



Royal African Society

Patron: H.R.H. The Duke of Cambridge
Chair: Zeinab Badawi

Job Title	Deputy Director
Contract	Full-Time
Salary	£50,000 per annum
Pension	Defined Contribution Pension Scheme, with 3% contribution from employer
Annual Leave	25 days, plus all Bank Holidays and some days during Christmas and New Year
Reporting to	Director
Responsible for	6 employees and freelance members of staff (see organogram)
Location	Remote working for now; onsite working from SOAS, London, once permitted.

About the Royal African Society

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of over one million people globally. Click on the following links to learn more about [who we are](#) and [what we do](#).

2021 marks our 120th anniversary and the Society is using the occasion to raise its profile, reflect on the profound changes since it was founded in 1901 and identify where we should go next. We have developed a new Theory of Change framework as a basis for our next strategic plan for 2022-2025.

As part of our anniversary celebrations, we are also planning a rebrand for both the Society and *African Affairs*, our quarterly top-rated African Studies journal, as well as a series of high-profile events, including our biennial *Africa Writes* festival and a major conference on 'Climate, Conflict and Demography in Africa' to be held in September ahead of COP26. Another important initiative to highlight is our '*Africa and its Diaspora in UK School Curriculum*' inquiry report, which is being led by Lord Paul Boateng via the APPG for Africa, which we administer, in partnership with Justice to History. We also plan a membership drive, particularly amongst the African diaspora. Overall, this is an exciting time to join the Royal African Society and help shape its future strategic direction.

About the role

We are seeking to recruit an innovative and experienced team leader who will be responsible for the day-to-day management of the Royal African Society. Reporting directly to the Director, the Deputy Director is the other member of the Society's senior management team. The chosen candidate will manage and support the team, overseeing the organisation's operations and programmes and ensuring the Society's strategic and business plans are up-to-date and successfully implemented.

The Deputy Director will also contribute to the organisation's fundraising, corporate engagement and communications strategies, and act as Secretary to the Council, ensuring the charity adheres to good governance practices. Strong African and diaspora networks are desirable, as well as a successful track record working within the cultural and/or corporate sectors.



Royal African Society

Patron: H.R.H. The Duke of Cambridge
Chair: Zeinab Badawi

Main Tasks & Responsibilities

STRATEGIC & ORGANISATIONAL MANAGEMENT

- Work with the Director in setting the organisation's strategic direction, by developing and overseeing the implementation of an annual business plan in line with the current Theory of Change and strategy.
- Ensure the successful implementation of the strategic and business plans through collaborative work with the team, including six monthly reviews against agreed KPIs and regular (weekly/monthly) catch up meetings with individual staff members.
- Maintain an oversight of the Society's programmes, especially our growing Education and Outreach Programme, and support the strategic development of the *Film Africa* and *Africa Writes* festivals through their respective Steering Committees.
- Operate as Acting Director when the Director is absent, deputising wherever necessary.

FINANCIAL MANAGEMENT & FUNDRAISING

- Work with the Director, Administrative Manager and Consultant Accountant to set the annual budget, monitoring income and expenditure at the end of every quarter and overseeing the budgets devolved to programme staff.
- Support the Director and Fundraising Manager in maintaining and developing relations with funders, partners, donors and high net-worth individuals to ensure the organisation's financial stability and future sustainability.
- Support the Director and the Corporate & Public Events Manager in attracting increased corporate partnerships and donations.
- Take the lead (where appropriate, or in collaboration with the relevant staff) in writing and reviewing proposals for potential partnerships, funding bids, major events, and other important initiatives.

GOVERNANCE

- Act as Secretary of the Society, attending to all governance matters, including arranging all meetings of the Council and Executive Committee and the AGM, preparing agendas and taking minutes.
- Work with the Administrative Manager and Consultant Accountant to produce and submit the Trustees' Annual Report & SORP Accounts to the Charity Commission in a timely manner.
- Work closely with the Chair, Director and other Council members to ensure the Council operates effectively, its membership is kept up to date and suitably diverse, and its sub-committees are operating efficiently.

HR & TEAM MANAGEMENT

- Work with the Director to ensure the Society is adequately staffed, leading on and managing the process of the recruitment and induction of new staff and consultants when necessary.



Royal African Society

Patron: H.R.H. The Duke of Cambridge
Chair: Zeinab Badawi

- Ensure effective communication within the team, fostering healthy working relationships and positive internal team dynamics.
- Ensure all staff set their Annual Objectives every January to be reviewed mid-year and at end of year, and approve training programmes and leave requests as appropriate.
- Work with Administrative Manager to ensure staff have up-to-date contracts and job descriptions, that health and safety requirements are met, and that the Staff Handbook is up-to-date.

COMMUNICATIONS

- Represent the Society at key events and act as a spokesperson in public and the media when appropriate.
- Ensure all staff and freelancers uphold the Society's mission, vision and values and that all our external communications display a consistent and coherent message about the charity.
- Oversee the production of the Society's public Annual Report to be published by April every year.

Person Specification

Below are the requirements we will assess applicants against throughout the selection process.

Experience

1. Experience of working in roles with management responsibilities.
2. Experience working with or within the charity and not-for-profit sector.
3. Experience building and leading high-impact, high-performing teams.
4. Proven track record of successfully delivering projects from inception to completion.
5. Experience managing multiple teams, projects, partners and stakeholders simultaneously.

Skills & Attributes

6. Excellent collaborative leadership and team-work skills.
7. Outstanding communication, negotiation and influencing skills.
8. Strong relationship-building skills, with ability to develop effective working relationships with diverse groups in the diaspora, cultural, commercial and government sectors.
9. Reliable organisational skills, with ability to successfully multi-task and meet deadlines.
10. Ability to think strategically and problem-solve, resulting in positive outcomes and actions.
11. Flexibility, including an ability to adapt quickly and respond swiftly to changing circumstances.
12. Responsible independence: ability to use own initiative whilst knowing when to seek advice.

Education & Knowledge

13. BA/BSc degree or higher (or relevant experience)
14. Knowledge of and interest in contemporary African affairs, arts and culture.
15. Commitment to the vision, mission and values of the Royal African Society.



Royal African Society

Patron: H.R.H. The Duke of Cambridge
Chair: Zeinab Badawi

Application Process & Key Dates

To apply, **please send your latest CV and a covering letter (2 pages max)** explaining why you think you are suitable for the job addressing the points in the person specification above to:

Lizzie Orekoya, Administrative Manager, at lo17@soas.ac.uk

Deadline: Monday, 12th April 2021, 5PM GMT.

Notification: if shortlisted, you will be notified by Monday, 19th April 2021.

Interviews: interviews will take place **via Zoom on Thursday 29th and Friday 30th April 2021.**

Start date: w/c Monday, 3rd May 2021 or as soon as possible thereafter.

- **Candidates should have the right to live and work in the UK.** Regrettably, as a small charity, we are not able to sponsor work visas for international applicants.
- Due to the large number of applications we usually receive, **we will only be contacting shortlisted applicants** and will not be able to provide individual feedback on unsuccessful applications.
- We are committed to diversity and equal opportunity. We therefore welcome applications from all backgrounds and communities and particularly **encourage applicants of African heritage.**