



CANDIDATE PACK

Executive Director,
Publish What You Pay



PUBLISH WHAT
YOU PAY



A message from the Chair of the Board

Publish What You Pay (PWYP) is recruiting our next Executive Director. This is an incredible opportunity for a dynamic, experienced and humble leader with a strong understanding of the pressing global challenges associated with the oil, gas and mining sector.

PWYP is the largest global network of civil society organisations working to make extractive governance open, accountable, sustainable and equitable, and fighting for a just transition to a low carbon economy that responds to the climate emergency and the needs of people in resource dependent countries.

Could this be your next challenge?

PWYP is celebrating its 20th anniversary in 2022. From a handful of organisations campaigning for transparency in natural resource deal-making, PWYP has grown to a 1,000 member global network brimming with the expertise, insight, influence and connections to achieve our mission and vision of a world where all people benefit from their natural resources, today and tomorrow.

PWYP works with communities affected by extraction, and with government officials and company executives in more than 50 countries to ensure that the revenues generated by natural resource exploitation fuel sustainable development, rather than lining the pockets of a small elite. We have secured laws and were key to the set up of the Extractive Industries Transparency Initiative. Combined, our successes have led to billions of dollars of extractive revenues being publicly disclosed, a level of transparency that seemed an unachievable goal just a few years ago.

In 2019 we developed our [Vision 2025 strategy](#). It lays out a vision of the world we want, and charts our collective path, global goals and ambition for the five years to 2025. Central to this vision is building a network that is informed, influential, heard and connected.

Looking ahead

This position opens up an exciting opportunity to bring new leadership to the PWYP network as we celebrate our 20th anniversary and move into the second phase of implementation of our Vision 2025 strategy.

We are looking for a leader who is passionate about our mission and can take us into our next chapter, including through the development of our next global strategy from 2025 onwards. Someone who listens, reflects, takes care of others and values teamwork. A leader who is committed and able to foster joy and meaning in our work with diversity, equity, and inclusion at the core.

The work PWYP does has never been more important. As the world grapples with climate action and the energy transition to a low carbon economy, our network is in [a prime and unique](#) position to advocate for a just energy transition that responds robustly to the climate emergency and the needs of people in resource dependent countries.



Carlo Merla





About us

PWYP is a global membership-based coalition of civil society organisations in over fifty countries across the world.

Our vision is a world where all citizens benefit from their natural resources, today and tomorrow.

Our mission is to build a global movement of civil society organisations making oil, gas and mineral governance open, accountable, sustainable, equitable and responsive to all people.

We believe that citizens have a right to participate in the governance of their countries' natural resources. We work to ensure that we, as citizens, have the information we need, and we champion and defend our right to participation so that natural resources are managed sustainably for the benefit of current and future generations. As the world grapples with the climate crisis [we believe](#) that the forthcoming energy transition must be just and equitable.

The global PWYP network is made up of more than 1,000 member organisations and over 50 national coalitions, including human rights, development, environmental and faith-based organisations.

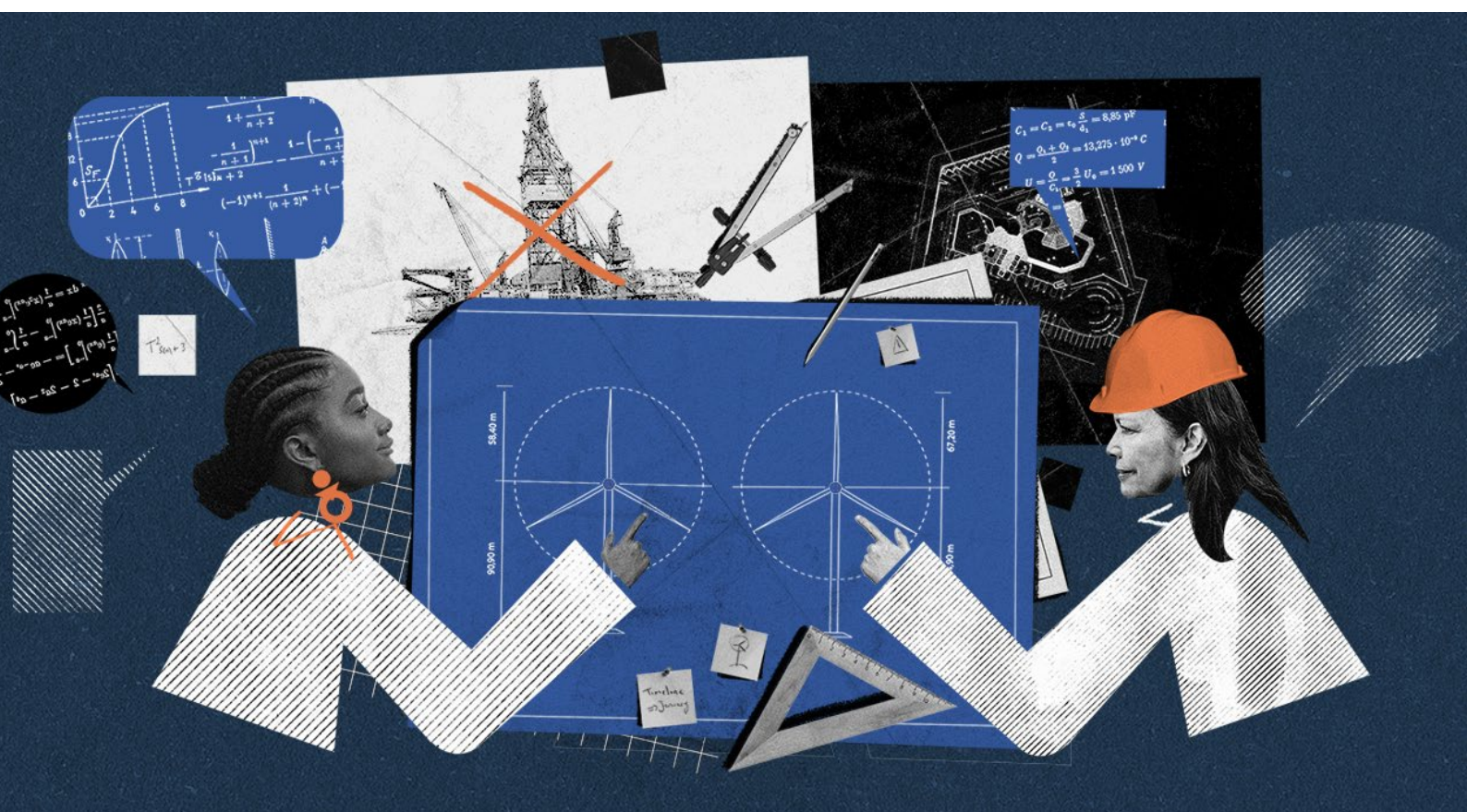
The PWYP network is supported by a growing decentralised secretariat of around 20 people with a budget of around \$4 million a year. The work of the Secretariat is overseen by our board and the global strategic direction of the PWYP network is led by our Global Council. The Secretariat is registered as a Charity in England and Wales and we have also recently established a legal presence in Belgium.

READ MORE:

[PWYP Vision 2025](#)

[PWYP Secretariat Operational Plan](#) - A new operational plan is being developed in 2022 based on the findings of a mid-strategy review.

[PWYP Annual Report & Accounts 2020](#)





How we do it

The four global goals of Vision 2025 set out how PWYP intends to fulfil its mission to build a civil society movement that makes oil, gas and mineral governance open, accountable, sustainable, equitable and responsive to all people. **The global goals are to be :**

INFORMED

by defending and extending transparency and campaigning for new types of disclosure, for example on extraction's environmental and social impacts.

HEARD

by increasing the participation of citizens in the governance of their natural resources and in decisions which affect them, particularly citizens from marginalised groups such as women and indigenous communities.

INFLUENTIAL

by putting transparency to work to inform and empower citizens and influence the actions of governments and companies.

CONNECTED

by making PWYP as strong and inclusive as possible, working through collective action and allying with other movements and institutions around the world.



Our Finances

PWYP operates using a mixture of both restricted and unrestricted income principally from private foundations, bilateral development agencies and international non-governmental organisations.

PWYP's current core (unrestricted) donors are:

- The William and Flora Hewlett Foundation
- The Danish International Development Agency, DANIDA
- Ford Foundation
- Luminate
- Open Society Foundation (OSF)
- Sigrid Rausing Trust

PWYP's sources of restricted funding are:

- The Norwegian Ministry of Foreign Affairs, Norad
- Luminate

All of PWYP's income is received in the form of grants.

PWYP has been a registered Charity in the United Kingdom (Registered Charity Number 1170959) since January 2017.



Job Description

Job Purpose

The Executive Director is responsible for providing the PWYP Secretariat and global movement with strategic leadership, vision and direction; and bears the ultimate responsibility for ensuring the organisation's long-term success and sustainability. They are responsible for ensuring that the PWYP International Secretariat is structured, organised and managed in such a way as to maximise achievement of our vision and realisation of our mission.

This role reports to the Board of Trustees and supervises the Director of Member Engagement, Director of Finance & Operations, Director of Communications & Campaigns, and Fundraising Manager.

Scope of Responsibilities

Vision and strategic direction

Work with the Board and Global Council to provide leadership to PWYP; developing vision, mission, strategy and operational plans to significantly enhance the impact of PWYP.

Example responsibilities, include but are not limited to:

- Keep up to date on global and national trends, developments and key international issues; in particular, monitor developments and issues in PWYP's area of work
- Review learning from both PWYP and partners' interventions; use the insights gained to clarify PWYP's unique contribution and develop theories of change
- Work collaboratively with the Board, key stakeholders, and the senior management team to develop, approve and communicate strategic and annual plans
- Communicate a clear and exciting sense of purpose to internal and external stakeholders

Strategic representation & influencing

Provide intellectual leadership and strategic representation to ensure PWYP achieves global impact and change.

Example responsibilities, include but are not limited to the following:

- Proactively identify the actors who have the potential to contribute to the achievement of PWYP's strategic goals; establish and actively sustain productive relationships with key individuals internationally
- Support the Communications & Campaigns Director to develop and implement comprehensive influencing and communications strategies that result in transformative change
- Support the Director of Member Engagement to enhance and catalyse the activities of PWYP members for collective impact
- Build the external profile of PWYP and its priority issues
- Proactively liaise with Funders and Partners to jointly strategize and co-design impactful projects and interventions, including through sub-granting
- Forge and maintain relations of trust with key stakeholders, including donors, partners and other external authorities

Leadership, empowerment and impactful implementation

Take the lead in developing and building a Secretariat team that is fully engaged and committed to achieve operational goals and targets. Ensuring that quality of performance meets the standards and expectations of the strategic plan and key stakeholders (PWYP members and governing bodies, board and funders)

Example responsibilities, include but are not limited to the following:

- Ensure the organisation has a fit-for-purpose structure in place, and an appropriate complement of qualified, competent and motivated staff and consultants for the achievement of PWYP's agreed plans
- Manage the team towards high standards of performance through clear roles & responsibilities and provision of appropriate support; proactively address performance issues through timely constructive feedback, coaching and appropriate corrective action
- Notice talent and maximise the use of available talent through on-going staff development, succession planning, career management and utilisation of a leadership style that will drive employee engagement
- With the senior management team, ensure that systems, tools and ways-of-working are in place to continually monitor and manage impact and ensure timely, quality delivery against annual work plans
- Oversee the monitoring and evaluation of PWYP's strategic plan; ensuring that learning is fed back into the development of future strategy and fostering a culture of learning and innovation
- Working in collaboration with the Director of Finance and Operations, develop and approve people strategies to enhance employee satisfaction and strengthen culture and values
- Ensure a diverse and inclusive workforce and nurture a value-based work culture
- Devise remedial actions for any escalated issues and conduct crisis management when necessary

Financial sustainability & resource management

Lead the identification, cultivation and relationship management of PWYP donors to ensure PWYP's financial sustainability.

Example responsibilities, include but are not limited to the following:

- With support from the Fundraising Manager, lead the expansion and diversification of PWYP's funding base by identifying and cultivating new donor relationships and nurturing existing ones
- Support the Director of Finance & Operations to strategically manage the resources of the organisation; ensuring compliance with PWYP's and Funders' policies and with international good practice in resource management including forecasting and scenario planning
- Monitor the PWYP's Value for Money (the relationship between impact and expenditure); aiming to increase effectiveness over time and preferentially deploy our limited resources on activities with the greatest impact

Governance of PWYP

Work with the Board & Global Council to develop and implement effective governance for PWYP; including developing appropriate policies, procedures & systems.

Example responsibilities, include but are not limited to the following:

- Build a strong relationship with the Board Chair and Global Council Chair to ensure that they are updated on relevant programme and institutional developments
- In collaboration with the senior management team, create plans for the attainment of goals and objectives set by the board of trustees and support the Chair in setting timely and relevant Board meeting agendas, and preparing for those meetings
- In collaboration with the Board and senior management team, oversee the development and refinement of policies, procedures, structures and governance systems
- Support effective governance by developing and implementing a framework for reporting and facilitation of Board and Global Council decision making
- In collaboration with the Company Secretary, uphold compliance with corporate governance and other financial and legal regulations
- Take the lead in identifying and advising the Board of risks; ensuring that appropriate action is taken to mitigate the risks identified

Financial Scope

The Executive Director bears the ultimate responsibility for the financial health of the organisation and shares with the Director of Finance & Operations responsibility for effective and efficient use of resources. In particular, the Executive Director influences the sustainability of the organisation by linking strategic vision and operational plans with fundraising strategy and leading fundraising efforts; demonstrating that value for money has been achieved with donated funds and winning the trust of donors.



Person specification

Qualifications

- Master's degree in an appropriate subject (e.g. Business or Public Administration ; Economic Policy; International Development)
- Equivalent professional experience will be considered as well

Knowledge and Experience

- Experience of international development field at a senior level (7+ years)
- Demonstrated leadership and directorship skills; at least 7+ years in senior leadership positions, including in leading/managing organisational change
- Demonstrable fundraising experience and in-depth knowledge of the donor landscape in international development
- Excellent understanding of global political, social and economic issues in PWYP's area of work; ability to identify the implication of global trends for PWYP's work
- Proven track record of the management of projects to ensure impact
- Excellent spoken and written English
- French is highly desirable and other languages desirable (e.g. Spanish, Russian, Arabic, etc.)
- Anticipatory and strategic thinker with a hands-on, problem-solving, proactive attitude and excellent communication skills
- Systematic approach to tasks, excellent time management skills and attention to detail
- Computer skills: Google Drive and office suite
- Willingness and ability to travel up to 30% of the time (when COVID-related travel restrictions lift)
- Experience of spearheading an international coalition or campaign network (desirable)
- Successful track record of driving change in governments and/ or companies (desirable)

Skills and Abilities

- Ability to maintain high standards of ethics, integrity and professionalism; including handling sensitive information with confidentiality and diplomacy
- Firm grasp of financial management principles
- An outstanding team player
- Ability and willingness to work flexibly in a fast-paced environment with colleagues based around the world

Personal Style and Behaviours

- Commitment to the vision, mission and values of PWYP
- Actively encourages and feels at home in a diverse and inclusive working environment
- A sense of humour, humility and collegiality
- Capacity for self-reflection and a commitment to learning and growth
- Comfortable and able to work remotely from home





How to apply

Terms of Appointment

Contract: Permanent position

Location: Flexible, global

Salary and benefits: PWYP takes a rigorous approach to salary setting and operates a remuneration scale based on global equity. For further details, including benefits in your location, please speak to Red Sea. Please note that the Executive Director salary is competitive and commensurate with the seniority of the role.

How to apply

PWYP is partnering exclusively with Red Sea Executive Search.

To find out more information please email Tim Wingrove at applications@redseasearch.com

To apply for the position please go to www.redseasearch.com/job/executive-director/ and follow the instructions to upload your application through the Red Sea website.

Recruitment timeline

Closing dates for application: 20th March 2022 at 23:59 GMT

Red Sea interviews for long-listed candidates: 30th and 31st March 2022

1st round interviews with PWYP: w/c 11th April

2nd round interviews with PWYP: w/c 18th April



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www.pwyp.org

Publish What You Pay is a registered charity (Registered Charity Number 1170959)
and a registered company in England and Wales (No. 9533183).

 **red sea**
Executive Search & Selection

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