



Appointment of  
**Chief Executive**



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# 1. INTRODUCTION



## Dear Candidates,

Thank you for your interest in INTRAC and in joining the team as our new Chief Executive.

This is an exciting opportunity to lead INTRAC at a time when the role of civil society is changing rapidly at the same time as international NGOs and agencies are promoting local leadership and greater diversity. Since its inception INTRAC has rapidly gained a strong international reputation for supporting the effectiveness of civil society around the world and we wish to remain at the forefront of these developments.

We have agreed broad strategic objectives to guide our future direction. Our overall aim is to significantly increase local ownership and voice and enable global connections and networks. We will achieve this through a combination of civil society development, using evidence to strengthen policy and practice and advocating with others to achieve change.

Our programme pipeline is helping generate the resources necessary to realise our mission and we are now looking at new ways to increase income and therefore impact.

Our Interim Chief Executive has successfully focused on the underpinning model and processes as well as new funding areas. This is therefore the ideal point for someone to come in and build on the achievements to date. The Chief Executive will drive forward the next stage of our development and communicate our strategic intent more clearly and widely. The role offers considerable scope to introduce new thinking and forge new partnerships and alliances.

We are looking for someone to bring vision, inspiration, and dynamic leadership to INTRAC. You will have skills in strategic leadership and effective management, be a good communicator, strong networker and have a proven track record in raising funds from a wide range of sources and working with donors.

If you would like an initial conversation, please contact me on [CMiller@intrac.org](mailto:CMiller@intrac.org)

Carolyn Miller

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## 2. INTRAC

INTRAC is an independent not-for-profit organisation. Our mission is to influence positive social change by strengthening civil society organisations, helping them develop, engage with others, and do what they do better. Our vision is that people are able to come together and to organise in forms that are effective, sustainable, and legitimate in their own societies.

In the regions and countries where we work, we seek to strengthen access to sustainable, high quality, transformative capacity development support for civil society and to influence policy makers, government regulators and funders to improve civil society-related policy, strategy, and practice. Our work is currently funded through the income from our consultancy work, and fees for the training we provide.

### **Our strategic aims are to:**

- Increase access for civil society actors to support services in the global South.
- Support INGOs and funders to build equitable relationships with and increase the agency and voice of their partners in the South.
- Facilitate cooperation and exchange to influence policy.

Our work is underpinned by [a set of values](#) to which we adhere and seek to live out. We are committed to working in ways that amplify southern civil society legitimacy and voice, and recognise that to do this we, and other development actors need to change our attitudes, behaviours and practices and rebalance partnership dynamics.

Through our consultancies and research work we monitor and analyse trends and policies affecting civil society and contribute to joint learning and the development of good practice in the sector. Our partners and clients include all types of civil society organisations from grassroots and activist organisations to large international level NGOs, as well as bilateral and multilateral donors, foundations, policy makers and regulators who support and set the parameters for civil society.

Our work is delivered by a small group of staff with in-depth thematic, regional, and methodological expertise, and a global network of independent consultants. More details can be found on our [website](#).



Staff at CTA following training provided by INTRAC

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## 3. ROLE DESCRIPTION

You will lead INTRAC in developing and implementing its ambitious strategy through wide ranging programmes of support, increasing INTRAC's profile and forging international partnerships and collaborations. The role combines the leadership of the senior team and acting as an ambassador to a large external platform of current and prospective partners, policy makers and wider civil society. This will involve further building the resilience and financial health of the organisation.

### **Strategic leadership**

- Driving the delivery of the vision and strategy including its further development and implementation to ensure that INTRAC is able to deliver on its mission
- Agility in adjusting INTRAC's approach and model in a changing context
- Positioning INTRAC strategically in relation to key external trends and opportunities

### **External representation and profile**

- Inspiring INTRAC's diverse audience including governments, civil society and NGOs, business and industry and donors to contribute to INTRAC's mission
- Raising and further enhancing the profile and strengthening a growing alliance of civil society actors
- Advocating with and advising donors, governments, and INGOs for improved policies and programmes that support and expand the space for local civil society

### **Leading managing and motivating staff**

- Leading and managing an effective and motivated team. Creating a positive and cross functional team culture in which our people thrive and excel, providing clear direction and support.
- Creating and maintaining an inclusive culture where people of all cultural diversity can thrive Driving the development of a global network of associates
- Ensuring that INTRAC has the systems, policies, and culture on place to maximise the potential of staff and associates in line with current and future organisational needs
- Undertaking and promoting good and inclusive internal communication
- Creating and maintaining a culture of safeguarding free from SEAH for all staff and other stakeholders connected to INTRAC.

### **Governance and management**

- Ensuring good governance and accountability. Reporting to the Chair and working closely with the Board of Trustees as well as measuring and reporting on corporate performance
- Providing leadership of all risk management, financial and impact goals and holding the team accountable for delivery
- Ensuring a high quality of services to partners clients and members and assessing impact
- Ensuring compliance with all relevant legislation statutory and contractual requirements

### **Finance and funding**

- Ensuring sound financial analysis and management
- Developing and keeping under review a business plan designed to maximise impact and viability
- Securing income from a range of sources and expanding and diversifying funding mechanisms

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## 4. PERSON SPECIFICATION

You will be a visionary yet practical leader with significant experience in strategically leading and managing international organisations. You will be a good communicator with strong interpersonal skills and the ability to build diverse relationships with a range of partners and donors and the wider INTRAC network. You will have a proven track record in raising funds and working with donors.

Candidates will have a passion for INTRAC's mission and embody its core values and will demonstrate the following qualities:

### **Experience and knowledge**

- Significant and successful experience of leadership and management at senior level
- Leadership in the development of strategy and the ability to inspire and manage its implementation
- Experience of remotely managing a culturally diverse team
- Considerable involvement in leading change management processes
- A strong and proven track record in raising funds from diverse sources
- Strong communication skills with the ability to promote INTRAC with confidence and authority
- Experience of international development especially linked to civil society
- Experience and knowledge of network organisations and alliances is desirable

### **Other qualities**

- A passion for and commitment to the aims and values of INTRAC
- Strong personal credibility and integrity with the ability to inspire the staff team and a diverse network of stakeholders
- An entrepreneurial mind-set with the ability of identify and galvanise others to seize new opportunities
- Leader who encourages collaboration, innovation, and action
- Emotional intelligence, resilience, and an ability to encourage collaborative and transparent working relationships
- Leader with a strong commitment to diversity, inclusion, and equity.

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## 5. HOW TO APPLY

The role can be based inside or outside the UK with some time spent in Oxford and with overseas travel. If outside the UK, the candidate must have the right to work in the UK.

Salary: up to £80,000 for the right candidate depending on experience and qualifications

To apply please send a two-page covering letter of application addressing the job specification and a CV to [recruitment@intrac.org](mailto:recruitment@intrac.org)

The closing date for applications is 31st October midnight UK time and we aim to interview shortlisted candidates in November.