

More

Driving impact. **Joining More Partnership**
as **Executive Officer.**

More Partnership

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Dear Candidate

Thank you for considering the role of Executive Officer with More Partnership.

Purpose is a key word in our vocabulary. More's stated purpose is to *advance great ambitions*, and in pursuit of that the business coordination team exists to drive the impact of the work we each do. As such, members of the team support consulting colleagues to:

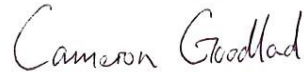
- Be as **effective** as they can be
- **Learn** constantly, building on the insights and experience of others
- Deliver the highest **quality** work they can, consistently.

We believe that this will best equip us to make a difference, help us each to be fulfilled in the work we do, and draw to us both clients and colleagues who themselves are pursuing great ambitions.

The following pages include more information about us, about the Executive Officer role, and about the application process in general. We hope that this will help you to make an informed decision about your application and will start to give you a sense of what it would be like to work with us. If you have further questions, please contact me.

We hope that the enclosed information will encourage you to consider joining us and we look forward to receiving your application.

Yours faithfully,



Cameron Goodlad
Finance and Operations Lead

About More Partnership

Our purpose, values, offer and what people say about us.

At More Partnership, we advance great ambitions

More Partnership is a fundraising consultancy – and more. We support organisations, large and small, on five continents, in the education, arts, health and charitable sectors. Our purpose is to advance great ambitions by helping organisations to understand their opportunity, fundraise more effectively and maximise their impact.

We are a values-driven group of 23 Partners working as a virtual company from across the UK, France, the USA and Uganda, with four members of the Business Coordination team based in our Head Office in Dundee, Scotland.

Over the past three decades, the partnership has gone from strength to strength and in 2018-19 we enjoyed our most successful year ever, supporting more than 150 clients and turning over in excess of £2.5M.



Our values guide everything we do

Challenge
ourselves

We embrace new ideas and opportunities to keep learning and innovating.

Keep
it real

We ground our advice in evidence and take a pragmatic approach to make change happen.

Bring
the joy

We firmly believe that great relationships can lead to life-changing outcomes.

Go beyond

We stretch ourselves so our work delivers the best impact

What makes More a great company to join?

We believe there are 5 top reasons why you should want to join More Partnership:

- 1. The calibre and impact of our clients.** We are currently advancing the ambitions of organisations across the UK and the world, including: the University of Oxford, Guy's and St Thomas Charity, Cancer Research UK, Arts Centre Melbourne, the University of Glasgow, Metropolitan Opera and the University of Witwatersrand, Johannesburg.
- 2. The span of our work.** More Partnership is a fundraising consultancy – and more. We support not-for-profit organisations at every stage of their philanthropic journey, whether they're setting their direction, training their teams, getting on with projects or evaluating their performance.

3. The attitude of our people. We are a group of people with a very strong sense of ethos, of commitment and shared values. We listen to and respect each other deeply, constantly learning from each other and genuinely seeking to always become better at what we do.

4. Our flexible way of working. As an international virtual consultancy firm our workday doesn't always fit neatly between 9am-5pm and we organise our time to best serve our clients. We are therefore smart about how we work and benefit from the flexibility this creates for other opportunities: mid-morning dog walks, work outs, lunchtime German lessons and childcare flexibility.

5. Our company structure. We will soon become an employee-owned company and individual responsibility is central to the way we work. This fosters in each of us and collectively a very deep sense of personal accountability as the stewards of a successful company with a nearly two-decade history.

What makes More a great company to join?

We asked some of our colleagues what they thought made More a great company to work for

*“We are a company where people want to **learn**, to improve, to enquire, to develop and to share: it is the (not so) secret ingredient that helps to set us apart.”*

*“You have to be **comfortable with the continuous discomfort** of striving for excellence: of asking ‘how can we do this better?’”*

*“You need to be responsible for yourself; to be **independent, self-aware and proactive.**”*

*“Because we are small, we can be **agile** and flexible, we react quickly and empower each other to take decisions.”*

*“One risk of working in a virtual firm is that it can sometimes feel a bit lonely. While we don’t have a watercooler, we celebrate each others’ successes, and **invest time in each other.** Our Slack channels are filled with pictures: of Rebecca with Hope the blue whale at the opening of the Natural History Museum’s Hintze Hall; of Siôn and Marc in Åarhus; of Liam in Uganda with his disturbing beetle bite.”*

*“We also see each other through a **regular cycle of company meetings**, through client work and on an ad hoc basis not to mention that once a year, we take ourselves away for 3 days as a company to wrestle with big thorny issues.”*

*“We are very **evidence-based**: we collect it, sift it, synthesise it and analyse it; we are purpose and outcome driven.”*

What we do

Our work falls within four distinct but linked stages of our clients philanthropic journey.

- We help our clients **plan** their fundraising to give them clear direction, a compelling story and better engaged stakeholders.
- We **equip** their teams with the knowledge, skills, tools and confidence to take their work further, for example so they can manage their data more effectively or better understand their audiences.
- We help them **do** more and get to work, right away, by providing specialist leadership skills, experienced hands-on support or additional fundraising capacity.
- And we help them **evaluate** their performance to understand their opportunity, and most importantly, their future potential.



What our clients say about us

“Honesty and respect shows up in everything More Partnership does.” **Moorfields Eye Hospital**

“While other consultancies came in with very set ideas, Simon and his team listened. Their experience and professionalism also made them credible with our senior management. I was also bowled over by the support from the More Partnership head office. Their tenaciousness in organising 45 interviews in just a few months contributed to the extraordinary speed of this huge project.” **Cancer Research UK**

“Ian and Liam have remained my ‘wise men’, whom I can call on for independent advice and inspiration at any critical moment.” **Royal Botanic Gardens, Kew**

The practical benefits of More Partnership’s benchmarking have been immense. In fact, it’s hard to imagine life without this data.” **University of Oxford**

Sleeves rolled-up
Intelligent
Empathic
Approachable
Fun
Experts
Critical friends
Client-focused
Reliable
Good listeners
Authentic
Straight-talking

Some of the words our clients used to describe us in our 2016 independent client feedback study

Our clients in 2018

| | | | | | |
|--|---|---|--------------------------------------|--------------------------------------|---|
| Aarhus University | The British School of Paris | Imperial College London | Pembroke College, Cambridge | St George's, University of London | University of Sunderland |
| Abertay University | CASE | Imperial War Museums | Pitzhanger Manor House | St Helen's School | University of Surrey |
| Almeida Theatre | City of London School | Institut des Hautes Études Scientifiques | The Portsmouth Grammar School | St Martin-in-the-Fields | University of Sussex |
| Alzheimer's Research UK | City of London School for Girls | International Committee of the Red Cross | Quebec-Labrador Foundation | Stellenbosch University | University of the West of England |
| American Associates of the National Theatre | Coventry City of Culture 2021 | Israeli Friends of Alyn Hospital | Queen's University Belfast | The Aurora Project | The University of Western Australia |
| American Associates of the Old Vic | Cancer Research UK | Jesus College, Oxford | Queensland University of Technology | The Institute of Cancer Research | University of the Witwatersrand, Johannesburg |
| American Friends of the London Garden Bridge | Cumbernauld Theatre | King's College London | RAF Museum | The National Holocaust Centre | University of Wollongong |
| American Friends of LAMDA | Downing College, Cambridge | King's College London | Rory & Elizabeth Brooks Foundation | The Open University | Vlerick Business School |
| American Friends of Winchester College | Dynamic Earth | Lady Margaret Hall, Oxford | Rosehill Theatre | The Tiffin Girls' School | Wadham College, Oxford |
| Ampleforth Abbey and College | Emmanuel College, Cambridge | Latymer Upper School | Royal Academy of Music | The University of Melbourne | Welthungerhilfe |
| Arts Centre Melbourne | Epilepsy Society | Leaders' Quest | Royal Botanic Garden Edinburgh | The Warburg Institute | Westminster School |
| Association of Commonwealth Universities | Farms for City Children | Liver Institute and Foundation for Education and Research | Royal College of Art | Toulouse School of Economics | Wild Philanthropy |
| Aston University | Fixed Income Analysts Society Inc | Livingston Ripley Waterfowl Conservancy | Royal College of Physicians | Trinity College Dublin | Winchester College |
| The Australian National University | Flute Theatre | London School of Economics | Royal College of Surgeons in Ireland | University College London | Wolverhampton Grammar School |
| Australian Regular Giving Benchmarking | Fondation de France | London South Bank University | Royal Grammar School Newcastle | Ulster University | York St John University |
| Ayrshire Hospice | Fondation de l'École Normale Supérieure | Magdalen College School | Royal Northern College of Music | University College Dublin Foundation | |
| Baker Dearing Educational Trust | Fondazione Giorgio Cini | Maggie's Centre | Royal Scottish Geographical Society | University of Bath | |
| Benenden School | Friens of École Normale Supérieure | Melbourne Business School | Royal Shakespeare Company | University of Bradford | |
| Birkbeck, University of London | Fuel Theatre | Merton College, Oxford | Saltire Foundation | University of Bristol | |
| Bletchley Park Trust | Goldsmiths, University of London | Monash University | Scottish Ballet | University of East Anglia | |
| Brighton Dome & Festival Limited | Great Ormond Street Hospital Children's Charity | Museum of London | Sheffield Hallam University | University of Essex | |
| British Academy | Guy's and St Thomas' Charity Hall for Cornwall | National Library of Scotland | St Albans High School for Girls | The University of Glasgow | |
| British Heart Foundation | Homerton College, Cambridge | National Trust for Scotland Foundation USA | St Catharine's College, Cambridge | University of Helsinki | |
| | | Newcastle University | | University of Leeds | |
| | | New Model in Technology & Engineering | | University of Leicester | |
| | | Nottingham Trent University | | University of Oxford | |
| | | Orange Tree Theatre | | University of Roehampton | |
| | | | | University of Stirling | |
| | | | | University of Strathclyde | |

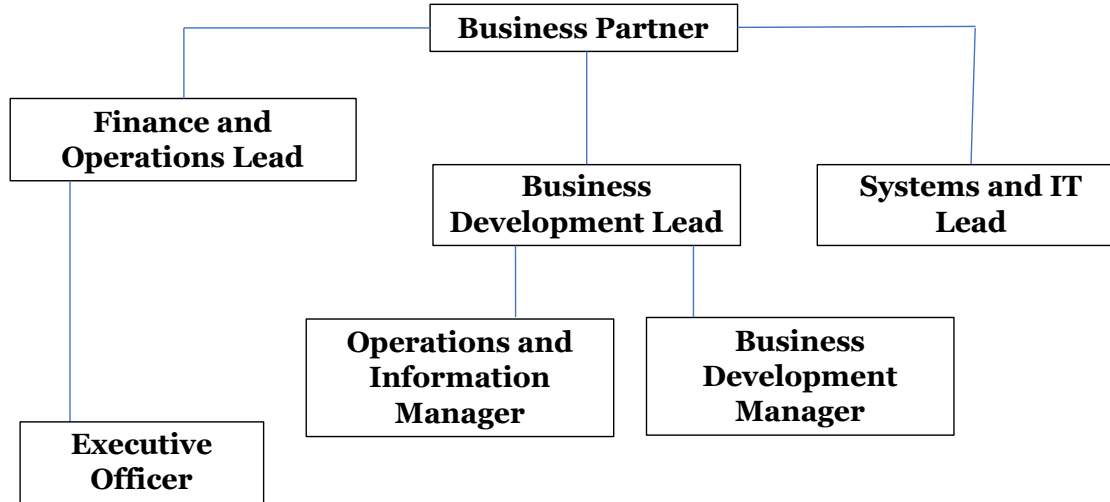
About the opportunity

The team, the role and what we are looking for.

Background and purpose

Business coordination plays an essential role in the direction and growth of the Company and in the impact we achieve in partnership with our clients.

Considering the changing needs of the Company, we have recently restructured business coordination to inspire an even more effective team, which leads on the Company's finances, operations, systems and business development. The structure of this central team is outlined below.



The Role

Role description

The Executive Officer will provide mainly administrative expertise to ensure the effective daily running of the firm and key Company processes; and provide pro-active support to the Executive Team and the Transition Board. The Executive Officer will report to the Finance and Operations Lead.

Expectations and Responsibilities

The Executive Officer will be expected to:

- Develop close and dynamic working relationships across the business coordination team, and positive relations with consultants throughout the Company.
- Provide critical and pro-active executive support to the Executive Team and the Transition Board, including meeting organisation, formal and informal minute taking, following up on specific actions, communicating actively with colleagues in the Company, and preparing project plans to deliver agreed priorities.
- Deliver financial processing, including the preparation of invoices, VAT submissions, processing expenses, payment of Company bills, debtor monitoring and actively monitor bank transactions.
- Administer critical aspects of HR, including the recording of leave, absence and sickness, and provide administrative support for the cycle of individual objective setting and review.
- Oversee the implementation and upholding of the Company's health and safety policy.
- Be a single, dependable point of contact for consultants who need directing to colleagues within business coordination for specific matters; and liaise directly with consultants on matters relating to client invoicing and debt monitoring.

The Role

Expectations and Responsibilities (cont.)

- Pro-actively coordinate dates and arrangements for all Company meetings and occasionally for national and international meetings in client work.
- Be responsible for compliance with data protection principles for secure storage of personal information in the office.
- Deliver administrative support for feasibility studies to support the Business Development Manager.
- Provide administrative support for events, including the collation of guest lists, printing of name badges, ensuring Company materials are available at venues, and soliciting and summarising feedback.
- Ensure that the office is maintained and able to operate effectively, including managing incoming mail, office facilities (such as utilities, stationary including business cards, and office systems) and the payment of relevant bills.

The Role

Competencies and experience

We are looking to appoint someone who:

- Epitomises More's values and is committed to the mission of the Company.
- Has experience in a demanding administrative role, with an ability to prioritise and deliver against tight deadlines.
- Adopts an active approach in seeking to identify improvements to office processes and policies, liaising with the Finance and Operations Lead to drive positive change.
- Has experience of offering pro-active and responsive support for a diverse and dispersed consultant team.
- Has experience in handling personal and commercially sensitive information, and is familiar with data protection and GDPR legislation.
- Has experience at working with a diverse range of people and understanding others' perspectives.
- Has good knowledge of best practice in relation to financial processes.
- Is highly organised and can balance a problem-solving approach with uncompromising attention to detail.
- Is a proficient user of Microsoft Office and other productivity applications and adapts to using different IT systems and software.
- Has drive, initiative and resilience, and is equally comfortable working with order and ambiguity.
- Has an ability to work independently and decisively when the situation demands it.
- Has an overall approach that is flexible and pragmatic, with a focus on objectives and outcomes; is a determined driver of progress.

Benefits, terms and conditions

Job Title

Executive Officer

Location

Dundee

Works closely with

members of the Business Coordination team, Consulting Partners and Associates

Type of position

Permanent

Benefits

- The salary for the role is expected to be £23,107 to 27,432, dependent on experience
- Holiday allowance is 28 days per year, including public holidays
- Participation in the statutory company pension scheme (3% employer contribution)
- Participation in profit-share bonus scheme

Conditions

The probation period will be 6 months. Following successful completion, you will be proposed as a full member of the Partnership.

About the application process

What we'd like to see from you, how to apply and our anticipated timeline.

The application process

We are a thriving small company whose growth has come from recruiting highly talented individuals and helping them to become the best they can be – both individually and as part of our team.

As a result, recruitment is critically important to our future success and we take it very seriously.

We are particularly keen to ensure that the individuals we recruit to More Partnership:

1. Are really good at what they do
2. Share our purpose and values and are willing to live by the principles that shape our community
3. Can thrive in an environment where they have a high degree of responsibility and autonomy
4. Are likely to want to remain part of the company for the long term.

As a result, our application process is designed to help you and us understand what drives you, what interests you, what you value, what you've achieved, and what your potential contribution to the longer-term success of the firm is likely to be.

The application process

An overview

Stage 1

Please submit

- A CV (no more than 2 pages)
- A covering note outlining why you've applied, what you would bring to the role, and what you would hope to achieve in the first six months (no more than 2 pages)
- Contact details of two referees

By Friday 26 April to
jobs@morepartnership.com

Stage 2

Interview day

This will take place on Friday 10 May in Dundee and will include

- a formal interview
- an informal discussion with members of the business coordination team via Skype
- a series of administrative tests

Stage 3

Offer

We expect to make a formal offer during the week beginning 13 May

