

# Appointment of Director

June 2024 | Ref: RBPDA



# Contents

---

- 1 Welcome
- 2 About The DFN Charitable Foundation
- 3 The Role
- 4 Person Specification
- 5 Salary, Benefits and Flexible Working
- 6 How to Apply

**We believe you can make a difference by bringing together the right talent, operating with a business mindset, and staying laser focused on specific goals.**

# Welcome

Thank you for your interest in the Director role at the David Forbes-Nixon Family Charitable Foundation (DFN Foundation). I am delighted you are considering applying.

I was inspired to set up the DFN Foundation by two of my heroes: my youngest son Charlie who has learning and physical disabilities; and my mother Jacquelin Forbes-Nixon who died of multiple myeloma, an incurable bone marrow cancer. As I walked alongside them both, I discovered the desperate need for high quality provision and decent education and employment opportunities for the hundreds of thousands of young people in the UK with additional needs and the absolute raw urgency to find a cure for the horror that is multiple myeloma.

We are an ambitious Foundation with assets of over £22m and make grants of up to £1.5m a year with the ambition to grow in size and impact. Our partnership model is business led and outcome driven.

Over the past 10 years, we moved at pace, placing targeted investment in our ambitious, values-led partners who between them have helped thousands of people every day, directly or indirectly. Against the odds, we opened a leading facility for children with additional needs at Undershaw School; we launched and expanded DFN Project SEARCH which has brought employment and hope to thousands of young people with learning disabilities and autism; and with the Institute of Cancer Research and Myeloma UK, we helped identify and fund a clinical trial that

promises to save the lives of those most at risk of the disease. We are now teaming up with the Pangolin Project, to help save the most threatened animal on the planet.

We have clear performance metrics and a focus on results across every area of our work – grant-making, partnership development, board effectiveness and our investment portfolio. Each element, and each person involved has a key role to play. There is no time to lose. We are now looking to appoint our inaugural Director of the Foundation.

It's an exciting time to be joining the DFN Foundation as Director, working with a small, talented and ambitious team, supported by a dedicated group of Trustees, to advance our goals.

An experienced leader, you will work closely with me and the Board to deliver our annual plan and ten-year strategy, where the prize is maximum impact. With our partners you will influence our agenda at national level, and work with me as we broaden and deepen our areas of focus.

I hope you'll consider applying for this role and help shape our future.

**David Forbes-Nixon OBE**  
Founder & Chair







# About

The DFN Foundation is celebrating ten years of tackling challenging societal problems and delivering transformational outcomes. We know that some of the most pressing social challenges struggle to attract mainstream support because they are viewed as risky, difficult or simply impossible. We believe that a laser sharp focus, a collaborative approach and a relentless focus on getting things done goes a long way to addressing these challenges and over the last ten years we have demonstrated that you can deliver sustainable outcomes that exceed all expectations.

Ten years on we have deliberately chosen to focus on the four areas listed below.

In **Special Needs Education**, we have established a world class special needs school, Undershaw ([www.undershaw.education](http://www.undershaw.education)), in Surrey. We will continue to promote the development of best practice in special needs education which will deliver great outcomes for young people with learning disabilities and autism.

In **Supported Employment**, we have set up DFN Project SEARCH ([www.dfnprojectsearch.org](http://www.dfnprojectsearch.org)), the leading supported employment provider in the UK getting thousands of young adults with learning disabilities and/or autism into jobs and have set ourselves an audacious target of getting 20,000 disabled young adults into jobs by 2034.

Most recently, using our expertise in leading the CSJ Disability Commission with the Centre of Social Justice (CSJ, [www.centreofsocialjustice.org.uk](http://www.centreofsocialjustice.org.uk)), we co-founded the Disability Employment Charter ([www.disabilityemploymentcharter.org](http://www.disabilityemploymentcharter.org)) to promote disability employment policies with the government to help reduce the 30% employment gap between disabled and non-disabled people.

We are also investigating ways to encourage and support individuals in pursuing careers in either politics or the civil service to **foster long-term, sustainable change in disability employment**. The policy work we do is a growing part of focus and one we are very ambitious about.

We are working with the Institute of Cancer Research (ICR) and Myeloma UK to improve survival rates of myeloma patients and advance cures through strategic funding of high-quality research which will benefit patients to live longer lives. This is driving our work in the sphere of **Myeloma Research**. Central to this is securing a route to market of a clinical trials funded by the DFN Foundation called OPTIMUM (MUKnine) so that as many myeloma patients as possible can benefit from this pioneering therapy.

In 2020 we started our work in **Wildlife Conservation** by sponsoring the Big Butterfly Count. In 2024, we partnered with The Pangolin Project ([www.thepangolinproject.org](http://www.thepangolinproject.org)) to ensure the survival of the Giant Ground Pangolin in the Nyekweri Ecosystem in Kenya.

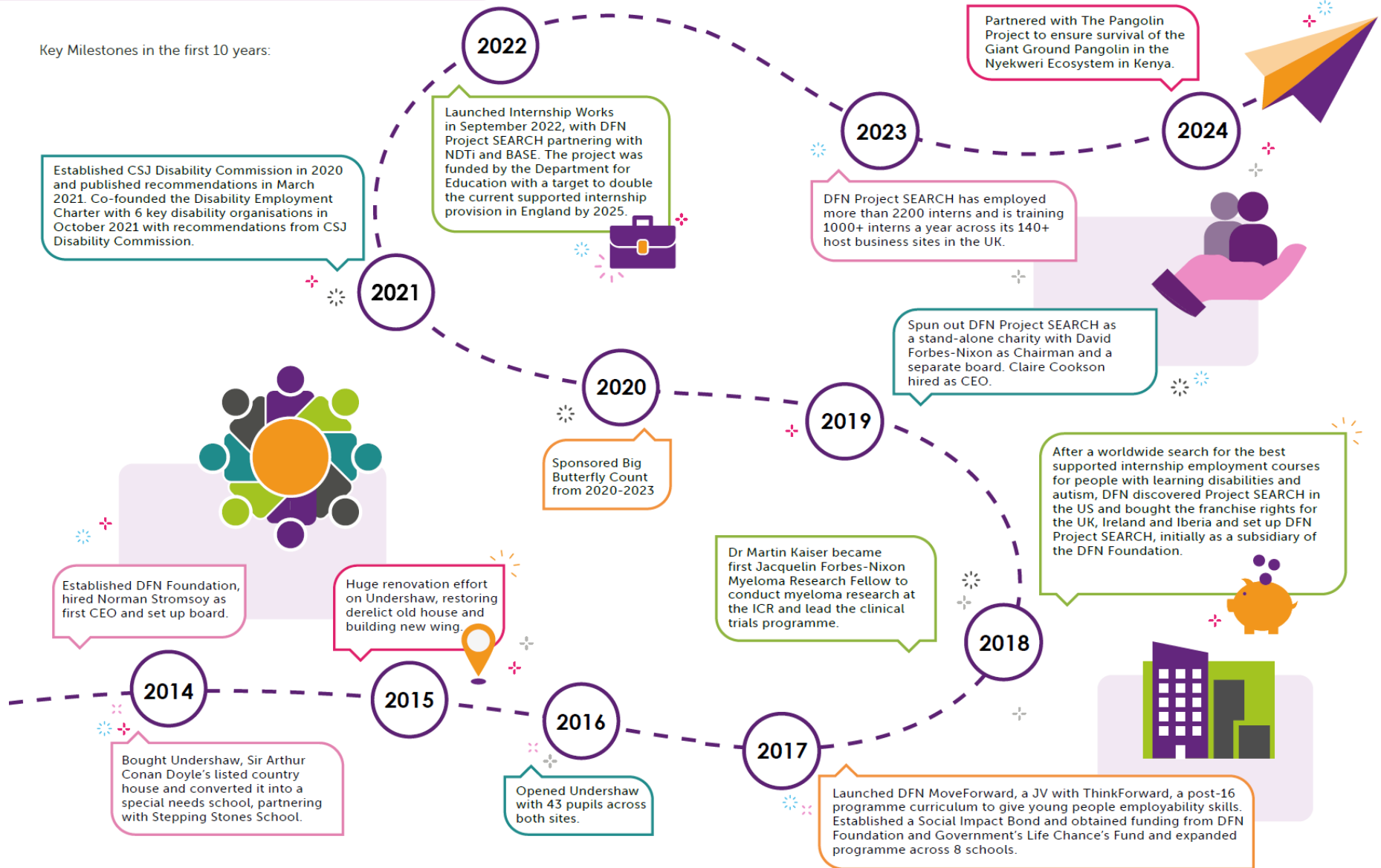
As a commissioning charity we are committed to transforming life outcomes for people throughout the country.

Details of what we have achieved is given in our 10 Year Impact Report (please see additional document provided).



# DFN Timeline

Key Milestones in the first 10 years:





# The Role

As Director of the DFN Foundation, you will be passionate about transforming lives through partnership.

You will work alongside our Founder and Chair on the four pillars and be prepared to sit as a DFN Foundation board member, board alternate or observer on the boards of Undershaw, DFN Project SEARCH, the Pangolin Project and work with the relevant teams at the ICR (Institute of Cancer Research) and the Disability Employment Charter to further the DFN Foundation's goals.

You will play a leadership role in developing the DFN Scholars programme and work with Government ministers, politicians, civil servants and thought leaders to advance our priorities.

As Director you will be responsible for the day-to-day operations of the Foundation and for working with the Board on our longer-term strategic direction.





# Key Responsibilities

You will:

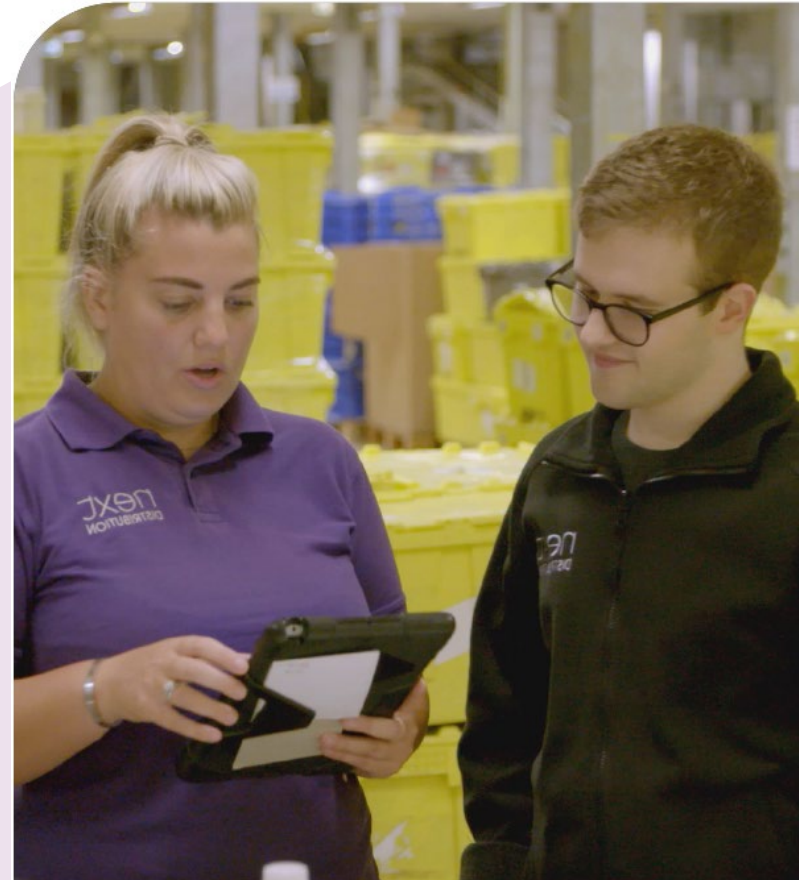
- Work closely with the Chair to ensure that they have everything they need to drive the Foundation's work.
  - Lead the delivery of the Foundations strategy in association with the Chair and Trustees.
  - Work with the Chair to network, campaign and influence Government ministers, politicians, civil servants and thought leaders to advance our priorities.
  - Establish, direct, and maintain relationships with partner charitable organisations and grant beneficiaries to further the Foundation's aims.
  - Ensure governance of the Foundation and compliance with both the Charity Commission and Companies House. You will be responsible, working with the Foundation's Finance Director, for the completion of the annual Charity Commission return, and lead on the implementation of the Foundation Risk Register.
  - Maintain and develop strong, effective relationships with Trustees, to ensure they are informed about and engaged with the activities of the Foundation and support them in fulfilling their statutory and fiduciary duties.
- Ensure strong operational and financial guardianship of the DFN Foundation.
  - In conjunction with the Foundation Chair, prepare board packs and liaise with the Chair, key stakeholders and trustees for the four Board Meetings per year and for any subcommittee meetings and activities.
  - Represent the Foundation at meetings and events both locally and nationally securing support for the Foundation's work , using your excellent relationship building and influencing skills.
  - Sit on the board of Undershaw School and the Pangolin Project and liaise with the teams at DFN Project SEARCH, Institute of Cancer Research, Myeloma UK and Disability Employment Charter to achieve our goals.
  - Manage all activities pursuant to the smooth running of the Foundation, the effective deployment of its staff, investments and other assets and the discharge of its obligations.



# Person Specification

## What you'll bring to the role

- A passion to transform the lives of disabled people through working in partnership with external stakeholders.
- Significant senior level experience with a track record of high-quality execution.
- The ability to oversee the day-to-day delivery of the Foundation's work.
- The ability to work closely with the Chair and Trustees so the Foundation is maximising its impact.
- Exceptional influencing and relationship-building skills in dealing with internal and external stakeholders at the most senior levels of business, education and government.
- This is an exciting, autonomous role, you will be a self-starter and used to working independently.
- This role offers the opportunity to positively impact the lives and futures of many young across the UK and beyond.



# Salary, Benefits & Flexible Working



The role is flexible: 4 – 5 days a week.

Hours and location are flexible, though there will be regular meetings in London and the Southeast with key stakeholders.

The post-holder is required to work such reasonable additional hours as the needs of the post demand.

Salary is between £80,000 – £100,000 and is commensurate with experience.

Holiday entitlement of 25 days per annum (in addition to English bank holidays) plus other benefits.

Employer pension contribution equivalent to 6% of your basic salary.

## Key dates in the process

- Closing date for applications: noon on **Wednesday 17 July**
- Longlist meeting: **w/c 29 July**
- First stage interviews via Teams with Saxton Bampfylde
- Shortlist meeting: **w/c 2 September**
- Panels:
  - Informal Conversations: **w/c 9 September**
  - First Round panel interview in person in London: **w/c 16 September**
  - Psychometric Assessments
  - Final panel interview in person in London: **w/c 23 September**



## Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

# How to Apply



**Saxton Bampfylde Ltd is acting as an employment agency advisor to DFN Charitable Foundation on this appointment.**

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **RBPD**A

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Monday 22 July**

\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

### **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

