



CHIEF TRANSFORMATION OFFICER 9 MONTH CONTRACT

OPEN TO JOB SHARING OR SECONDMENTS

Salary £80,000 to 90,000 per annum depending on experience

Location Home-Based initially – in the UK, Bangladesh, Uganda, Tanzania, Sudan or Cambodia. If and when Covid-19 restrictions allow, we would consider the role being office-based in one of our offices in these countries.

Reports to Deputy Chair of Trustees and accountable to the Board of Trustees

Contract 9-months fixed-term. We are open to secondment arrangements and two people delivering the role in a job-share.

UK-based applicants must be eligible to work in the UK.

Disabled candidates are particularly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria and ensure reasonable accommodation in the interview process.

ADD International is looking for a Chief Transformation Officer to lead the organisation for 9 months through a time of re-imagination and change. Our current Chief Executive Officer is stepping down after 3½ years, and this is an exciting opportunity for someone with leadership experience and intrapreneurial drive to help define and build an INGO of the future; rooted in the lived experience of disabled people¹ in the countries we work in.

ABOUT ADD INTERNATIONAL

We are a disability rights organisation with 35 years of experience. We fight for independence, equality and opportunity for disabled people living in poverty in Africa and Asia.

We believe it is not the impairment, but the barriers in society, that limit people from reaching their full potential.

We work in areas of extreme poverty alongside disabled people's organisations run by

¹ In line with many countries in the global south and the language used in the UNCRPD we do also use the terms people with disabilities and organisations of persons with disabilities (OPD)

disability activists at a local and national level, supporting them with the tools and resources to build powerful movements for change.

ADD International is an ally to the global disability movement and we partner with disabled people's organisations and disability activists in Africa and Asia to help them access the tools, resources and support they need to build powerful movements for change. Movements that will achieve a vision of a world where all disabled people are free from discrimination and oppression and have full equality within an inclusive society.

WHY ARE WE RECRUITING THIS ROLE?

To most effectively achieve this vision we know we need to change and ADD International is aiming to transform itself this year. The Coronavirus pandemic, the merging of DFID with the FCO, and the Black Lives Matter protests are all drivers that have prompted us to take action. We want to shift resources and decision making to our offices, teams, partners and disability activists in the South. We want to decolonise how we work and forge a better, more sustainable and equitable role for ourselves in the global movement for disabled people's rights and equality into the future.

We want to move beyond words and take action this year.

Our current Chief Executive Officer is leaving us in June and rather than replacing a like for like role, we want to use this as an opportunity to change. So this is a new type of leadership role at the head of the organisation; one that will lead the organisation and our senior management team but crucially one that will support us all to re-imagine our role and transform the organisation.

WHY DO WE WANT TO TRANSFORM?

We need to transform firstly because it is the right thing to do; to shift resources and decision making to our offices, teams and partners in the global south and our disability activists in the south. Secondly, we need to develop a more sustainable and locally-driven business model that moves away from the traditional grant model to explore more innovative ways of resourcing our work, one that moves resource flows and power closer to our teams in the countries where we work and the persons with disabilities we aim to support. We want to support our country offices and Disabled People's Organisation (DPO) partners to become sustainable and accountable to their local communities.

Finally, we think our work will be more effective. The pandemic has shown that we can work differently. We have had to close our offices, work remotely, trust our partners more and suspend UK staff project visits. Our country offices have taken the lead on the pandemic responses, at pace and with more agile processes and systems. We are also discovering how much easier technology makes it to collaborate, co-create and communicate remotely. So we want to capitalise on this and find the most effective

ways of working moving forward.

WHAT IS ALREADY IN PLACE?

You will not be starting this work from scratch. In 2019 and 2020 we had consultations with key stakeholders and developed a new global strategic plan, so we are clear on what we want to achieve and are already mobilising around the new five-year strategy.

But we still have more work to do on what organisational model and business model we need to achieve this. We have begun work on a new business model, designed to achieve greater impact from our resources by getting them closer to the communities and movements we serve, decreasing our staff size in the UK; and maintaining our high standards of good financial stewardship, governance and accountability.

We have already made the commitment to shift the organisational centre of gravity from the global north to the global south and effect more empowered decision-making and responsibility in our country programmes.

Our staff teams are immersed in the work we do with disabled people and full of ideas and passion for how we deliver our work in the future.

We have strong delivery on the ground in our country offices and good relationships with disabled people's organisations and activists.

We have committed supporters, regular givers who donate to us across the UK and strong relationships with donors.

WHAT WILL WE WANT ACHIEVED?

This will be a 9-month post and during that time you will lead the organisation through a time of re-imagination and change, running of the organisation and overseeing the senior management team. We see the nine months achieving the following:

- **Month One** - Get to know the organisation; our teams, staff and partners. Agree clear performance objectives for the Senior Management Team over the 9 months you will be in post
- **Month Two, Three and Four** - Re-imagining the organisation.

You will get to work mapping out what ADD International can and should be in the future and the clear path we need to take to get there. By the end of month four you will have developed a credible new organisational model with the resourcing mechanisms, ways of working, staffing structures and partners required to bring this to life.

We envisage the following steps would be taken to get to this point.

1. **Listen and Learn.** We would expect you to digest all the past work that has been done on the future transformation of ADD. This includes our strategic plan, work on a new business model and the extensive consultation documents that were used in that process.

You will talk to and engage with staff across the organisation to learn from them about their views, visions and ideas of what a transformed ADD would look like, and how it would work and fund itself. You will also want to go back to some of the people we consulted last year, in particular connecting with disabled activists and DPOs we work with. They must be included and listened to help define what the shift to the south means and looks like for ADD International.

We would also want you to learn from the best ideas, pilots and practice going on elsewhere in the international development sector and disability organisations that have worked to increase the power and leadership of disabled people and/or the global south. So will expect you to know where these are, learn from them and talk to people with the brightest ideas and practical examples. These include the [Re-imagination of the INGO](#) project, [BONDS Sector Catalyst Programme](#) and many others.

2. **Create.** With all this information you will develop some prototype organisational models, including the business models that would sustain them and the people we would partner with to bring it to life. We want you to use creative design methodologies to do these and want them to be bold and provocative; covering a spectrum of opportunities of what we could become. These will be written up in easily digestible and shareable form.
3. **Test and iterate.** You can then re-engage with staff, partners and Trustees to share these concepts and to get them to iterate and improve these. Trustees and staff will kick the tyres on the concepts, improve and develop them and validate the more promising options.
4. **Finalise.** Taking on board everything you gather from the previous stage you will then work with SLT and Trustees to develop a final proposal for which organisational model we will pursue. This will include more detailed work on the staffing structures required and the resourcing mechanisms we would need to pursue, the ways of working we would need to put in place and the partners we would need to work with to bring this to life. This will be presented to the Board of Trustees for approval.

Our Director of Policy and Influencing will coordinate the first three stages of the transformation work with you, helping you to set up interviews, workshops and ensuring you have access to the internal documents, consultations, strategies

and best practices inputs you will need.

We will ask you to set up a clear project plan that divides up roles and responsibilities between yourself, the Director of Policy and Influencing as project coordinator, the SLT, and the Trustees at the beginning of this work. This plan will use bi-monthly Trustee meetings as decision points and decision-making fora.

- **Month Five, Six, Seven, Eight and Nine** - Bringing it to life.

Once our new model is agreed you will lead the staffing restructure required in partnership with Trustees, external HR consultancy support and in line with best practice.

You will begin some pilot activities to bring our new model to life and put clear plans in place for how we continue to do this and measure its success.

You will start to establish new partnerships with potential allies to accelerate our transformation and set up new funding relationships to resource our work in the future.

WHAT WILL BE THE WIDER LEADERSHIP ROLE OF THE CHIEF TRANSFORMATION OFFICER?

You will take on many of the leadership responsibilities of the previous Chief Executive taking overall management responsibility and accountability for the whole organisation.

You will report to the Board of Trustees and will manage three UK-based departmental Directors – International Development / Institutional Fundraising, Policy & Influencing and Finance & Operations - and five Country Directors in Bangladesh, Uganda, Tanzania, Sudan and Cambodia.

You will provide inspiration, inclusive leadership and cohesion to enable ADD International to continue to deliver its programmes at a time of change of re-imagination. You will lead a high performing directors team, developing individuals and ensuring strong teamwork that enhances organisational effectiveness.

You will maintain relationships with key stakeholders (particularly the Disability Movement and donors), acting alongside your senior leadership Team as ADD's ambassadors in the domestic and international arena, convening a wide range of actors to drive forward increased disability inclusion. Where opportunities arise to build new relationships with potential partners and donors you will take these.

You will report with clarity and transparency to the Board, ensuring it receives appropriate advice and information on all matters relevant to the discharge of its

governance responsibilities. You will manage risk effectively and pay relevant attention to safeguarding, security, legal and health and safety matters, to safeguard ADD's staff and people we work with.

HOW WILL THE ROLE BE CONTRACTED?

We would like to appoint someone on a fixed-term contract; however, we are open to creative ways for the right person to fulfil this post, including secondments into this role from another organisation, a consultancy contract or two people with complementary skill sets delivering the work in a job-share.

We would like you to start as soon as possible, ideally in June.

We would be open to flexible working arrangements or the role being done 4 or 5 days a week.

WHERE CAN THE ROLE BE BASED?

We have offices in London (those these are currently closed) and Frome (Somerset) in the UK, Dar es Salaam in Tanzania, Dhaka in Bangladesh, Kampala in Uganda, Khartoum in Sudan and Phnom Penh in Cambodia. Given remote working is likely to continue for a large portion of this work we would consider people based in other countries within workable time-zones of these countries.

WHAT SORT OF PERSON ARE WE LOOKING FOR?

This is a very exciting opportunity for someone, and we are seeking an individual of outstanding quality with a respected track record and someone who shares our drive to shift power in the international development sector and reimagine the role of UK organisations within the system.

Successful candidates will need to be an inspirational leader with strong strategic vision and creativity, combined with the experience and practical leadership skills to run the organisation and implement changes that will be needed.

You must demonstrate a passion for ADD's mission and have a deeply nuanced understanding of the lives of disabled people in the countries we work and a demonstrable commitment to the Social and Human Rights Models of Disability.

Specific things we would like you to have are:

- Experience of undertaking similar roles in the international development sector
- Clear commitment to the transformation of INGOs role in southern civil society; and the moving of resources and power.
- Experience of developing resource mobilisation strategies and business models that are fit for the future.

- Experience of undertaking strategic change processes that were human centered, creative and achieved positive change.
- Experience of leading senior teams
- Experience of disability and the challenges faced by disabled people in the global south, and the role of activists and disabled people led organisations in solving these
- Understanding and commitment to the Social and Human Rights models of disability
- Excellent communication and engagement skills

We are keen to promote strong principles of equality and diversity and encourage applications from all backgrounds. Disabled people are strongly encouraged to apply

WHAT DO I NEED TO SEND TO MAKE AN APPLICATION?

Please apply at <https://app.smartrecruonline.com/p/job/Chief-Transformation-Officer-22515>.

To apply, you will enter your details and upload your CV. You will then be sent a link to send us a separate document with answers to the following questions in no more than 1000 words. Please note these will be anonymised and reviewed before we look at the CVs of candidates.

- What do you think the future holds for the international development sector between now and 2030?
- Tell us about examples of how you have delivered business transformation and led teams in similar roles and how you will apply this experience in this role, focussing on examples from the not for profit or international development sector.
- ADD International supports the Social and Human Rights Models of Disability. Please explain what this means to you and what it will mean for this role.

WHAT IS OUR TIMETABLE FOR APPLYING?

Please apply by midnight on Monday 3rd May at <https://app.smartrecruonline.com/p/job/Chief-Transformation-Officer-22515>.

We anticipate that shortlisted candidates will be invited to first interviews the week of the 10th May and second interviews the week of the 17th May.

EQUAL OPPORTUNITIES.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply

and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

SAFEGUARDING.

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially. For more information on this please see the [safeguarding pages](#) on our website.

DATA PROTECTION.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.

Due to the nature of our roles, interacting with staff in our different country programmes, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.