



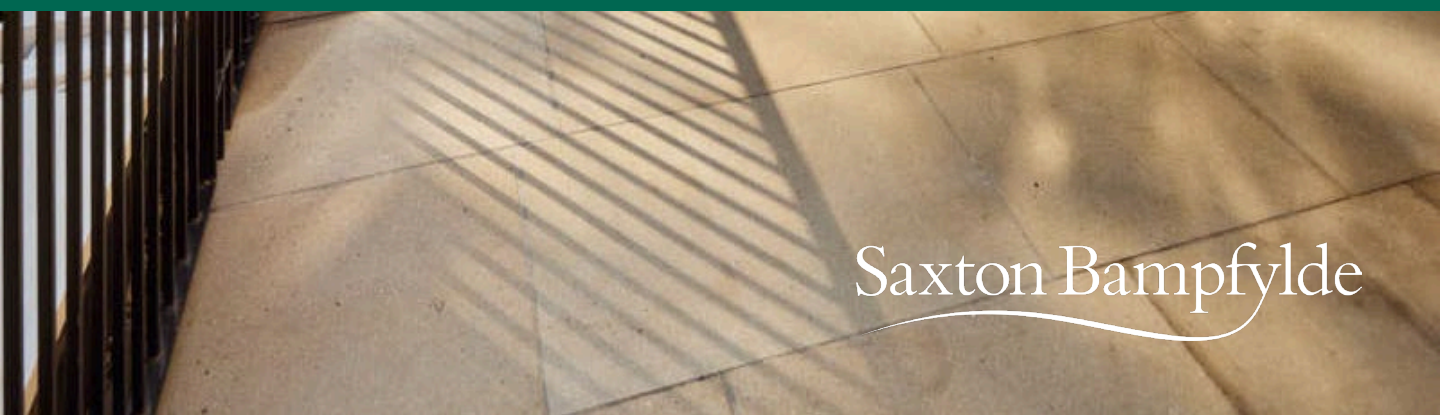
RHODES
TRUST



Appointment of

Deputy Warden Operations & Finance

June 2024 Ref Code FBOYA



Saxton Bampfylde

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About the Rhodes Trust

The Rhodes Trust, based at Rhodes House in Oxford, is an educational charity which runs the world's preeminent post-graduate scholarship, serves as a hub for a portfolio of partnership programmes and hosts a state-of-the-art convening centre.

Established in 1903, the Rhodes Scholarship brings outstanding young people from all over the world, and in all fields of study, to the University of Oxford. Scholars are selected on the basis of outstanding intellect, character, leadership, and commitment to service through a distinctive place-based selection process involving 61 committees on 5 continents. Over 8,000 Rhodes Scholars have gone on to serve at the forefront of government, education, the arts, NGOs, business, research and other sectors. They include Nobel Laureates, heads of state, prominent advocates for social justice, and researchers who have

advanced the frontiers of science and medicine.

The Trust has grown rapidly in recent years, adding over a dozen new Rhodes Scholarships around the world, enhancing the Scholar experience through programming focused on Character, Service and Leadership, and developing new initiatives for alumni engagement and programming. It has also expanded its impact by helping to launch several partnership programmes focused on developing exceptional leaders across different life stages and areas of focus. Each has a distinctive vision, mission and governance structure, but all focus on learning, leadership and service. These partnerships range from mature organisations to pilot programmes and include the [Mandela Rhodes Foundation](#), [Atlantic Institute](#), the [Schmidt Science Fellows](#), [RISE](#) and [Oxford Next Horizons](#).

Following a £38M renovation and expansion completed in 2023, Rhodes House, a Grade 2* heritage building with magnificent gardens, now includes a state-of-the-art conference centre, 30 bedrooms, gathering spaces for Scholars and Fellows, as well as office space for staff.

The Trust is governed by an 18-member [Board of Trustees](#) composed of distinguished leaders from around the world and across the University of Oxford. Our work is guided by the [125th anniversary strategic plan](#) supported through a £200m comprehensive campaign which is at its midpoint.

Our staff values are:

Commitment: We serve the Trust's mission with professionalism and integrity, sharing our individual talents to make a positive collective impact.

Inclusion: We champion equity and embrace a diversity of identities, backgrounds and perspectives.

Belonging: We foster a friendly, empathetic and supportive community.

Growth: We are committed to our own and others' personal and professional development.

Innovation: We are open to new ideas and take a creative and entrepreneurial approach to our work.





The Role

The Trust is looking to appoint an exceptional individual to succeed Peter Anderson, who is stepping down 1 July 2024 after 10 years in the role. During Peter's time the Trust has undergone substantial growth in its finances, operations, and staffing. The core endowment has nearly quadrupled to £400m, along with £80m in a separately held fund to support the Atlantic Institute and a £30m, 30-year bond which supported the recently completed renovation of Rhodes House. The Shared Services team supports a much-expanded operation including partner programme staff, colleagues living and working overseas, and complex international payments and funding.

The Deputy Warden for Operations and Finance will play a crucial role in the Trust's growth and transformation journey, playing a leadership role in executing the Trust's strategy and continuing to improve and enhance operational performance, financial sustainability and workplace culture. They will shape the development of Rhodes House Limited (the Trust's trading subsidiary encompassing commercial activities) and in the successful management and delivery of the conference centre. As a member of the Trust's Senior Leadership Team (SLT), the Deputy Warden for Operations and Finance will help to shape the overall strategy of the Trust and provide strategic leadership to the Operational Management team, consisting of the Finance Director, HR Director, IT Director and Estates Director, who manage day-to-day operations in their respective areas of responsibility. The role will also line manage and support the Executive Directors of partnership programmes fully administered by the Trust, which currently include Atlantic Institute and Schmidt Science Fellows.

The role is supported by a Shared Services team of 55 staff and around 35 partnership staff. It has seven direct reports: Finance Director, HR Director, IT Director, Director of Estates, ED of the Atlantic Institute, ED of Schmidt Science Fellows, and an EA who support this role and the Operational leadership team.

The individual will also serve on the board of Rhodes House Limited and as a Trustee of Rhodes Scholarship in America, a U.S. 501c3 and Rhodes Trust (US) LLC.

In addition to working closely with the Warden/CEO and other members of SLT, the role supports four Board Committees: Finance & Investment, Audit & Risk, Remuneration, and Partnerships. It offers broad exposure to senior stakeholders, including Trustees, alumni, donors, partnership governing bodies, and senior officials across the University of Oxford.

Key Responsibilities & Accountabilities

Strategic Leadership of Shared Services

- Provide day-to-day strategic leadership across the Trust, aligning objectives with operational requirements.
- Participate actively as a member of the Rhodes Trust Senior Leadership Team, contributing to the overall strategy of the organisation and providing strong representation for all areas of the Shared Services at Senior Leadership Team meetings.
- Support the IT Director to formulate strategic objectives that prioritise, support and enable the delivery of hardware, software, systems and services aligned with the strategic objectives of the Trust and its partnership organisations, and that assess and adopt new technologies within a managed framework for innovation.
- In partnership with the Finance Director, support the continued development of systems and infrastructure to govern the financial management of the Trust.
- Support the HR Director to formulate strategic objectives that create a positive organisational culture.
- Support the Estates Director with the efficient and profitable operation of the new Convening Centre and accommodation, hitting revenue targets and offering excellent customer service, while also providing a welcoming home for Rhodes Scholars, staff and partner programmes.

Strategic Finance

- Support the Finance and Investment Committee on Investment Portfolio Management for the Trust, including asset allocation and deployment.
- Work closely with the Finance Director, who manages the annual budget, financial forecasting and planning process, cash flow management, and the preparation and audit of consolidated group statutory accounts.
- In partnership with the Finance Director, report on financial matters to the Finance and Investment and Audit and Risk Committees and the full Board of Trustees.
- Act as the Managing Director for the Trust's trading subsidiary, Rhodes House Limited. The subsidiary's main purpose is to promote Rhodes House as a high-end corporate venue for conferences, weddings, corporate retreats, dinners and private celebrations.
- Serve ex officio on the Board of Directors of Rhodes Trust (US) LLC, and Rhodes Trust in America Inc (a 501c3), and of Rhodes House Ltd, the trading subsidiary.

Risk Management

- Work with the Finance, HR, IT and Estates Directors, and the Warden/CEO to assess and mitigate operational risks, continue the development of the risk reporting framework, and develop and implement related strategy, processes and policies, and good charity governance across all activities of the Trust.
- Act as organisational lead on legal matters, especially in relation to statutory and compliance responsibilities within operations.
- Be accountable for the development, direction and implementation of all policies and procedures relating to the Company's compliance with Health & Safety and other statutory regulations.
- In conjunction with Finance, HR, IT and Estates Directors, ensure compliance with national, international, and local business regulations, and take appropriate action when necessary.
- Support the Finance Director to ensure that the Company carries appropriate and adequate insurance coverage and that all relevant staff understand the terms, conditions and limitations of the cover.

Governance

- Working closely with the Warden/CEO, support the Chairs of the Finance & Investment, Audit & Risk and Remuneration Committees. These committees meet three times per year with regular interaction between meetings, and are serviced by the Finance Director and HR Director, as appropriate.
- Take the lead on developing, monitoring and reporting on all KPI's related to the Trust's operations.
- Support the Trust's Data Protection Officer, ensuring legal compliance and the implementation of best practice regarding the use of data across the organisation, in line with GDPR requirements.
- Support the HR Director's work as the Trust Authorising Officer for the Sponsorship Management System (SMS) ensuring compliance with Home Office requirements.
- Chair the Operational Directors board and serve as its representative at Senior Leadership Team meetings.

People Management

- Manage, develop and lead high performing teams and individuals, supporting both the personal and professional development of individuals.
- Promote teamwork and effective communications to develop trustworthy relationships between all staff and departments.
- Drive a culture of reflection and learning, capture/track impact, and ensure the Trust is responsive to changing needs, new technologies, and brave ideas.

Partnerships

- Line manage Executive Directors of partnership programmes administered by the Trust to ensure that the Trust fulfills its contractual obligations, provides appropriate operational support, and contributes to each programme's success.
- Serve on a newly created Partnerships Council, chaired by the Chief of Staff, which regularly convenes leaders of all the Trust's partner programmes to promote communication, knowledge-sharing and collaboration.



Essential Experience & Skills

The ideal candidate will bring all or most of the following:

- Significant leadership experience (10+ years): demonstrated skill at collaborative leadership and team management
- Ability to operate at a strategic level, demonstrate strategic vision and contribute to an organisation's overall strategy
- Experience working with high-powered Trustees and other stakeholders
- Excellent leadership, teamwork and collaboration skills
- Proven experience of leading transformational change with project management skills and experience with long-term strategic planning and operational execution
- Proven ability to drive multiple projects, effectively leverage resources, and oversee complex initiatives
- Extensive experience at senior level of financial leadership in middle or large sized charitable or private sector organisations, with commercial experience and an entrepreneurial approach
- Familiarity with investment management
- Ability to deal with people at all levels and to motivate and manage change across large teams
- Excellent analytical, commercial and problem-solving skills, with a track record of driving innovation and service delivery
- Exceptional written and oral communication skills
- Demonstrated ability to communicate effectively on strategic-level topics with senior leaders
- Strong analytical capabilities: able to evaluate risks, trade-offs and options in making recommendations & decisions.

Desirable Qualifications

- CCAB qualification (highly desirable)
- Experience with overseeing information technology and data security (highly desirable)
- Experience with facilities management, business development, and conferencing (desirable)

Personal Attributes

- A can-do attitude and confident, independent style
- Imagination, a flexible attitude, and ability to thrive in a dynamic, fast-paced environment
- Passion for and alignment with the Trust's mission and values
- Proactive team player with a positive approach to new challenges
- Calm under pressure, focused and organized, able to prioritise and adhere to deadlines
- Comfortable working in a fast-paced and dynamic work environment



Terms of Appointment

Location: Rhodes House, S Parks Road, Oxford OX1 3RG

Salary: Competitive, depending on the skills and experience of the preferred candidate.

Benefits:

- 30 days annual leave plus 8 bank holidays
- Competitive pension scheme
- Generous family leave schemes
- Private health insurance
- Life cover – 3 x base salary
- Employee Assistance Programme



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to the Rhodes Trust on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **FBOYA**.

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 midday on **Friday 28th June 2024**.

* 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.

The Rhodes Trust is an equal opportunity employer. We warmly welcome applications from talented people of diverse backgrounds and appoint without regard to age, disability, gender, gender identity, gender reassignment, sexual

orientation, pregnancy or maternity, parental status, marital or civil partner status, race, colour, ethnic or national origin, nationality, religion or belief.

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.

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.



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