



EXECUTIVE DIRECTOR

(12-15 MONTH “NEW PARENT LEAVE” COVER)

Also open to job-share applicants who have worked together well in the past

Location: Hybrid working. Our flexible working policy requires everyone to be in our east London office for 25% of the time as a minimum because building in-person relationships is important to us (that could be one week a month, or a day or two a week), but you're welcome to be there more as many staff are.

Salary: £61,906pa

Hours: Full-time, which for NEON is 28 hours a week - the equivalent of a 4 day standard work week. This can be done over 4 or 5 days, that's totally up to you. Hours are generally flexible, with some core meetings everyone has to be at. If you are job-share candidates, we'd be open to you doing a total of 6 days between you

Benefits: a 28-hour week as our FTE with no change to salary, 7.5% employer matched pension, genuinely flexible working, 20 days holiday per year (25 days pro rated for a 4 day week), plus bank holidays and Christmas break, a progressive Parenting Policy, Sabbatical Policy, and a generous staff development budget

Reporting to: Chair of the Board

Application deadline: Rolling - we will start considering applications on the morning of Monday 6th March 2023. This is an earlier deadline than we usually practice, since we'd like the person to have as much overlap as possible with our current co-directors. We will close the recruitment process as soon as the position is filled

Start date: as soon as possible - to allow for maximum overlap with current Co-Directors before they go on leave

Interview dates: rolling - earliest first interviews would be the week commencing 13th March, with second interviews the week commencing 20th March 2023

This role requires that you have the right to work in the UK



We know that people from certain backgrounds and identities are often excluded in progressive movements and we're committed to doing what we can to correct this. So:

- we particularly welcome applications from marginalised groups, especially people of colour and other ethnic minorities, people who identify as LGBTQIA, Disabled people and those who identify as working class or have done so in the past.
- we know the work goes way beyond "diversity", it's about making the space inclusive too. So we are continuously working on that at NEON. So far this includes tangible things like a flexible work policy so people have genuine flexibility around where and when they work and a 28 hour week as standard; a gender-neutral parenting/leave policy, an anti-oppression strategy which is held at senior level given how important it is to the organisation. It also includes the day-to-day work of creating psychological safety for everyone at NEON and celebrating the wisdom of black, indigenous, queer, Disabled and other cultures in the way we work and behave
- there are no formal education requirements for this role. As long as you can show us you have the skills we don't mind where you got them from! Also important to us is your potential to learn and grow in the role so even if you don't have 100% of the skills listed we want to hear from you.

About us:

Neon is a not-for-profit organization committed to accelerating social movements. We work across a wide range of progressive issues including climate, housing, healthcare, and migration and we support over 1,000 organisers across the UK working towards political, environmental, and social justice. Our theory of change is rooted in understanding both the strategies, stories, and structures required to sustain a movement. Short term, this results in improved movement infrastructure, skills, and connections; long term, it leads to robust relationships and movement alliances capable of systemic change.

We also aim to demonstrate that a better world is possible through experimenting internally with our culture and policies. We want to build a workplace centred on joy, care and justice and are ambitious about what an alternative could look like. We currently have 17 staff.



To build a culture and community that lasts, we organise around three values:

- **Solidarity** - we're here to change the system and that requires working together across issues and sectors that aren't normally in the same room. This means placing anti-oppression at the heart of our work and building the power of people most often affected by injustice to change the leadership of our movements
- **Generosity** is about sharing our time, resources and learning with one another as we support each other's work. It means being open and honest with one another, especially when we hit problems, and thinking creatively about how we positively build from there
- **Respect** is the bottom line for all relationships in NEON. It means being respectful of different backgrounds and life experiences and giving space for all voices to be heard. This often means listening more than we talk and being open to changing ourselves as a result of what we hear.

You can also check out [our website](#) for more info on NEON.

Purpose of the role

The purpose of this role is to lead NEON whilst our current Executive Directors are away on New Parent Leave (with strong collaboration from "Directors Group" - our equivalent of SLT). You will lead on a narrowed set of four crucial areas:

1. Fundraising and financial stability - this means doing fundraising, maintaining and building relationships with funders, and having zoomed-out oversight over our finances with the board (though day-to-day this is handled by our finance team).
2. External relationships and being the public face of NEON's response to any big external events - coordinating NEON's response to external events and any expected or unexpected risks to NEON. This could include an early election, some kind of crisis comms, or a complaint on a programme or safeguarding issue that needs a safe pair of hands, expertise and care
3. Managing the Directors of our 3 "hubs" (what we call teams) and leading our Directors Group (the equivalent of SLT) to ensure NEON keeps having impact through its work
4. Being a guardian of the parameters we set around NEON's work for the year - which will be handed over when you start



What you will be doing

1. **Leading on fundraising** - supporting staff to deliver on their fundraising targets (since fundraising is distributed across the team), bringing in new funding yourself and maintaining relationships with existing funders
2. **Acting as the public face of NEON and managing key external relationships** e.g. with funders, people in the movements we support, other organisations and people involved in politics
3. **Being the guardian and cheerleader for NEON's approach to culture, systems, anti-oppression and "People/HR"**. Acting as the point-person for these things and ensuring a liberatory approach is represented in all key strategic decisions
4. **Line managing the Director of Movement Building, Director of Communications and Director of Operations** - supporting and coaching them in their management of their teams so that they are well supported and can run NEON's day-to-day work excellently
5. **Collaborating with Directors to make key decisions around organisational strategy if/when they emerge** - this could be around key political moments e.g. an election, or a new cross-team project that becomes possible with new funding
6. **Leading our Directors Group and holding organisational planning - ensuring decisions are being made at an organisational level** (by Directors rather than individual teams) when necessary e.g. around recruitment, culture and People, organisational finances and fundraising, and that you are all working collaboratively
7. **Leading the governance side of NEON's work**. In particular, working with the Director of Operations to ensure our risk register is maintained and organising and attending Board meetings
8. **Providing ad hoc coaching and support to the movement** through programmes like the Help Desk or ad hoc requests from groups and organisations, in particular concerning organisational development, culture, strategy and contributing to the development of the organisation's core content and analysis around this
9. **Playing an active part in the whole NEON team**, contributing to organisation-wide plans



Who you are

- **Skilled and experienced in successfully leading an organisation** (*this doesn't have to be as the CEO/ED but you must have had leadership responsibilities equivalent to this level*). This will mean you're a skilled leader, manager and relationship-builder, able to lead a team towards a vision or goal, to delegate well, and create the culture that makes all of this happen. You're great at getting the best out of people you manage and have a toolbox to choose from so you can use the full range of skills to support people, from coaching and mentoring to formal performance management
- **Skilled and comfortable with fundraising** - you have maintained relationships with funders in the past working with multiple large grants, you understand the world of grants and foundations and know how to bring in money to an organisation. If you also had experience of other types of fundraising (e.g. individual giving, legacies etc) that's great but definitely not essential!
- **Strong track record of building organisational systems** to promote collaboration, embed an organisational culture of care, joy and excellence, and embed anti-oppression across an organisation. This will likely mean you understand ideas related to radical/progressive organisational development and culture (through relationships and networks, books, podcasts etc) and know how to practically apply [these ideas and theories](#)
- **Able to flex between longer term projects, regular cycle work and responsive requests** - you are great at being self-motivated in order to push longer projects forward over weeks or months, as well as getting daily or weekly operational tasks done. But you can also shift your workload to turn things round in a day when it's important. (15-20% of the role is not filled with allocated work to allow for unexpected stuff, and jumping in to support each other)
- **Comfortable with saying no and managing your time, energy and workload so it is sustainable** and all still gets done (with support from your manager)
- **Willing to continuously learn and grow - with good emotional intelligence and self awareness including around your own power**, and an ability to give and receive feedback well, and sit in (and encourage) healthy conflict and disagreement



- **Skilled in holding [generative conflict](#) and disagreement** to facilitate the team shifting ideas and perspectives and breaking down the fear of conflict/conflict aversion that [comes from white supremacy culture](#) and other dominant cultures
- **Committed to NEON's purpose of building the strength of movements** for social, economic and environmental justice, and to learning how to align your actions with the values of NEON: solidarity; generosity and respect

How to apply

We don't want to make this process too complicated so please complete this [application form](#) and send this and a completed [Equal Opportunities Monitoring form](#) to jobs@neweconomyorganisers.org.

Dates

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Interview dates: rolling - earliest first interviews would be the week commencing 13th March, with second interviews the week commencing 20th March 2023

If you fancy a chat about the role or have any questions about NEON in general, you can reach out to us via email on jobs@neweconomyorganisers.org, and we'll direct you to the right person in the team.

We will treat the data you provide in your application in accordance with our [Privacy Policy](#)