



PROJECT DIRECTOR
APPOINTMENT BRIEF

APRIL 2017



OXFORD HR
WORLD LEADERS

INTRODUCTION

Every year, globally, more than 1.2 million people die on roads. Road deaths are one of the world's top ten killers and the biggest single cause of death in young people - the equivalent of two schools of children every day.

The United Nations Sustainable Development Goals, adopted in 2015, call for deaths and injuries on roads to be halved by 2020, and for sustainable transport to be accessible to all by 2030. Transport is also a major contributor to climate change and a cause of early deaths from respiratory diseases linked to air pollution. Obesity is also rising due to lack of safe, segregated walking and cycling paths.

ABOUT BRAKE

Brake is a humanitarian charity, which was specifically established in response to this crisis, preventing violent deaths, life-changing injuries, mitigating climate change, and supporting people in need.

Brake's vision is of a world without road casualties, greenhouse gases or air pollution from road transport. They work to inspire, inform and engage people to act to achieve their vision of safe, green, healthy and fair transport. They also fight for the rights of people bereaved and injured in road crashes.

Brake delivers domestic campaigns and services in the UK and New Zealand, where their head offices are based. They also undertake global work, with their capacity-building information and advice services particularly aimed at global audiences, benefitting from their head offices in two time zones.



PROJECT DIRECTOR

Huddersfield, West Yorkshire

The new Project Director will have responsibility for, and be tasked with, the delivery and development of established and emerging projects.

Brake has function teams specialising in specific aspects of their work including:

- **Community engagement** - responsible for community-led events and their promotion on key themes such as speed
- **Professional engagement** - responsible for engaging organisations that operate fleets of vehicles (about one in three deaths involve an at-work vehicle)
- **Communications and campaigns** - spearheading our profile in the media and our campaign messages
- **Victim services** - including our acclaimed and accredited helpline for bereaved and injured people funded by the Ministry of Justice.

They also have an active network of volunteers, many of whom have been affected by road crashes and who speak out for road safety and sustainable transport.

The Project Director will bring these efforts together to ensure projects are delivered to meet or exceed expectations in terms of quality and in terms of time and budget, and have the capacity to be developed further.

Two examples of diverse Brake projects are:

- **UK's Road Safety Week** - an inclusive, annual awareness-raising initiative Brake coordinates, see <http://www.roadsafetyweek.org.uk>
- Accredited **victim helpline** - see <http://www.brake.org.uk/victim-support>.

Another example is their programme of conferences and seminars for professionals, ranging from an awards programme for fleet managers to nationwide professional development training for police officers in contact with bereaved road crash victims.

Above all, the post ensures that, in line with existing Brake strategies, any project assigned to the Project Director is characterised by:

- Quality development and timely delivery;
- Financial sustainability;
- Increasing audience reach



PROJECT DIRECTOR

SALARY: £40,000 to 55,000 dependent on experience plus 5% pension contribution

PURPOSE: The Project Director will have responsibility for, and be tasked with, the delivery and development of established and emerging projects.

REPORTING: Chief Executive

RESPONSIBILITIES

Reporting to and working with the chief executive, responsibilities include:

- Development of quality processes for designated projects, including setting project performance indicators and targets, monitoring and evaluating, testing and consultation internally and externally, and documentation of project activities;
- Delivery of these designated projects within budget and schedules, to ensure successful completion, and the meeting or exceeding of the anticipated outcomes;
- Liaison with a wide range of external stakeholders including civil servants, and chief executives of partner organisations, in connection with these projects and in order to develop and sustain Brake's funding and our reputational credibility;
- Management of some of the charity's team managers, relevant to the background and expertise of the appointee, co-ordinating and fostering teamwork;
- Reviewing and reporting on progress, imbedding existing and emerging mechanisms to ensure regular dialogue and a common approach to major issues that arise;

This post is based in our UK office but includes liaison with international stakeholders and their office in New Zealand.



PERSON SPECIFICATION

- Strong operational skills and a background, at manager or director level, leading project work in a fast-paced commercially-driven environment that is externally focussed;
- Gravitas to work at a director level within a growing organisation with a global ambition;
- Motivation to achieve outcomes for the charity, with a deep seated passion for the cause;
- Effective leadership and management of commercially-oriented projects with demonstrable evidence of success.
- Process and deadline driven - developing the charity through standardised approaches, with a focus on extension of reach and level of service;
- Effective manager of staff and work schedules to performance indicators and associated targets, following and promoting best practice management techniques;
- Relationship builder - highly effective at liaising with external stakeholders to achieve concrete outcomes that help sustain funds, improve quality and build reach within enviable time frames;
- Financially driven - understanding that a key aspect of this role is liaising with funders and identifying and seeking additional funding from new and more diverse funding sources, ensuring revenue meets expenditure and upholds our reserves;
- Strategic thinker with a thirst for knowledge and the application of knowledge; understanding and working effectively in the arenas of research, testing, monitoring and evaluation to ensure the charity's work is appropriate and effective;
- Proven ability to write in 'plain English' with a high level of attention to detail, in a way which can easily be understood;
- Confident and clear verbal communicator, with the ability to convey the vision and key messages of the charity both internally and externally at a consistently high level;
- Experience of leading on the development and dissemination of projects that use a variety of techniques to achieve delivery including a "digital first" approach;
- Global outlook - understanding how the charity's UK work connects to global agendas and Brake's global services;
- Adaptable to changing circumstances and needs and good cross-team working and able to "have a go" at any appropriate task.

QUALIFICATIONS/ EDUCATION

- Bachelor's Degree in related field.

FLEXIBILITY IN ROLE

- This role is office based but a small amount of home working may be allowable through negotiation;
- There will be travel outside of working hours and some overnight stays expected from the successful candidate. Appropriate TOIL will be awarded.
- This role is full time;
- The post holder must be prepared to attend external meetings, particularly in London but also elsewhere. Wherever possible we organise meetings by phone or webinar to reduce environmental impact;



HOW TO APPLY

To apply for this position, please forward a copy of your CV, together with a supporting statement to break@oxfordhr.co.uk.

Please ensure that your submission fully addresses the appointment criteria in the person specification.

You should provide the names, positions, organisations and contact telephone numbers of two referees. References will only be taken once your express permission has been granted.

We would be grateful if you could also let us know if you require any special provision as a result of any disability should you be called for interview.

Finally, please ensure that you have included your mobile and home telephone numbers, as well as dates when you will not be available or might have difficulty with the indicative timetable:

Closing date	Wednesday 10 May
Preliminary interviews	Friday 19 May
Final Panel Interviews	Week of 29 May

These dates may be subject to change, and applicants will be advised in advance should this happen.

SELECTION PROCESS

All candidates will receive feedback within four working days of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the final interview.

EQUALITY STATEMENT

Equality and diversity is at the core of Brake values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact **Philip Nelson** at break@oxfordhr.co.uk in the first instance.



ABOUT OXFORD HR

Oxford HR operates globally - mainly within the international development and UK charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



OXFORD HR
WORLD LEADERS

Oxford HR Consultants Ltd

The Old Music Hall, 106-108 Cowley Road, Oxford OX4 1JE UK

Tel: +44 (0) 1865 403 298 | Web: www.oxfordhr.co.uk | Reg. Company No. 6456325