

Director of Development and Director of Operations – (volunteer roles)

WHEN, the Women's Higher Education Network was established in September 2015. It was founded in order to speed up gender equality in higher education. WHEN aims to bring a diverse range of women from across all roles, levels and backgrounds together to share experiences and stories and support one another on a national scale.

WHEN hosts and runs a national network, delivers events, training and consultancy and this year will start running campaigns to raise awareness of diverse women in the sector.

WHEN was co-founded by Alice Chilver, who is the company CEO and is guided by an advisory board of the most senior women from across the higher education sector. Day to day, WHEN is run by a small team including volunteers and operates as a social enterprise, with the required legal incorporation as a limited company.

Alice will be taking maternity leave from July 2019 – June 2020. During this time, WHEN is looking to appoint two Directors to steer the development and success of WHEN. They will work closely together and report to Alice, on a monthly basis, assuming full responsibility for the development and day to day running of WHEN.

Director of Development (Estimated 2-3 days per month)

- Strategy & Planning: Implement and monitor annual plans and targets
- Promotion: Serves as chief spokesperson for WHEN , assuring proper representation of the network to the community.
- Relationship building: Spearheads senior level, strategic relationships with a number of key stakeholders, participating in local and regional networks and meetings as appropriate
- Advisory Board: Initiates, develops, and maintains cooperative relationships with the advisory board
- People: Motivates and inspires small central team and volunteers

Director of Operations (Estimated 2-3 days per month)

- Legal and compliance: Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations
- Finance: Manage annual budgeting and P&L
- Operations management: Provides general oversight of all activities, manages the day-to-day operations, and assures a smoothly functioning, efficient operation
- People: Motivates and inspires small central team and volunteers

For an informal discussion about the role please contact alice@whenequality.org

To submit your application, please email Alice with a simple CV, or link to your LinkedIn profile and short email, explaining why you are interested, which role you are interested in and how you think your experience and skills will be the best fit. Please get in touch by 1st May 2019.