

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
Aberartay 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	Downing College, Cambridge	King's College London	RAF Museum	The National Holocaust Centre	University of Wollongong
American Friends of LAMDA	Dynamic Earth	Lady Margaret Hall, Oxford	Rory & Elizabeth Brooks Foundation	The Open University	Vlerick Business School
American Friends of Winchester College	Emmanuel College, Cambridge	Latymer Upper School	Rosehill Theatre	The Tiffin Girls' School	Wadham College, Oxford
Ampleforth Abbey and College	Epilepsy Society	Leaders' Quest	Royal Academy of Music	The University of Melbourne	Welthungerhilfe
Arts Centre Melbourne	Exeter College, Oxford	Liver Institute and Foundation for Education and Research	Royal Botanic Garden Edinburgh	The Warburg Institute	Westminster School
Association of Commonwealth Universities	Farms for City Children	Livingston Ripley Waterfowl Conservancy	Royal College of Art	Toulouse School of Economics	Wild Philanthropy
Aston University	Fixed Income Analysts Society Inc	London School of Economics	Royal College of Physicians	Trinity College Dublin	Winchester College
The Australian National University	Flute Theatre	London South Bank University	Royal College of Surgeons in Ireland	University College London	Wolverhampton Grammar School
Australian Regular Giving Benchmarking	Fondation de France	Magdalen College School	Royal Grammar School Newcastle	Ulster University	York St John University
Ayrshire Hospice	Fondation de l'École Normale Supérieure	Maggie's Centre	Royal Northern College of Music	University College Dublin Foundation	
Baker Dearing Educational Trust	Fondazione Giorgio Cini	Melbourne Business School	Royal Scottish Geographical Society	University of Bath	
Benenden School	Friends of École Normale Supérieure	Merton College, Oxford	Royal Shakespeare Company	University of Bradford	
Birkbeck, University of London	Fuel Theatre	Monash University	Saltire Foundation	University of Bristol	
Bletchley Park Trust	Goldsmiths, University of London	Museum of London	Scottish Ballet	University of East Anglia	
Brighton Dome & Festival Limited	Great Ormond Street Hospital Children's Charity	National Library of Scotland	Sheffield Hallam University	University of Essex	
British Academy	Guy's and St Thomas' Charity	National Trust for Scotland Foundation USA	St Albans High School for Girls	The University of Glasgow	
British Heart Foundation	Hall for Cornwall	Newcastle University	St Catharine's College, Cambridge	University of Helsinki	
	Highgate School	New Model in Technology & Engineering		University of Leeds	
	Homerton College, Cambridge	Nottingham Trent University		University of Leicester	
		Orange Tree Theatre		University of Oxford	
				University of Roehampton	
				University of Stirling	
				University of Strathclyde	

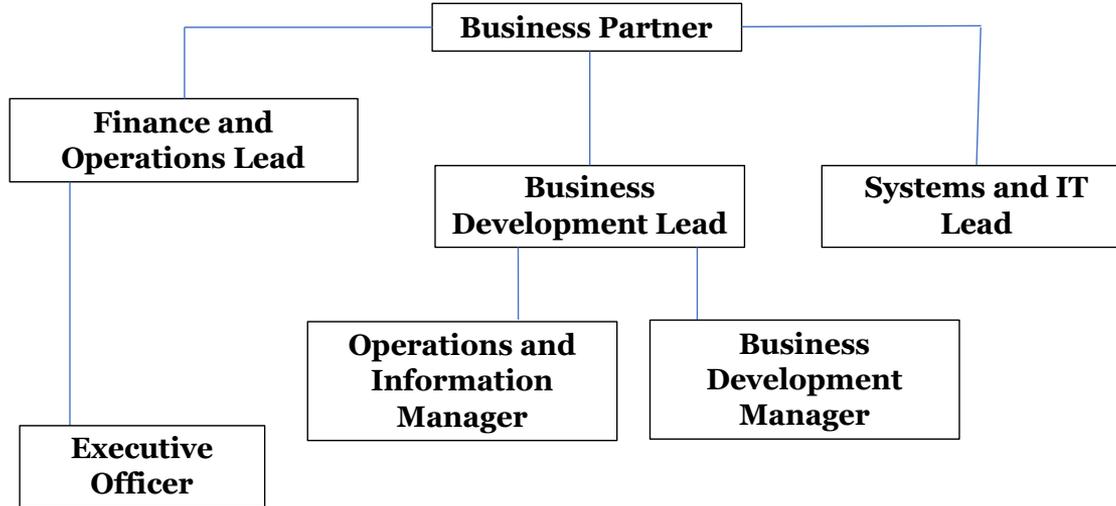
About the opportunity

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

