of management practice, ensuring compliance with local employment legislation, and fostering a culture of strong teamwork and continuous learning and improvement at every level

Manage the day-to-day operations of the organisation, including line management of the management team and five other staff reporting to the post

- **External relationships**

Represent PRI positively and at the highest level, including at conferences, expert meetings and other advocacy forums, and take the lead in building strategic relationships

Maintain and develop good relationships with donors and current/potential partner organisations

With other members of the international staff team, identify opportunities and develop new programmes of work for income-generation and the fulfilment of PRI's mandate, and oversee effective project management

Contribute to maintaining the high profile and expertise of PRI in its organisational aims

- **Financial oversight**

With other members of the staff team, plan to ensure PRI has the financial resources to fulfil its organisational aims, remain viable and grow in a changing and challenging external environment

Oversee the financial management of the organisation, including ensuring financial controls are in place and followed, and ensuring that the Board receives high quality financial reports and analysis

- **Governance and strategy**

Lead on the regular review and implementation of PRI's strategic plan to ensure the effectiveness and sustainability of the organisation in a challenging external environment

Report regularly to PRI's Board on all aspects of the organisation's activities to enable them to fulfil their oversight responsibilities

Ensure that risks are identified and managed, the risk register is maintained and reviewed, and that the organisation meets all its regulatory and statutory compliance obligations

PERSON SPECIFICATION

The right person for the job will have a combination of the following:

Qualifications	Essential/desirable
Educated to degree level or equivalent	E
Qualification in law or other discipline relevant to the work of PRI	D
Experience	
Experience of working at senior management or executive director level with a track record in successfully delivering a strategic plan	E
Experience within the international NGO sector	D
Experience of fundraising and building a network of donors and other contacts relevant to the work of PRI	E
Experience of analysing complex financial information	E
Experience of representing an organisation at a senior level with key stakeholders and building strong relationships with strategic partners and donors	E
Experience of project management and/or working in consortia	E
Knowledge	
A thorough understanding of the criminal justice sector, preferably internationally, and of the application of human rights standards in this sector.	E
A broad understanding of governance and statutory requirements	E
Skills	
Strong strategic thinking, problem-solving skills, resourcefulness and creativity	E
Excellent written and verbal communication skills, in English, including effective public speaking	E
A good working knowledge of other, particularly UN, languages	D
The ability to work in a complex international environment, showing cross-cultural and gender sensitivity	E
An inclusive and supportive management style	E
Personal qualities	
A strong team player with a collaborative working style, able to motivate and inspire staff teams to achieve excellent results	E
A commitment to learning and sharing and continuous improvement on a personal and organisational level	E
Circumstances	
The legal right to live and work in the United Kingdom and/or European Union or the ability to obtain such a right	E
A willingness to travel internationally and work at weekends, where necessary	E