



British American Security  
Information Council

# BRITISH AMERICAN SECURITY INFORMATION COUNCIL (BASIC)

## EXECUTIVE DIRECTOR

### ***JOB DESCRIPTION & APPLICANT REQUIREMENTS***

#### **Summary**

BASIC is seeking a new Executive Director to lead the organisation in developing and promoting effective approaches to nuclear disarmament. The Executive Director of BASIC is responsible for the leadership of the organisation. The ideal candidate will have diverse skills and thrive as the leader of a collaborative team.

BASIC provides an inclusive working environment, recognising and respecting every individual's differences. We welcome applications from individuals who identify with any of the protected characteristics defined by the Equality Act 2010, particularly from female candidates, those from a minority ethnic background and other groups that are currently underrepresented within the organisation.

BASIC is an independent think tank and registered charity promoting innovative ideas and international dialogue on nuclear disarmament, arms control, and non-proliferation. Since 1987, we've been at the forefront of global efforts to build trust and cooperation on some of the world's most progressive global peace and security initiatives, advising governments in the United States, United Kingdom, Europe, the Middle East and Russia. Through an approach based on active listening, understanding and empathy, BASIC builds bridges across divides to transform some of the world's most dangerous nuclear stalemates and lay new pathways to global security. We engage diverse perspectives, encourage empathy across states, and broaden the context of debate. We have an established reputation for non-partisan, non-judgmental, cross-cultural engagement and for seeking common ground.

- **Job Title:** Executive Director of the British American Security Information Council (BASIC)
- **Salary:** Commensurate with experience
- **Preferred Start Date:** 1 July 2019
- **Location:** The Executive Director will be based in London
- **Duration:** Full time indefinite post
- **Closing Date:** Friday 10 May 2019

## **Job Description**

As Executive Director of BASIC you would be responsible for the leadership of the organisation. This will require someone with diverse skills who thrives when working with a team, covering the following:

### **1. Leadership and development of BASIC staff, including:**

- Representing BASIC's vision and direction at regular staff meetings;
- Line-management of BASIC staff (currently six members) to include - performance management, annual review, objective setting, sickness, holidays, etc;
- Ensuring BASIC and its staff meet best practice and all legal requirements in terms of BASIC's policies; and
- Providing advice and support to individual BASIC staff members as required.

### **2. Leadership of BASIC's research and advocacy agenda in collaboration with staff and the BASIC Board:**

- Maintaining existing BASIC projects and leading strategic development;
- Identifying policy gaps and research priorities for the organisation;
- Leading the on-going review and development of BASIC's model of change;
- Contributing to the life of the organisation through research and publication of research papers and commentaries; and
- Maintaining BASIC's culture of transparency, an egalitarian and flexible working environment, and creative-thinking.

### **3. Leadership of BASIC fundraising efforts:**

- Working with Board members to ensure BASIC has a clear and coherent fundraising strategy;
- Cultivating and maintaining relationships with current and potential funding bodies and individuals;
- Drafting new funding proposals;
- Drafting reports on activities related to existing grants; and
- Responsible for ensuring that grants are fulfilled in accordance with their terms.

### **4. Responsibility for the Financial Management of the Organisation:**

- Ensuring long term financial stability through comprehensive financial planning;
- Preparation and monitoring of the annual budget, alongside the forecast financial position;
- Cascading the relevant aspects of the budget to staff members so that project budgets are organised, understood and managed;

- Regular cash flow forecasting to ensure short term solvency;
- Liaising with BASIC's bookkeeper and accountants/independent examiners to ensure that all reporting and accounting requirements are fulfilled in an orderly and timely manner;
- Regular financial reporting to the BASIC Treasurer and Chair/Co-Chairs; and ultimately to the whole Board.

**5. Promotion of BASIC's positions and profile with government, media, and the wider international expert community:**

- Directly and indirectly, and through working with others, influencing policy-makers to consider and adopt BASIC positions;
- Working with staff to ensure an effective and well-targeted communications strategy;
- Contributing to external media;
- Maintaining and regularly communicating with a high-level network of senior policy-makers across Europe, the United States and other regions; and
- Representing BASIC at conferences and through public-speaking engagements.

**6. Liaising with the BASIC Board of Trustees:**

- Reporting regularly to the Board, to include financial updates, which is ultimately responsible for the organisation's strategic decisions and has Line Management responsibility for the Executive Director;
- Maintaining regular contact with the Chair/Co-Chairs of the BASIC Board;
- Preparing necessary paperwork and presenting all aspects of BASIC's work for discussion at quarterly Board meetings, including review of project work, future research and policy strategy, financial picture and budgets, and fundraising strategy; and
- Meeting with the Finance and Development Committee (FDC) of the Board on a regular basis.

**Applicant Requirements**

**Essential Requirements**

- Leadership experience in a relevant setting;
- A dedication to promoting innovative ideas and international dialogue on nuclear disarmament, arms control, and non-proliferation;
- A track record of fundraising to support research and policy work;
- A track record of publishing and speaking on international security issues;
- Previous experience of line-managing staff;
- Demonstrated experience of managing and delivering projects on time and to budget;

- Experience working on nuclear weapons issues; and
- A commitment to BASIC's culture of diversity, dialogue, and pluralism of views.

### **Preferred Requirements**

- 10-15 years experience in the field of international relations and security;
- Experience working on nuclear weapons policy; and
- Expertise on at least one global region affected by nuclear weapons.

### **Terms and Conditions**

**Probation:** There will be a probationary period of six months to be formally reviewed by the Co-Chairs of the BASIC Board.

**Holidays:** There are 25 days holiday a year (Jan-Dec) in addition to relevant public holidays.

**Hours:** Standard working week is 37.5 hours a week. However, the demands of the job require a willingness to work longer hours, including evenings and weekends, and undertake international travel, as necessary.

### **Application Process**

- **To apply:** Please email your CV and a cover letter detailing how you meet the selection criteria to [appointments@basicint.org](mailto:appointments@basicint.org)
- The application deadline is 10 May 2019.
- Successful short-listed applicants will be invited to an interview, together with a 15-minute presentation followed by Q&A, on 16 May 2019 at the BASIC offices in London.
- If required, this position can sponsor the right to work in the United Kingdom, due to the unique skills and subject matter expertise required for the position. Please indicate in your cover letter whether or not you would require visa sponsorship. We strongly recommend that you consult the UK government website under the '[Apply for a UK visa](#)' section of the Home Office webpages to determine your suitability for a UK visa.

## **RIGHT TO WORK IN THE UK**

We have a legal responsibility to ensure that all our workers and employees have the legal right to live and work in the UK.

### **Check of original documents as proof of right to work in the UK**

If you are invited to an interview, you will be asked to bring with you original copies of documentation that provides evidence of your right to live and work in the UK. This can be one or a combination of original documents from the list of acceptable documents produced by the Home Office. Please note that, since May 2014, it has been a requirement for visas and Indefinite Leave to Remain stamps in passports to be in a valid document in order to be acceptable evidence of right to work. Visas/stamps in expired passports cannot be accepted.

The original documents will be checked by a member of staff in your presence to check that documents are genuine, valid and that there are no work restrictions that prevent you from undertaking the work concerned. A copy will be taken and signed and dated as checked by the member of staff.

These documents will be retained securely by the recruiting manager until the end of the selection process. At that point, if you are successful, the copy of the document will be retained on your personal file. If you are not successful, the copy will be destroyed securely.

If you have not provided evidence of your right to work in the UK at an interview with us, any offer of work or employment made to you will be conditional upon you presenting this before you join BASIC. This document check must be carried out before you start or can be paid for any work.

### **What if I don't yet have the right to work in the UK?**

If you don't already have the legal right to work in the UK, you are still welcome to apply for a job with BASIC. Any job application you submit to us will be assessed using criteria based on the knowledge, skills and experience required for the relevant post. You will not be treated less favourably than another applicant on the grounds of national origin. However, any offer of employment we make to you will be conditional upon you gaining permission to work in the UK. You will not be able to start work until you are able to provide evidence that this has been granted.

The most common route through which you can gain the right to work in the UK is through the points-based immigration system, although there are other relevant routes depending on any family or ancestral links you may have with the UK. BASIC is able to sponsor workers who are offered certain skilled roles listed as eligible for sponsorship under Tier 2 of the points based system. For further information about sponsorship under Tier 2 of the points-based immigration system, see the section 'International applicants seeking sponsorship to apply for a Tier 2 (General) visa' below.

**Where sponsorship under Tier 2 may not be possible, you are encouraged to check if there are other relevant routes for gaining right to work in the UK such as other tiers within the points-based system or routes dependent on any family or ancestral links you may have with the UK.**

We strongly recommend that you consult the UK government website [gov.uk](http://gov.uk) under the '[Apply for a UK visa](#)' section of the Home Office webpages to determine your suitability for a UK visa.

**International applicants seeking sponsorship to apply for a Tier 2 (General) visa.**

If you are an applicant from a country outside of the EEA, you can only be employed if you hold an appropriate work visa. For skilled workers who are eligible for sponsorship, the most applicable work visa is often a Tier 2 (General) visa. The posts which are eligible for sponsorship under Tier 2 are skilled occupations which are at or above National Qualifications Framework (NQF) level 6. Details of the skilled occupations, their Standard Occupational Classification (SOC) codes and the minimum appropriate rates of pay for each occupation are listed in the [UK Visas and Immigration Codes of Practice for Skilled Workers](#).

If you are made an offer of employment with BASIC for a post that is eligible for sponsorship under Tier 2 and you are able to be sponsored by BASIC, we will contact you to commence this process with you. You will be issued with a Certificate of Sponsorship by us and you will need this to apply for a Tier 2 visa. The process differs slightly depending on whether you are applying from outside of the UK or from within the UK.

In order so we can identify if sponsorship may be required, please indicate your right to work and Type of Visa, if applicable, as fully as you can in your application so we can check if you are eligible for sponsorship under Tier 2 if you are subsequently offered a position.



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