

## Interim Executive Director

Contract: April-July 2025<sup>1</sup>  
Location: London, with remote working  
Hours: Three days per week with Mondays in the Vauxhall Office  
Day rate: £750 (inc VAT)  
Reports to: Chair of the Board  
Manages: Deputy Director: Communications  
Head of Advocacy and Policy  
Development Manager  
Senior Finance and Operations Officer  
Interim External Affairs Consultant (currently until the end of May)

The purpose of this role is to lead TJ-UK during the interim period before the permanent Executive Director is in post. The Interim Executive Director will support the team to deliver the annual plan, ensure good financial management, oversee fundraising activities and represent the organisation externally.

### Strategic leadership of the organisation and the Senior Leadership Team (SLT)

- Support the SLT to lead the organisation.
- Oversee the implementation of TJ-UK's external campaigns in response to strategic opportunities in line with the annual plan.
- Work with the SLT to sustain the strong team culture in line with organisational values.
- Oversee the evaluation and improvement of the organisation's activities.
- Oversee agreed fundraising activities to support the financial health of the organisation, including developing and maintaining relationships with a range of funders including from major donors, individual donors and grants.
- Oversee the implementation of organisational policies, HR and staff development.
- Support the team through a period of change for the organisation.

### Campaign leadership

- Oversee TJ-UK's external campaigning activity, supporting the different campaign teams to have impact.
- Be an ambassador for TJ-UK, supporting the organisation's reputation, presence and impact, including with the media, the public and politicians.
- Maintain relationships with key stakeholders including parliamentarians, press and media, influencers, organisations, funders and think tanks.

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<sup>1</sup> 31st March start date or a week earlier if possible and with possible extension once the permanent Executive Director role is recruited, contingent on their start date

## **Governance and financial management**

- Ensure effective governance, including through managing board meetings, statutory reporting, and the implementation of policies and procedures as required (including managing organisational risks)
- Oversee the organisational budget, ensuring income targets are hit and expenditure is managed
- Report to the board on the financial health of the organisation
- Oversee the accounting systems, financial policies, processes and controls that are in place to meet all relevant legislative, regulatory and accounting requirements.
- Ensure proper project governance, including oversight of funding agreements and other contractual documents.

## **General responsibilities and duties**

- Undertake the duties of the job description in accordance with the operational policies of TJ-UK, including but not limited to the equality and diversity statement.
- Maintain good working relations with the board, staff and other stakeholders.
- Present the organisation in an appropriate and professional manner to its stakeholders.
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, organisational culture and values.
- Work out of usual hours if necessary.
- Undertake any other reasonable duties as may be required.

## **Person specification**

We are looking for

- a progressive leader, ideally with experience of an interim role in a campaigning and advocacy organisation.
- a leader who listens, supports and enables others to take the lead
- ability to motivate staff and maintain a positive and inclusive organisational culture
- experience of hands-on day to day working alongside ability to delegate effectively
- an understanding of economic and tax justice is ideal but not essential
- broadcast media experience is ideal but not essential

## **Why would you want to be part of our team?**

- We value our colleagues first and foremost as human beings, with lives, families and interests beyond work. We want team members to thrive at work, at home and in the community. We believe that trusting people to work in a way that suits them is good for us all and good for the organisation
- Flexible working can include regular working from home, changes to working hours, changes to how working days are spaced throughout the year (for example to work fewer days during school holidays). Our team office day is on Monday at our shared office in Vauxhall
- We work at a fast pace to take advantage of opportunities to make long term change

- We take our responsibility to each other as colleagues, and to the wider tax justice movement seriously.

### **How to apply**

We are genuinely open-minded about your background and encourage people from different backgrounds and experiences to join our team.

We conduct anonymous shortlisting to help promote diversity and fairness. This means we ask applicants to create an application ID (your initials and two numbers) to use instead of your name, and that you remove any reference to your name (email address, LinkedIn, social media) from your CV. Assessors will receive information on candidates after shortlisting.

To apply please send the following to [recruitment@taxjustice.uk](mailto:recruitment@taxjustice.uk) by **5pm Friday February 14th**

1. A cover letter explaining how your experience and skills make you a good candidate for this role (350 words max with your **application ID as the file name**) Please remove all references to your name
2. A copy of your CV (max 2 pages with your **application ID as the file name**). Please remove all references to your name
3. Fill out the equal opportunities monitoring questions on the attached form highlighting your answers, as appropriate

If you have any questions about the application process, or if you require adjustments to assist your application process, please email Christine Oram, Chair Tax Justice UK [christine@taxjustice.uk](mailto:christine@taxjustice.uk) before the closing date.

Closing date for applications: 5pm Friday February 14th  
Interviews: Wednesday February 26th (in person in Vauxhall - we can cover any reasonable travel expenses). Please let us know as part of your application if you need any reasonable adjustments to allow you to attend the interview.  
Expected start date: 31st March 2025 (or a week earlier if possible)

The interview process is designed to help us get to know each other and for you to do your best job of explaining why you're right for the role. To help make the process more accessible, we will share the interview topics with you in advance.

### **Equal opportunities monitoring**

Tax Justice UK is committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we need to appreciate the profile of candidates who apply for positions. We would therefore be most grateful if you would complete the equality monitoring questions as part of the application form.

The information will be treated confidentially and will help us to support our commitment to

fair recruitment practice. All information provided will be held in the strictest confidence and will not be shared with anyone outside of the organisation.

The information provided does not form part of the decision-making process and will not affect your application.

**Data processing, protection and privacy policy**

By completing the form TJ-UK will have processed your personal information. For more information about TJ-UK's data processing activities and your rights, please read our [Privacy Policy](#).