

# **Associate Director (Governance, Operations & Finance)**

Recruitment Pack

## Letter from Chief Executive

Dear Candidate

I am delighted you are considering the role of Associate Director (Governance, Operations & Finance) at The Tudor Trust. I am very much looking forward to getting to know you during this process. The Tudor Trust is on a significant journey of transformation. I am proud that we are building on our 70-year history of grant making and responsible stewardship of a £220m endowment.

Our transformation began in 2024, with a commitment to using all our resources in ways that centre the ambitions of all the communities that we serve. This has meant paying attention to our culture and understanding our people as our assets, alongside our strategic approach to our grant-making.

As an endowed foundation, we understand our power and the importance of sharing this with our grant partners. By working collectively, we can connect to the power of knowledge, wisdom, lived experience and collective innovation that is held within our communities.

The culture we are building in our new iteration of Tudor centres systems thinking and a commitment to learning, so that we can act and build together. The willingness to work in this way and understand the importance of un/learning so we are in service to the ambitions of our communities is integral to every role at Tudor.

We are inviting you to join us on this journey. There is still so much to achieve, and we are ready to grow, so that we can go deeper into our strategy and explore how we can continue to resource the sector. Each grant we make is designed to complement the next and to enable communities to come together to achieve deep systemic change. We call this eco-system building.

Our recruitment practices are designed to open our roles to a diverse range of candidates. We are genuinely open-minded, and if our work resonates and you share our commitment to being the change we seek, then we look forward to hearing from you.

With very warm wishes,

Raji Hunjan (she/her)





# Who we are

## About Us

Tudor is an endowed foundation, with a wide remit to resource organisations who are building a more just future. We hold £210m in assets, and in 2026/2027, are committing £25m in grants and investments. With a long-standing commitment to grassroots communities, we are putting our money where power belongs.

We recognise that philanthropy has traditionally held power in ways that reinforce injustice - through its investments, programmatic priorities and funding allocations. We believe this form of exercising 'power over' should be rebalanced by fostering 'power with' and 'power within'. This means placing communities and individuals at the heart of our learning, providing resources to support their collective ambitions for transformative change in society. To address the power imbalances within philanthropy, Tudor undertook a transformative shift to reshape every aspect of our work: from establishing a more independent governance structure to rethinking what we do with our resources and refining our operational systems, policies and practices. This led to the creation of the 'Change We Seek' framework which underpins our commitment to advance racial justice by resourcing power within communities. We want our grant-making to be purposeful, responsive, and led by the wisdom of communities who understand racial justice as a lens for community transformation and self-determination.

Tudor works in emergency - finding our place in the ecosystem of systems change and racial justice. Learning has become a cornerstone for driving meaningful and systemic change, and we actively incorporate our Justice, Equity, Diversity, Inclusion and Belonging (JEDIB) principles into our policies, roles, governance and leadership.



# Who we are

## Our Behaviours and Ways of Working

We have a strong commitment to people and culture, which we live through our behaviours framework so that we are accountable to each other and to our communities. Our internal practices focus on learning and systems thinking to that we can be iterative, based on how our understanding evolves about the complexity and interconnectivity between different parts of the system.

Behaviour	What this means at Tudor
<b>Bravery</b>	Taking action despite fear, uncertainty or potential risk - fostering a culture of trust, innovation and collaboration
<b>Collaboration</b>	Working with colleagues, grantees and trustees, actively communicating ideas, offering support, and participating in collective decision-making to achieve shared goals.
<b>Compassion</b>	Holding care and empathy at the centre of how we work - with colleagues, grant partners and communities.
<b>Creativity</b>	Coming up with new and unique ideas or ways of doing things by using your imagination and thinking differently.
<b>Humility</b>	Being respectful and open to others' perspectives and feedback, fostering an environment of continuous learning.
<b>Integrity</b>	Demonstrating honesty, fairness and reliability in all professional interactions and decisions, creating a foundation of trust and respect



# About the role

## Associate Director (Governance, Operations & Finance)

### Key information

**Salary:**

Up to £85,000

**Working Hours:**

4 or 5 days per week

**Close relationships:**

Deputy CEO and Associate Director, Investments (to be appointed)

**Location:**

Hybrid working arrangements - at least 3 days per week in the office

**Interviews:**

w/c TBC

**Contract:**

Permanent

**Reports to:**

Tudor's CEO

**Direct Reports:**

Two team members  
(current structure)

**Closing Date:**

8 June 2026

### Our Interview Process

If you are shortlisted for our role, you can expect the following process:

- Stage 1: Initial phone screen with our People & Culture Lead
- Stage 2: CEO & Deputy CEO interview (remote)
- Stage 3: Assessment (remote)
- Stage 4: Final team interviews - incl. with Tudor's Chair (in person at our offices)



# Role Purpose

The Associate Director (Governance, Operations and Finance) is a critical senior role at Tudor. The postholder will provide strategic and operational leadership across governance, finance, data protection, technology, HR compliance and organisational operations - ensuring our systems and processes actively enable, rather than constrain, our mission.

The ideal person brings a justice-led lens to every aspect of their work: proactively exploring how compliance structures and governance frameworks can be redesigned to serve Tudor's mission of devolving power and resourcing communities. We're looking for someone who brings a collaborative, enabling style alongside a genuine drive to deliver - someone who knows when to act decisively and when to slow down and listen.

The role leads a small, committed operations team and works closely with programme colleagues, external advisers and grant partners. You will sit on the Senior Leadership Team and act as a trusted advisor to the CEO and the Board.





# Specific Responsibilities

## Governance & Risk Management

- Serve as Company Secretary, providing thoughtful, high-quality governance support to the Board and relevant committees.
- Maintain a dynamic, effective risk register - ensuring strategic and operational risks are identified, understood and actively managed.
- Ensure Tudor remains compliant with all relevant regulatory bodies, including the Charity Commission and Companies House.
- Oversee insurance and compliance arrangements, balancing prudent protection with value for money.
- Actively explore where compliance structures act as barriers to devolving power, and bring practical, mission-aligned alternatives - working to enable an approach that drives our mission rather than constraining it.
- Design and support different governance structures as Tudor continues to evolve its approach.

## Financial Management & Compliance

- Shape and steward annual and multi-year budgets - ensuring our resources are purposefully aligned to our mission and the communities we exist to serve.
- Maintain robust financial controls, cash flow planning, management accounts, profit/loss reporting and end-of-year accounts and annual report.
- Lead the annual audit process and manage relationships with auditors, banks and financial advisers.
- Produce clear, accessible financial reporting for the Board and senior stakeholders - translating technical information into insight that drives good decisions.
- Support the development and monitoring of grant compliance and financial due diligence processes with programme colleagues.
- Identify and manage financial risk, including maintaining adequate reserves and supporting long-term financial sustainability.



# Specific Responsibilities

## Data Protection, Technology & Operations

- Take clear ownership of data protection and IT policy, including GDPR compliance, data retention schedules, privacy policies and information security - ensuring this is not left unowned as new systems are implemented.
- Ensure data protection responsibilities are clearly understood across the organisation, including as our new website and CRM system come online.
- Oversee IT infrastructure and relationships with outsourced IT providers, ensuring systems are fit for purpose, secure and well-managed.
- Oversee the team that manages office facilities, admin systems and supplier arrangements to ensure a well-functioning and cost-effective working environment.
- Champion the effective use of data and technology to improve organisational efficiency and decision-making.
- Ensure cyber-security risks are understood and well-managed at leadership and Board level.

## HR-Related Compliance

- Hold HR compliance and operational people processes, working in close collaboration with Tudor's fractional People & Culture Lead.
- Manage HR compliance processes including payroll, employee benefits (including pension) and employment law obligations.
- Champion colleague wellbeing and an inclusive working environment, modelling Tudor's behaviours and JEDIB principles in all internal processes and interactions.



# Specific Responsibilities

## Grants Compliance

- Work with programme colleagues to provide financial due diligence and compliance support for grant partners.
- Ensure grants compliance and other forms of investment processes are proportionate, clear and enabling - designed to serve Tudor's relationships with communities rather than create unnecessary burden.
- Support the monitoring and reporting requirements of external partners.

## Organisational Leadership

All leaders at Tudor are expected to live our behaviours and actively advance our JEDIB commitments. For this role, that means:

- Creating a psychologically safe, inclusive working environment within the Operations Team and across Tudor.
- Thoughtfully challenging where systems, processes or compliance requirements act as barriers to justice and power-sharing and bringing creative, workable alternatives.
- Demonstrating a collaborative, enabling approach: supporting colleagues without creating unnecessary process overhead or acting as a gatekeeper.
- Comfortable operating at both strategic and operational levels - getting into the detail when needed to solve problems, maintain momentum and deliver results.
- Supporting others to grow, feel valued and succeed - which is central to Tudor's ways of working.
- Holding shared accountability for Tudor's overall organisational health and sustainability alongside the SLT.



# Person Specification

If Tudor’s mission resonates with you and this role sparks your interest, we’d love to hear from you, even if your experience isn’t a perfect match on paper.

Experience	Essential	Desirable
The best person for this role will have experience of:		
Financial management in a charity or not-for-profit setting, including a working knowledge of SORP.	✓	
End-to-end financial management: budgeting, management accounts, cash flow, end-of-year accounts and audit.	✓	
Charity/not-for-profit governance, including designing and working with different governance structures.	✓	
Acting as Company Secretary, or a strong understanding of the key requirements of the role.	✓	
Taking clear ownership of GDPR, data protection and IT/information policies.	✓	
Familiarity with compliance and financial due diligence when managing external relationships. This could come from grants, contracts, procurement, or any regulated environment.	✓	
Supporting strategic planning and organisational decision-making in a charity or not-for-profit setting.	✓	
Building trusted relationships with senior stakeholders, boards, and/or trustees and colleagues	✓	
Working in a justice-led, equity-focused or community-centred organisation.		✓



# Person Specification

Skills	Essential	Desirable
The best person for this role will have the skills to:		
Lead and develop and coach a small operations team.	✓	
Communicate complex financial and governance information clearly and accessibly to non-specialist audiences.	✓	
Manage and prioritise a diverse workload across multiple areas of responsibility.	✓	
Operate comfortably at both strategic and operational level - stepping into detail when needed to solve problems and keep momentum.	✓	
Identify gaps proactively and escalate issues with clear options and recommendations.	✓	
Behaviours	Essential	Desirable
The best person for this role will demonstrate Tudor's behaviours:		
Bravery: willing to raise strategic concerns and challenge where governance or compliance is acting as a barrier to mission.	✓	
Curiosity/Inquisitive: genuinely interested in how systems, power and compliance interact - and motivated to improve them.	✓	
Humility: open to others' perspectives, comfortable working in an iterative, emergent organisation without needing all the answers	✓	
Collaboration: genuinely enabling in style - supports colleagues without acting as a gatekeeper or blocker.	✓	



# Person Specification

Integrity: builds trust with stakeholders internally and externally through consistent, honest and reliable practice.	✓	
Creativity: brings new approaches to governance and compliance design in service of Tudor's racial justice mission.		✓
Personally committed to racial justice, equity and the principles that underpin Tudor's 'Change We Seek' strategy.	✓	
Interested in and personally committed to the wellbeing and development of colleagues.		✓
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
The best person for this role will be qualified in:		
A CAAB-recognised accountancy qualification (or equivalent) is desirable, but not essential. We will equally consider qualifications in law or governance, or significant evidence of qualification by experience. For the right person, we're also open to bringing in additional fractional finance expertise to sit alongside this role.		✓

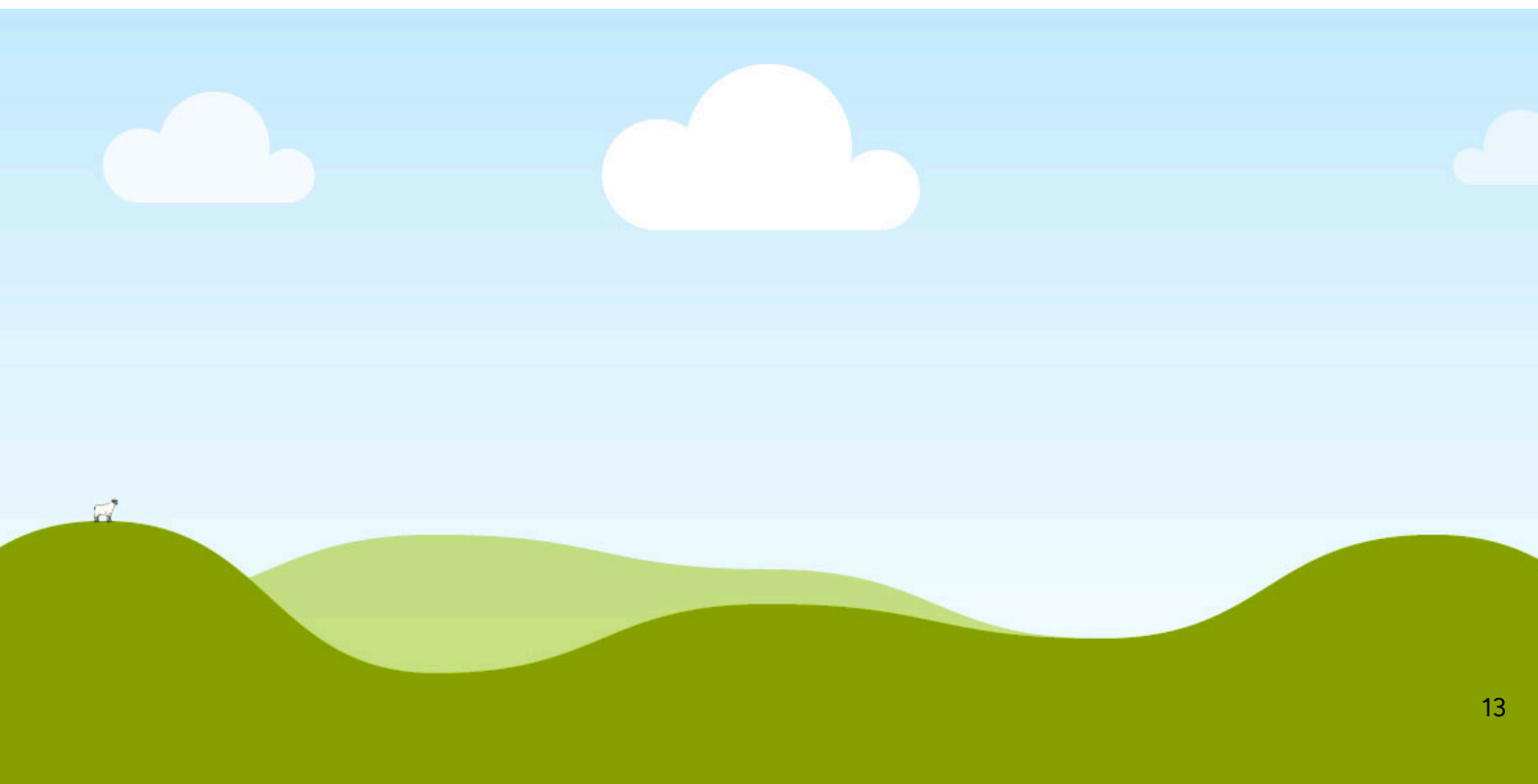


# Our Commitment to Justice, Equity, Diversity, Inclusion & Belonging

Tudor values and celebrates the differences that make us who we are. We respect the unique differences that everyone brings to the table, whether it's age, cultural heritage, disability, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background. We encourage people from all backgrounds to apply.

If you'd like to know more about the role before you apply, and would like to chat to one of the team, please email [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk)

We are committed to making our recruitment process accessible. Please let us know if you require any adjustments at any stage of application, interview or within your role.





# How to Apply

We'd love to hear from you.

Please submit a CV and supporting statement to [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk) outlining why you are interested in this role and how your experience, skills and values align with what we are looking for.

The supporting statement can be completed in one of four different ways:

1. Written covering letter (no more than 2 sides)
2. Powerpoint (no more than 5 slides)
3. Audio recording (no more than 5 mins)
4. Video recording (no more than 5 mins)

**External recruitment agencies are not engaged at this stage.**

**Direct applications only please.**