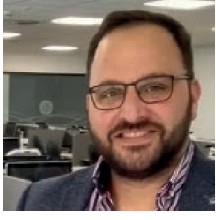
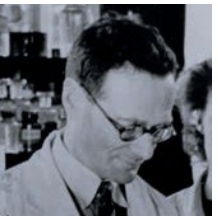


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APPOINTMENT OF CHIEF EXECUTIVE



Saxton Bampfylde

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CHAIR'S WELCOME

Thank you for your interest in the role of chief executive of Cara, the Council for At-Risk Academics.

Cara is an organisation with an extraordinary history. Since its founding in 1933, Cara has helped academics, often in desperate situations, to escape persecution and violence in their home countries and secure positions in our network of universities. Here they can continue with their teaching and research, before returning when it is possible to do so to their home countries.

Over the last year, we have seen applications from academics in Afghanistan, Syria, Ukraine and Sudan dominating the work of Cara's Fellowship Programme, with the destruction of Gaza and conflict in the West Bank now leading to increasing numbers of Palestinian academics contacting us for assistance. Our work has never been more necessary, or urgent.

After 12 years of leading Cara, our current chief executive Stephen Wordsworth is retiring. Stephen leaves the organisation with an impressive reputation at home and abroad.

We are now seeking a new chief executive to take the charity forwards through the next phase of its strategy. We are looking for a dynamic and engaging leader who will work with our dedicated staff team and our strong and supportive board of trustees, to maintain the impact and resilience of our Fellowship Programme, and create a new strategy for our Regional Programmes. The new chief executive will build even stronger relations with our network of university members, deepen collaborations with other partners and stakeholders, shape the organisation's operations, and develop our fundraising strategy.

You will find information about the role in this candidate pack. There is also extensive information about Cara's work on our website – www.cara.ngo – together with details of our trustees and patrons.

If you are interested in leading a remarkable charity that makes a fundamental difference to people's lives, if you enjoy working in a dynamic and challenging environment, and share our belief in the value of Cara's mission, do please get in touch with us.

Professor Dame Nicola Dandridge Chair of Council, Cara



AN INTRODUCTION

Cara - the Council for At-Risk Academics - has been working since 1933 to support academics at risk.

Our Fellowship Programme assists academics around the world in escaping from discrimination, persecution, violence or conflict. With Cara's assistance, over 350 academics are currently in university placements at one of Cara's 135 University and Research Network members, or are being helped through the process of finding a safe place to continue their work, often with their families too.

Our Regional Programmes support individuals working on in their home countries despite the risks, and those in exile nearby. The Programmes also work with higher education institutions that have been damaged or destroyed, or whose work is at risk.

We partner with other organisations, including the British Academy in the 'Researchers at Risk' programme for Ukraine-based academics, launched in 2022 in response to the Russian invasion.

We are participating in the EU's Inspireurope+ programme (2022-25), leading one of the programme's work packages.

In all that we do we honour the aim set out in Cara's 1933 founding statement "to prevent the waste of exceptional abilities exceptionally trained" - knowing how important such abilities are to the future of each country, and to the world.



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“Cara has supported academics at risk and defended science and learning for over ninety years. Our early work helped rescue many of the 20th century's finest minds”

The Mohamed Omer Bashir Centre for Sudanese studies,
Omdurman Ahlia University, 2023

Photo: The Ayin Network

UK UNIVERSITIES AND CARA SUPPORTERS

Cara depends on its network of UK universities and research institutions, who support its work by placing and funding its academic Fellows, and enabling the essential work that Cara does. Many universities contribute a voluntary annual subscription to help cover Cara's running costs, as well as assisting in promoting its work in other ways.

Cara also works closely with its many other donors and grant-givers, who fund core activities as well as specific activities and programmes.



Participants in Cara's Syria Programme in Turkey

THE ROLE

Purpose of the role

As chief executive, to provide leadership and promote the continued success and development of the organisation in all respects, working collaboratively with Cara's team and in close consultation with the chair and other members of the Council.

Main activities

Strategic and Operational Leadership:

- In collaboration with the Council, developing clear strategic objectives that align with Cara's mission and enable the organisation to maximise its impact;
- overall responsibility for staff performance and development, including recruitment, retention, professional development and wellbeing;
- overall responsibility for all Cara's operations;
- supervision of the Fellowship Programme, and development and implementation of future Country/Regional Programmes;
- oversight of additional specific programmes of work, such as Inspireurope+ and Researchers at Risk; and
- responsibility for all matters relating to premises, insurance, health and safety, and ensuring full compliance with, all aspects of employment law and Charity and Company law.

Fundraising:

- Taking a personal lead in and overseeing wider fundraising activities, including:
 - developing Cara's fundraising strategy;
 - maintaining and developing the ongoing university voluntary annual subscription scheme and the individual donor fundraising scheme; and
 - maintaining and developing relationships with donor foundations and trusts, large and small, writing and submitting grant funding bids.

THE ROLE

Outreach and External Engagement:

- Managing and developing relationships with UK network universities and other partners, including those outside the UK, e.g. Philipp Schwartz Initiative (Germany), Scholars at Risk (USA), Scholar Rescue Fund (USA);
- frequent public presentations about Cara's work, regular contact with senior university staff, including vice chancellors;
- articles for/interviews with UK and international media, including radio and TV appearances; and
- lead on engagement activities with other stakeholders and partners, as required.

Financial:

- Overall financial responsibility for Cara's operations, including acting as lead contact with banks and investment advisers;
- monitoring expenditure against the planned budget, working in close liaison with Programme colleagues and Cara's accountants and auditors; ensuring timely submissions of all necessary returns to HMRC, Companies House and the Charity Commission; and
- preparation of the Council's annual budgets, submitting them for approval, and leading on audit-related activities.

Governance:

- Regular consultation with, and advice to, Cara's chair and the members of Cara's Council of Management / Finance and General Purposes Committee (F&GPC) / Nominations and Governance Committee on all aspects of Cara's work;
- overseeing all preparations for Council / F&GPC / Nominations and Governance Committee meetings, and implementing their decisions; and
- occasional contacts as required with Cara's President (when in place) and Patrons.

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PERSON SPECIFICATION

- Proven leadership skills, entrepreneurship and dynamism; a track record of developing and implementing strategic and operational plans;
- excellent people leadership and management skills; proven ability to lead, inspire and develop a cohesive and empowered team;
- ability to operate effectively with a wide range of high-level stakeholders, third sector partners, campaigners, government officials and experts;
- experience of international engagement, and good understanding of international politics;
- experience of developing partnerships;
- an ability to raise funds for the organisation;
- experience of financial planning, management and control, and a strong commitment to maintaining financial probity and implementing robust financial procedures;
- excellent writing skills, able to influence and persuade;
- a confident and experienced public speaker; experience of handling the press and media; and
- a good understanding of the roles of chair, trustees and chief executive.

Al-Sham University in Azaz, Aleppo Province,
northwest Syria

TERMS OF APPOINTMENT

Location

Cara's offices are based at London South Bank University Technopark, London, although flexible working arrangements are in place to allow a certain amount of time for people to work remotely.

Salary

The salary for this role will be competitive.

Annual leave

The allowance for this role will be 25 days per annum.

Pension

You will have access to NEST pension scheme. For more details, please visit:

- <https://www.nestpensions.org.uk/scheme/web/nest.html> and
- <https://www.gov.uk/government/organisations/national-employment-savings-trust> .

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 Cara on this appointment.

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

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 **Thursday 24 October 2024**.

For more information, please contact Rhianna.Connolly@saxbam.com

* 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.



Firefighters work to extinguish a fire at the Kharkiv National University building, which city officials said was damaged by recent shelling, in Kharkiv, Ukraine March 2, 2022

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