

**Application Pack for
Director of Central
Services
Cats Protection**



July 2008



Dear Applicant

Director of Central Services – Cats Protection

Package: £62,000 + package

Location: Sussex

Thank you for expressing interest in the role of Director of Central Services with Cats Protection. This charity has been operating for eighty years, Cats Protection is the UK's leading feline welfare charity. The organisation rehomes and reunites 55,000 cats and kittens every year via a network of 256 voluntary-run branches and 29 adoption centres, and has more than 650 cats in its care at any one time.

At the heart of the Executive Management Team, you will play a central role in the leadership of the charity. In particular, you will take ownership of all Central Services functions, comprising finance, IT, HR and property management, assist the Chief Executive to support trustees, and develop staff and volunteers to reach their full potential, whilst controlling budgets effectively to realise full value from the organisation's resources.

You will find the following documents in this Application Pack:

- Application Form
- Background information
- Job Description
- Person Specification
- Benefits Package
- A copy of the advertisement

For further information about Cats Protection, please visit www.cats.org.uk

If you would like to apply for this position, you should complete the application form and submit it, together with your Curriculum Vitae and Supporting Statement, to CR Search and Selection to arrive by **12th August 2008**, via e-mail to alex@crsearchandselection.com at or by post to Olga Johnson at, CR Search and Selection, 40 Rosebery Avenue, London EC1R 4RX.

We look forward to receiving your application.

Yours sincerely

Olga Johnson
Chief Executive



Background information

Cats Protection

A brief summary: Cats Protection

Cats Protection is the UK's largest feline welfare charity, helping more than 140,000 cats and kittens every year. Founded in 1927 by a group of cat lovers, the charity celebrated its 80th anniversary in 2007 and now operates 250+ Branches and 29+ Adoption Centres, supported by 7,000+ dedicated volunteers and 500+ employees nationwide. In 2004 the charity moved to the new, purpose built National Cat Centre in the heart of the Ashdown Forest in Sussex.

Cats Protection has simple and clear **objectives** to help cats:

- **Homing** – finding good homes for cats in need,
- **Neutering** – supporting and encouraging the neutering of cats,
- **Information** – improving people's understanding of cats and their care.

Their **vision** is ambitious, they truly believe it can be achieved because of passion, the extent of their strategy and simply because cats are the UK's most popular companion.

“To ensure that every cat is given the chance of a life where it will be treated with kindness and an understanding of its needs.”

Their **Values** underpin everything they do and provide the cornerstone of the charity:

- We care about cats,
- We value and respect our volunteers, supporters and staff,
- We are committed to providing a service of the highest quality,
- We will be open and honest.

As a registered charity, Cats Protection has a Board of Trustees legally responsible for all business related matters, also particularly responsible for ensuring that Cats Protection operates within its charitable objectives. Day to day management is delegated to the Executive through the Chief Executive and through him to the functional directors – forming the Executive Management Team (EMT). Policy proposals and major capital expenditure programmes must be approved by the Trustees. The detail of implementation is then with the executive.

Built on such solid foundations, Cats Protection aims to be able to reach out to all cats and kittens in need. To enable them to do this they recognise the need to dramatically increase their ability to re-home, neuter and impart information. These goals will be better achieved by developing a dynamic, go-ahead organisation that will attract further volunteers, more homes for cats and funds to pay for food, veterinary care and everything cats need.

To find out more about Cats Protection, please visit their web site on www.cats.org.uk



Cats Protection Job Description

Title:	Director of Central Services
Directorate:	Central Services
Responsible to:	Chief Executive
Line Management Responsibility:	Financial Controller IT Manager Head of HR Head of Property

Primary purpose of the role

As a member of the Executive Management Team, to take a major role in the leadership of the charity;

As the Director of Central Services, to provide strategic and operational management over all Central Services functions (see below) across the charity.

Main responsibilities

1. Demonstrate commitment to achieving Cats Protection's strategy and its objectives and develop and implement departmental plans and strategies to deliver the agreed organisational strategy.
2. Assist the Chief Executive to ensure that trustees are able to discharge their function and add value to Cats Protection's performance.
3. Manage the Central Services Directorate, its heads, managers and all of its functions to achieve high quality, customer-focused outputs and outcomes.
4. Support, develop and empower staff and volunteers to reach their full potential and to deliver the best possible services.
5. Oversee the development and implementation of a full range of Finance (including internal audit), Property, HR, Procurement & IT policies and strategies.
6. Develop sector and external knowledge / awareness to ensure that best practice is implemented within the directorate, and where appropriate across the organisation, to assist Cats Protection achieve its strategy and objectives.
7. Lead on business planning, budgeting and management information for the whole organization and ensure that the financial control environment of the charity is appropriate.
8. Ensure that the affairs of the directorate are appropriately managed and that proper systems and controls are in place.
9. In common with all posts, ensure compliance with Cats Protection's policies and procedures, statutory obligations and best practice; and undertake such other duties as may be reasonably required by the Chief Executive. This job description may be subject to review in the light of the developing organisation and in consultation with the post holder.

Cats Protection Person Specification



		How Identified
Qualifications:		
Educated to Degree level	Essential	Application Form
Relevant professional qualification (eg Finance, HR, Property, IT)	Essential	Certificates
Knowledge and Experience :		
Proven successful track record in a decisive leadership role in delivering central services in a large complex organisation	Essential	Application Form
Leading and driving cultural and process change and improvement	Essential	Interview
Significant experience of successfully managing a large multi-disciplinary operational team	Essential	
Dealing with a complex range of stakeholders to ensure that expectations are managed and relationships are sustained	Essential	
Overseeing and implementing planning, budgeting and management information	Essential	
Skills and Attributes :		
Commitment to working in a volunteer based organisation	Essential	Application Form
Able to provide direction and leadership	Essential	Interview
Strong negotiation and influencing skills	Essential	References
Clear presentation and communication skills	Essential	
Able to work at a strategic level and assimilate, analyse and make decisions on complex issues at the highest level	Essential	
Personal Style and Behaviour :		
A strong leader and strategic thinker	Essential	Interview
Energetic, positive and robust enough to cope with the demands of this new and high profile role	Essential	Medical Questionnaire
Other :		
Able to perform the role	Essential	
Empathetic to cats	Essential	
Able to travel within the UK	Essential	
Microsoft Office	Essential	



Cats Protection – Benefits Package

- Pension – up to 6% company contribution
- Death in Service benefit scheme at 4x base salary
- PHI (after completion of probationary period)
- Busy Bees Childcare Vouchers
- 25 days annual holiday plus statutory days (plus an additional 1 day for each completed year of service up to a maximum of 5 additional days)
- Contractual notice period: 3 months from both parties
- 35 hour working week

This appointment is subject to satisfactory referees and medical questionnaire. Permanent positions are subject to a probationary period of 3 months. Retirement age is 65 years.

Online Advertisement

Cats Protection is the UK's leading feline welfare charity. The organisation rehomes and reunites 55,000 cats and kittens every year via a network of 256 voluntary-run branches and 29 adoption centres, and has more than 650 cats in its care at any one time. There are ambitious plans for the future that require high calibre professionals to make them happen

Director of Central Services Sussex

£62,000 + package

At the heart of the Executive Management Team, you will play a central role in the leadership of the charity.

In particular, you will take ownership of all Central Services functions, comprising finance, IT, HR and property management, assist the Chief Executive to support trustees, and develop staff and volunteers to reach their full potential, whilst controlling budgets effectively to realise full value from the organisation's resources. You should be:

- Educated to degree level and professionally qualified in finance, HR, property management or IT
- Experienced in managing large multidisciplinary operational teams
- Capable of driving profound cultural change
- Confident in taking clear and considered decisions
- Able to present and negotiate effectively

For an application pack please visit www.crsearchandselection.com/cats or email alex@crsearchandselection.com

You may also call Olga Johnson on 020 7520 2210.

Closing date for applications is **12th August 2008**.