

Recruitment Pack

Executive Director

Inclusion International

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Overview

Inclusion International is on a mission to create a world where people with intellectual disabilities and their families can equally participate and be valued in all aspects of community life.

We're looking for a highly skilled **Executive Director** to fulfil this important undertaking. Reporting to the Board of Directors, the Executive Director oversees the strategic and operational effectiveness of our programmes and staff.

As an experienced leader, you will have developed and implemented successful fundraising plans/strategies, and a passion and enthusiasm to use those funds to meet the aims and goals of the organisation and our network.

Experience in leading (not micro-managing) a remote-based team is essential - our globally dispersed, high-performing team is knowledgeable, experienced, and ready to support you.

You must have held a senior level role in a non-profit/charitable organisation and worked closely with a Board of Directors (preferably showing experience of UK charity law). Prior experience of a global membership-based organisation would be desirable (but not essential), as would personal or work-related experience of the world of intellectual disability, including self-advocates. You must be fluent in English (oral and written) and any other languages are a bonus.

The role of Executive Director can be performed remotely, and the appropriate employment and remuneration package will be negotiated with the successful candidate at the time of offer. Due to operational reasons, we would prefer the Executive Director to be located in, and know about working in, the UK. Inclusion International cannot offer relocation packages.

A Letter from Our President

Dear Colleague,

As President of the Officers of Inclusion International, I am writing to announce the search for our next Executive Director.

We are seeking a dynamic leader to guide our organisation's work to achieve our mission to improve the lives of people with intellectual disabilities and their families around the world by helping them recognise and secure their human rights.

We are a registered charity in England & Wales, and we include active and passionately committed members in every region of the world and more than 100 countries.

If you know someone who would be great at this – or if you would be – please look at the attached announcement and materials or pass them along as you see fit.

I am grateful in advance for your attention,

Sue Swenson
President



About the Role

Job Title:	Executive Director
Location:	Remote/home-based, preferably someone based in the UK
Contract Type:	Permanent, Full-time
Working Hours:	5 days a week - exact hours per day are flexible
Annual Salary:	£95,000, dependent on experience
Reporting To:	Board of Directors/Trustees, who are the elected Officers of Inclusion International
Responsible For:	10 team members (approx.)
Basic Requirements:	Fluent in English, other languages are desirable Ability and freedom to travel internationally
Benefits Include:	28 holiday days per annum, plus local public/bank holidays Employer pension contributions (in the UK, we use NEST) Training & development opportunities Hybrid, remote and flexible working



Job Description

Purpose of the Role

The core purpose of the Executive Director (ED) role is to lead the strategic, governance, operational and financial affairs of Inclusion International. The ED will work closely with the Officers of Inclusion International to develop strategies to grow fundraising, advocate for the rights of people with an intellectual disability and develop & monitor high quality programme delivery, globally. The ED will ensure effective delivery of the strategy, drive implementation, and report on results.

Objectives of the Role

- Work closely with the Board of Directors, Officers and Committees to assess and address issues affecting Inclusion International and its members
- Oversee daily operations of Inclusion International, providing executive direction for the team
- Identify and address staffing requirements for efficient operations, and maintain a strong work culture that attracts and retains people while driving Inclusion International's mission
- Increase awareness of Inclusion International by being the main spokesperson and liaison with key stakeholders and media
- Develop an action plan for fundraising and managing monthly cash flow
- Comply with relevant laws and regulations

Duties and Responsibilities

Strategic Leadership

- Work with members, staff and Officers to develop and implement Inclusion International's strategic plan, and monitor & report on progress & challenges
- Create and maintain an organisational culture that values, motivates and mobilises member organisations to lead and develop areas of the strategic plan

- Overall responsibility for operational management of Inclusion International, delegating responsibilities to staff as appropriate, and ensuring the efficient and effective deployment of staff and resources
- Regularly review the operational plans against the external environment to ensure the work of the organisation remains up to date & relevant, and to help identify new opportunities
- Lead, support and advise the staff team in delivering organisation's mission and strategy
- Create and maintain an organisational culture, management structure and processes to ensure the staff team are motivated and supported, with appropriate development opportunities so they can achieve agreed outputs, and career development
- Ensure the health, safety and wellbeing of staff within the organisation, supporting an organisational culture that is transparent, supportive, collaborative, and inclusive

Governance and Finance

- Overall responsibility for governance and finance shared with the Officers and delegated staff
- Support the President, Treasurer and delegated staff in ensuring high quality governance and compliance with the Charity Commission and Companies House
- Work with the staff team to ensure robust financial management of the organisation, including overseeing planning of operational budgets and ensuring effective financial management, systems and controls are developed, implemented and regularly reviewed
- Work with the Officers to ensure all legal obligations are properly managed, fulfilling contractual, funding and statutory requirements and liaising with external advisors as appropriate (e.g. auditors, legal advisors)
- Ensure effective systems for robust governance, risk management, financial, and performance management are in place and regularly reviewed
- Support the Officers and Council to continue to strengthen the organisation's inclusion of self-advocates in all aspects of governance, applying the principles of Listen Include Respect to governance structures' ways of working

- Ensure members have a sense of ownership and engagement in the governance of their organisation, involving them where appropriate in determining strategy and leadership

Fundraising and Business Development

- Meet stretching fundraising goals, by securing financial support from foundations, corporations, donors and government funding sources
- Work with staff and the Board on annual fundraising initiatives and events
- Identify new partnership and business development opportunities to secure a diverse range of income streams linked to Inclusion International's vision and strategy
- Identify and action opportunities for business development and diversification of income streams to develop a portfolio and pipeline of programmes, projects, products, services and contracts, aligned with Inclusion International's charitable objects, mission and strategic plan

Operational Delivery

- Oversee day-to-day operations through effective delegation and support to the staff team, including programme and project delivery, financial/resource management and staff management
- Develop and implement policies and procedures
- Promote a culture of continuous improvement in all areas of work
- Ensure impact and evaluation reports are monitored and reviewed to identify areas for further development, change and improvement

Team Leadership

- Recruiting, hiring and managing staff
- Providing leadership, coaching and mentoring to staff
- Create a positive, transparent and productive work environment
- Build and lead an effective team that's dedicated to fulfilling the organisation's mission through highly successful programmes, member engagement and fundraising

Strategic Partnerships and External Communications

- Establish, develop and sustain effective working relationships and strategic partnerships with member organisations, networks, and key stakeholders, ensuring these are advancing Inclusion International's strategic plan
- Act as a key ambassador, advocate and spokesperson for Inclusion International to promote and enhance the profile of the organisation, and effectively represent the organisation's role and priorities to relevant government bodies, public, private & third sector organisations, and the media
- Serve as the face of the organisation and participate in external events to develop Inclusion International's profile and reputation as a leading voice in the sector, increasing visibility & credibility and developing strategic partnerships to further increase awareness and expand Inclusion International's programmes

Policy, Advocacy and Innovation

- Lead Inclusion International's work to influence policy development and delivery, in line with organisational & regional membership experiences and priorities
- Advocate the case for investment in agencies, bodies and organisations supporting those with intellectual disabilities
- Lead and develop the organisation's role in research and innovation, including setting up, managing and engaging with working groups
- Ensure Inclusion International is a listening and learning organisation, remaining up to date with research and best practice, and seeking opportunities to listen to members

Other Duties

- Ensuring employee and organisational compliance with relevant laws and regulations
- Monitoring and evaluating Inclusion International's performance
- Identifying and addressing challenges and opportunities

Person Specification

This person specification outlines the key attributes required for the Executive Director position at Inclusion International. The ideal candidate will be a globally-minded, values-driven leader with senior management and Board-level experience, capable of fostering a culture of trust and autonomy while demonstrating political acumen, diplomacy and cultural sensitivity to drive meaningful impact in the disability sector.

Knowledge & Experience

- A committed **internationalist**, with a deep understanding of, and commitment to, working in a global context
- Proven **track record of success in global fundraising**, including securing significant income from diverse international sources
- Strong **entrepreneurial mindset**, with the ability to identify opportunities, drive innovation, and implement creative solutions to achieve impact
- **Senior management experience**, with a history of leading high-performing teams in small, multi-skilled environments
- Experience of **working with and advising at Board level** including supporting governance (ideally within the UK context), strategy development, and decision-making

Personal Qualities & Attributes

- A firm and demonstrable commitment to **human rights, inclusion and social justice**, with these values embedded in both professional practice, and personal ethos
- High **emotional intelligence**, with exceptional people skills and the ability to build meaningful, trust-based relationships across cultures and sectors
- A **natural networker**, adept at forging and leveraging strategic connections to advance the mission of the organisation
- **Politically astute, diplomatic and culturally aware**, with the ability to navigate complex global environment, engage diverse stakeholders, and manage sensitive issues with tact and integrity

Leadership

- **Strong leadership skills**, with an emphasis on trust, empowerment and autonomous working – able to inspire and guide a highly skilled, knowledgeable and professional team without micromanaging whilst ensuring good levels of accountability, oversight, high output/performance
- Evidence of **personal impact**, demonstrating how they as an individual (not just their organisation) have driven tangible, positive change in their previous roles
- **Inspirational leadership qualities**, with the ability to engage, motivate and influence a wide range of stakeholders
- Demonstrates a **servant or distributed leadership style**, prioritising the needs of members (and their representatives), actively listening, and fostering a supportive and inclusive environment

Desirable Criteria

- **International experience** – direct experience of working and/or living outside of their home country, demonstrating adaptability and cross-cultural awareness
- **Lived experience of intellectual disability** – personal, professional, or voluntary experience engaging with people with intellectual disabilities (e.g. own experience, as a family member, through employment or voluntary involvement)



How to Apply

Applications should be sent via email to [hiring@inclusion-international.org](mailto: hiring@inclusion-international.org) by 30th April 2025.

Applications should include:

- CV (no longer than three A4 pages)
- Covering letter (no longer than three A4 pages) - OR – a Covering Video

Please ensure your covering letter/video contains the following information:

- How your knowledge, skills and experience meet the requirements of the role
- Your preferred work-base / location
- Any restrictions in your interview availability during the month of May 2025
- Your salary expectations
- Any adjustments you require to the recruitment process

Listen Include Respect Guidance

Inclusion International follows the Listen Include Respect guidelines for inclusive recruitment. For the purposes of this recruitment, we invite candidates to submit their covering letter in a way which is comfortable to them - either written or video/verbal format, and we would encourage you to familiarise yourself with the guidelines as they are very important to our staff team and the wider network.

Equal Opportunities

We welcome candidates who reflect the diversity of the members we serve. If you need any adjustments to the recruitment process, at either application or interview stage, please contact us at the email address above.

Selection Process

We will inform successful applicants shortlisted for an interview by Friday 9th May. First stage interviews will take place during the week commencing 19th May and the second stage will take place the week commencing 26th May – exact date and times will vary depending on locations/time zones (please be sure to list any restrictions in your covering letter/video).

The Interview process will involve several stages, to enable us to explore various elements of the role. The process will include:

- A session with the Staff Team
- A session with a group of Self-Advocates
- An interview with the Selection Panel
- A session with our Officers

The final successful candidate will then be invited to meet face-to-face with members of our Board, who will make the final recruitment decision.

Timeline

<i>Application Deadline:</i>	30 th April 2025
<i>Shortlisting Deadline:</i>	9 th May 2025
<i>First Stage Interviews:</i>	Week commencing 19 th May 2025
<i>Second Stage Interview:</i>	Week commencing 26 th May 2025

About Inclusion International

Inclusion International is the international network of people with intellectual disabilities and their families.

Mission and Vision

Our vision is a world where people with intellectual disabilities and their families can take part and be valued equally in all areas of their lives in their communities.

Our mission is to advocate for the inclusion of people with intellectual disabilities into their communities as valued neighbours and citizens.

What We Do

Global Advocacy – We are the global voice of people with disabilities and their families in places where decisions on important issues are made.

Connecting Members – We connect people and organisations around the world who share knowledge about building inclusion

Projects and Programmes – We support our members in working for inclusion in their countries through national programme work

Council

Our Council, elected by the General Assembly, leads our organisation and represents the voices of our members from all over the world. The powers and responsibilities of Council are listed in our Articles of Association. They set out the rules for how Inclusion International is run. They also set out rules for how people check it is being run properly.

Staff Team

Our small international staff team works closely together for the day-to-day coordination of our working groups, advocacy, publications, programmes and campaigns. Click on the link above to find out more about our team members.

Story

The movement was started by families who came together to support each other and share their experiences. For over 60 years, Inclusion International has been committed to the promotion of human rights. Today, our organisation represents over 200 member federations in 115 countries throughout 5 regions, including the Middle East and North Africa, Europe, Africa, the Americas, and Asia Pacific.

Our Strategic Plan

A strategic plan is a plan of action that helps an organisation achieve big goals. It helps us focus our work and make decisions about what our priorities should be.

Our General Assembly approved a new strategic plan in 2022. This will be our strategic plan until 2030. Our strategic plan has 3 big goals for us to work on:

1. Growing support for our vision for inclusion
2. Strengthening shared advocacy within the network
3. Expand shared learning opportunities to support the work of our members

Who we Represent

Families – Families from around the world formed our organisation to connect and fight for inclusion together

Self-Advocates – Self-advocates are people with intellectual disabilities who stand up for themselves about the things that are important to them.



