**The Right Now Foundation**

**Recruitment of Chief Executive**

**Candidate Information Pack**

**Introduction from David Saint, Chairman, Action Planning**

Thank you very much for your interest in the post of Chief Executive of the Right Now Foundation.

This is an exciting, challenging and unusual opportunity, which is why I am offering this external perspective on the role, before introducing the charity’s founder and Chairman, Alex Thistlethwayte.

Action Planning has been working with RNF for a few months now, starting to hone the case for support and explore external sources of funding. What has become clear is that if this is really going to take off, the charity needs a full time, dedicated, fundraising-orientated Chief Executive to drive it forward.

Why do I use those somewhat hackneyed words ‘exciting’ ‘challenging’ and ‘unusual’ to describe this opportunity? Here’s why:

Exciting

This is an opportunity to become the first (and currently only) employee of a charity with a strong track record, secure funding base (for the next 2 years at least), and ambitious plans. It is an opportunity to help bring shape and focus to work in India that profoundly benefits children and young people in a long term way.

Challenging

Although RNF has been running for 9 years, this is in many ways a start-up. All the funding to date has come from Alex, the founder; all the work has been managed by Alex and the three other trustees, working through local partners in India. There are no offices, no infrastructure (other than the website), no other supporters. Alex and the other trustees already have considerable demands on their time, so the incoming Chief Executive will help build the organisation from the ground up, more or less single-handed.

Unusual

 This role doesn’t really fit neatly into any category. It is called ‘Chief Executive’, and that is genuinely what it is, working with the Trustees to agree strategic principles, and then getting on with the work of making it happen.

But unlike most Chief Executives, you won’t have a team of people to do things for you – you are the team! And unlike many (but by no means all) Chief Executives your top priority and primary focus is fundraising – because RNF’s purpose in the UK is to generate funds for the work in India.

The other thing that makes this ‘start-up’ unusual is that (subject to performance) funding for the Chief Executive post is underwritten by the founder for the first two years. He understands that it takes time to get a fundraising ‘machine’ going, and that it isn’t helpful to say to somebody “*First raise your salary, and then get on with the work.”* Because Alex wants to see this role work, and RNF really take off, he is prepared to make this two year commitment as a firm foundation for future growth.

**Welcome to the Right Now Foundation**

**Alex Thistlethwayte, Founder & Chairman**

When three friends and I decided something must be done to help children *“right now”,* I’m not sure we really knew what we were getting ourselves into. The last nine years have been a steep learning curve, as we navigated Indian culture and regulation, and UK charity law and best practice.

And now we are ready to tackle the ‘dark art’ of fundraising!

At heart, this is all about the children. What really drives us is making a difference – not trying to shape the children in any particular way, but giving them real opportunities to discover and develop their own interests and talents. For most children in the UK this is a given. In the poorest parts of India it is usually impossible.

Nine years on, we have probably achieved more than we imagined was possible – perhaps even more than we realise. And now it is time to think about the future. Having developed a model that works we are keen to expand the work, and ensure its sustainability.

Which is why we are taking things to the next level – through the appointment of a Chief Executive.

We recognise that in the short term this will increase the demands on our time – and we are (slightly anxiously) ready for that.

We recognise that this will change the way we work – and we welcome that.

We recognise that this may start to take the charity in new directions – and we are excited by that.

We have always taken our long term responsibility to the children in our homes very seriously. Sustainability has always been a primary concern. The appointment of a Chief Executive, to provide ‘backbone and wellie’ to our fundraising efforts in the UK, is a crucial step towards ensuring that long term sustainability.

If you think you could come to share our passion and vision, and if you have the ability and drive to broaden our funding base, I’d love to meet you.

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Alex Thistlethwayte, Chairman



**The Right Now Foundation – background to the charity**

* Every child in danger should have a safe and loving sanctuary to call home.
* A home should be for life: a safe haven and security net that can always be returned to.

These are the key founding principles of the Right Now Foundation. Principles that are easy to agree with but have taken a lot of hard work and support to realise.

After almost a decade honing and proving our model, we believe we have become very good at what we do. Now, with your help, we feel the time has come to significantly scale our efforts to provide more safe havens for more children in danger - Right Now.

**The Problem**

India has the largest number of homeless children in danger of exploitation, prostitution and drug abuse in the world *- 20 million children in daily danger of exploitation and without a home.*

Endemic poverty, high rates of HIV/ Aids, social indifference, political inertia and internal conflict all contribute to this vast number. Many of these homeless children are orphans in the traditional sense, having lost both parents, while others have been abandoned by their families due to economic circumstance.

**The Right Now Foundation Solution**

The Right Now Foundation (RNF) was established in 2008 by Alex Thistlethwayte and Stewart Botting after experiencing first-hand the plight of homeless children in India. They felt that something had to be done “right now”. The RNF was their response - a channel for Alex’s philanthropy and Stewart’s expertise in developing charitable projects on the ground in India.

Over the last nine years the RNF has radically transformed the delivery of residential care for vulnerable homeless children in India by developing safe, loving, dynamic, inclusive, vibrant and nurturing communities in which the children have been able to heal, play, learn, flourish and prosper.

Our foundation currently provides safe havens to 600 children in 18 ‘family style’ homes across four Indian states. Each of our homes is run by a dedicated couple who act as de-facto parents. We have taken great care that each home has been established and developed in response to the specific needs within communities.

All the children we care for were orphaned or abandoned or rescued from dangerous situations, which include the children’s exposure to risks of exploitation, prostitution and/or drug addiction.

Yesterday and today

* We have spent the last 9 years developing the care that we provide – we believe we now have a thorough understanding of the winning formula.
* Our current model is to deliver a caring family type environment to homes of 20-30 children.
* We are now seeing our first cohort of children reach maturity and achieve some amazing things.
* We believe our model can be improved upon further to deliver even better outcomes for the children – these improvements are tweaks to our formula – not major change – the main areas which could be improved are
	+ Provision of paid English language education (as opposed to government local language education).
	+ More focus on technology – all homes currently have at least one computer available to the children however not all have internet connectivity or any formal IT tuition – this should change to provide our children with a head start in education and the workplace.
* We believe that we are delivering high quality and culturally appropriate care for our children – we are not trying to make them privileged but we are trying to take them from a position of hopelessness to a position where they have choices and opportunity – the rest is up to them.
* The structure we are using to deliver this care is managed by our local NGO partners (Shelter – Chennai and Brighter Future – Vizag) in partnership with Right Now UK which sets the strategic direction and monitors delivery of care to ensure our policies are adhered to.
* The team on the ground operates together very well, with each NGO and each home within each NGO, behaving in the same manner with common goals and values – a strong team dynamic.

Tomorrow

* We currently care for about 500 children – we believe that our current structure would allow us to expand this to care for at least 5000 children.
* In the expanded structure each NGO leader would have a maximum of 10 sub-heads reporting to them – each of these would in turn have a maximum of 10 home leaders reporting to them.
* In this way we achieve a flat organisation with each head leader being able to oversee the work of 100 homes.

Refinement of focus – campus model

* One issue we have to deal with in our homes is the segregation of boys from girls as the children mature. When the children are young this is not an issue but many of our first cohort have now reached puberty and need to be separated to some extent (sleeping etc.) within the home.
* Within Chennai the government take the view that this means boys and girls must sleep in separate buildings; in Andhra Pradesh the government is comfortable that as long as there is physical segregation (separate sleeping rooms/floors within one building) this is sufficient.
* We believe that is best practice for boys and girls to be co-located to allow them to build mature social bonds across gender. However we also recognise the potential for issues with adolescent children sleeping in one building.
* Our solution is the campus model. This model entails:
	+ A single campus with many homes
	+ Each home to be segregated by sex
	+ Homes to be non-exclusive – we will provide for all children whether they are boys, girls, HIV positive, lepers, mentally disabled, physically disabled, child slaves, orphans, in danger or simply destitute.
	+ We plan for a single campus to consist of 20 homes with 25 children in each home
	+ There will clearly be financial benefits to delivering care in this manner as much can be combined. However we are not choosing this route for economic reasons and therefore we believe it is important for our financial planning to be based on our existing single home model – this ensures we will continue to maintain staff/child ratios and will not break from a model which we know delivers the results we want.
* The campus model will be our focus but it will not be exclusive. We recognise that there may be occasions when it makes sense to care for smaller groups of children away from a campus. This is likely to be driven by geographic considerations – we will find in some cases that children are deeply connected to local villages and maintain some extended family within these villages – in such cases it may be possible and desirable to maintain single sex homes near these villages and in these cases we would deploy our existing model with homes of 20-30 children – we will determine the most appropriate model for delivery of care on a case by case basis.

**How is this different?**

Many homes operating in India require children to leave at the age of 18. Their mission is to provide care up to this age and their funding only extends to this. Many young people leave ill-equipped for life outside the home. With no employable skills and little life experience they remain in danger, at risk of poverty and destitution. At the Right Now Foundation we do things differently: we build homes not institutions to provide safe havens and safety nets to those who need it most – for life.

Key values that set RNF apart:

* Providing a safe home for life
* Governed by Indian values
* Support network for home leaders
* Giving children a childhood – equipping them for life
* Providing quality education

How this is achieved:

* Local dedicated and knowledgeable leadership
* Enrolment in local schools with additional tuition in our homes
* High quality training of support staff
* High staff to child ratio
* Ongoing technical support from child care specialists
* Flexible approach to entry and exit age, based on need not numbers

**Funding requirement:**

* When we take children into our care we commit to looking after them for life, in the same way that any parent does – we don’t fix any specific age at which we will no longer support them financially.
* In order to make this commitment we consider the cost of delivering care to all children up to the age of 18 and we assume children come into our care on average at 3 years old.
* We believe that it is therefore important that our activities are funded for at least the medium term when making commitments to care for children.
* We will therefore always ensure that sufficient funding is in place to cover at least 3 years of existing activities before we take on commitments to fund any new facilities.
* The table below highlights the financial implications of our ambitions
* We are able to deliver the campus model on an incremental basis and believe that it is appropriate to begin the development of the first campus once sufficient funding is in place to provide for 3 years of operation for the first 50 children on a campus designed for 500 children. This is equivalent to funding 2 new homes for 3 years.
* ***This will cost approximately £110,000***
* Our long-term ambition is to raise £3.4m pa on an ongoing basis.
* We believe we can begin the delivery of a new campus within 6-9 months of the decision to go ahead with the project.

***The purpose of the newly-created role of Chief Executive is to raise this funding,***

***to enable this expansion of the work to take place.***

**Right Now Foundation**

**Chief Executive**

**Job Description**

**Purpose of job**

The primary focus of the role is to raise the money to enable the Foundation to achieve its objectives. The Chief Executive is also responsible to the Trustees for the effective overall management of the charity in accordance with its values, mission and vision.

**Main responsibilities**

1. External relations and fundraising: To build an efficient, effective, responsive and customer-facing organisation that is credible and attractive to funders.
2. Strategy: To work with the Board to further develop the strategic and operational plan for the charity, and oversee its effective implementation in line with its vision, mission and values.
3. Governance: To work with the trustees to ensure the charity meets its legal and statutory requirements and to provide effective reporting and performance management information to the Board, enabling the Board to monitor annual plans and targets and exercise its governance duties.
4. People management: In the event that the charity employs additional staff, to be responsible for employee leadership, management and administration in the execution of policies agreed by the Board.
5. Stewardship: To ensure the resources of the charity are managed as efficiently as possible and take a lead in constantly searching for ways in which efficiencies can be achieved without compromising effectiveness.

Person Specification

The Right Now Foundation seeks a talented and experienced fundraiser and leader, passionate about secure significant financial support for its work in India.

* Proven self-reliance, personal motivation, drive and initiative.
* Significant successful experience in strategy, fundraising, and Board level reporting.
* A strategic thinker and practical doer, able to translate plans into action and report on outcomes.
* Able to demonstrate sound decision making, financial competence and operational delivery.
* An effective and confident networker, experienced in building effective collaborative partnerships
* Excellent negotiating skills with a sound understanding of ‘win-win’ solutions.
* A persuasive communicator who inspires the confidence of others by building support for ideas, proposals, projects and solutions.
* Able to grasp and communicate key issues surrounding the work of the charity
* Strong technical competence and successful track record in two or more fundraising disciplines, in particular grant making trusts, major donors, institutional donors, direct marketing.

 Circumstances

* Willing and able to operate from home, with an appropriate working environment

Summary of Job Particulars

The appointment will be subject to a satisfactory DBS (Disclosure and Barring Service) check at enhanced level.

Title: Chief Executive, Right Now Foundation.

Responsible to: The Chairman, Right Now Foundation

Direct Reports: none

Location: Home based

Hours of work: Contracted hours are 37.5 hours per week. As expected in a role of this nature and seniority the job holder will be willing and able to work extended and at times unsocial hours. Overtime is not paid. The job holder will usually be able to take time off in lieu of extended hours worked.

Salary: Circa £50,000 per annum

Pension: The Foundation will provide a pension contribution of 3% of salary.

Holiday: 28 days annual leave plus Bank Holidays.

Probation: The role is subject to a 3 months’ probationary period.

Notice: Two months either way after successful completion of the probationary period. Two weeks either way during probationary period.

How to apply

Applications should be sent to Hayley.mcdonald@actionplanning.co.uk

The closing date for applications is 10am Friday 28th July 2017

Please enclose:

* A full CV, including educational and professional qualifications, full employment history showing the more significant positions, responsibilities held, relevant achievements, budget and staff responsibilities. Please include details of your latest remuneration and benefits.
* A covering letter, of no more than two pages in total, summarising your proven ability to address the areas set out in the Job Description and Person Specification and your reasons for applying.
* A completed Candidate Information Form – pro forma attached.

All applications will be treated as confidential

**The Right Now Foundation**

Chute Lodge Farmhouse, Chute Forest, near Andover, Hampshire, SP11 9DQ

registered charity number 1121202

**Recruitment consultant:**

David Saint trading as Action Planning, 99 Ashurst Road, Tadworth, KT20 5EY

**Appointment of Chief Executive
Candidate Information & Application Form**

All applicants are asked to complete the information below and include this completed document with a full current CV and covering letter – see details in the Candidate Information Pack.

1. Full Name:

2. Home Address:

3. Daytime phone number:

4. Home phone number:

5. Mobile phone number:

6. Confidential e-mail address for correspondence:

7. UK Visa / Work Permit status (if not a citizen of UK, the European Union or Switzerland):

8. Do you hold a current full UK driving licence?

9. The names, relationship with you and full contact details of *three referees*. This must include your current or most recent employer:

Please state clearly when we may contact these people (*references will not be taken up until at least final interview and never without your consent):*

10. Any other information you may believe useful for the selection committee to know:

11. Where you saw the position advertised: