

Job Title:	Head of Strategy and Change
Department:	CEO Office
Location:	London
Reports to:	Chief Executive Officer
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
Job Purpose: <p>The Head of Strategy & Change will lead on the development and implementation of the Muslim Aid Strategy and Change Management plans. Working with key stakeholders, they will identify required changes and ensure strategic objectives and goals are delivered across the organisation.</p>	
Key Accountabilities: <ol style="list-style-type: none"> 1. To support the CEO/Leadership Team (LT) in developing, planning and executing the strategic priorities of Muslim Aid. 2. To provide support to stakeholders to develop processes, systems and teams aligned to the Target Operating Model (TOM). 3. To design, plan and monitor the change management initiatives to successfully embed change. 4. To oversee and deliver key projects and programmes across the organisation. 5. To perform reviews and analysis of functions/departments/processes as necessary for maximising efficiencies and reducing costs. 6. To assist the Head of People & Culture and Services in developing a performance culture in the organisation ensuring goals and KPI's are aligned to the strategic priorities. 7. To support Muslim Aid international partners and external strategic relationships to develop the Muslim Aid brand and impact. 8. To assist the CEO in establishing an appropriate organisation structure to meet organisational goals/needs. 9. To promote compliance and good practice sharing, learning teams internally and externally. 	

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to Bachelor's degree level in management, business or related field.	Essential	Application
Project management qualifications such as PMP or Prince 2	Desirable	Application
Experience & Knowledge:		
Proven experience gained in a similar change management, programme management or project management role, with knowledge of change management methodologies	Essential	Application and Interview
Strong operational management experience	Essential	Application and Interview
Experience in all aspects of business change (processes, methodologies, change control, project scoping, project planning etc.)	Essential	Application and Interview
Understanding of multiple business functions such as ICT, HR, Finance, Procurement, Legal, Fundraising, Programmes, and Audit.	Essential	Application and Interview
Experience of designing remediation plans to address productivity and efficiency issues, and track record of following through to ensure closure	Essential	Application and interview
Knowledge of the charity sector	Desirable	Application and Interview
Skills & Abilities:		
Strong communication and interpersonal skills, able to build relationships at all levels, especially senior stakeholders, and line managers.	Essential	Application and Interview
A 'completer-finisher' taking accountability for ideas from inception to delivery, in an environment that requires robust metrics to confirm success	Essential	Application and Interview
Strong and well-developed problem solving and analytical skills	Essential	Application and Interview
Ability to adapt to changing circumstances, approaches and ways of working	Essential	Application and Interview
Ability to manage interpersonal relationships with stakeholder management, executive influencing, and negotiation skills	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Well organised with a strong attention to detail	Essential	Application and Interview
Strong Project and programme Management skills	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, vision and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below:	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	