



**Disasters are our business.
Veterans are our passion.**

Application Pack Director of Field Operations

- **Closing date for applications: Friday 30 September 2016**
- **Interviews: Tuesday 18 October 2016**

Team Rubicon recruits, trains, equips and deploys teams of ex-servicemen and women to aid in disaster response and recovery. By helping those affected by hurricanes, floods, earthquakes and other disasters in the UK and abroad, members of Team Rubicon find a renewed sense of purpose post military or emergency service.

We're looking for a truly exceptional Director of Field Operations who can really step up to the challenge of leading our worldwide disaster responses and supporting our UK-wide community of veterans and first responders.

Our response teams are made up of ex-servicemen and women from the military, police, fire and ambulance services, as well as skilled civilians passionate about helping others. During missions, our volunteers develop a great sense of camaraderie and solidarity with each other. Between response efforts, we bring our members together for training and social activities.

Team Rubicon is a relatively new charity in the UK having been founded in the USA six years ago. Team Rubicon has a unique culture that requires individuals foolish enough to think they can change the world, and smart enough to have a chance. Every day is a challenge, but every month brings new opportunities for an organisation that is quickly becoming a household name.

Team Rubicon offers competitive salary and benefits, as well as the opportunity to change the world of disaster relief and veteran reintegration. Only the most awesome candidates should apply and we are delighted to invite applicants from the military, civilian and emergency service backgrounds alike.

To be in with a chance of joining our team please complete the application form to show us how you are the ideal solution to our needs. Big yourself up in the Supporting Statement and email to: pickmepickme@TeamRubiconUK.org

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Director of Field Operations

Job Title	Director of Field Operations
Contract	Full time permanent
Salary	£55,000
Reporting to	CEO
Direct Reports	Field Operations Managers, Field Operations Executive Assistant
Location	Chilmark, Wiltshire

Job Description

The Director of Field Operations will be responsible for developing and implementing a board approved strategy to move Team Rubicon UK ahead in its domestic and international response capability. The position will be located at Team Rubicon's office in Chilmark, near Salisbury and will report to the CEO.

Whoever fills this role will need the strength of character to muck in and deliver big results with limited resources and under significant time pressure. Team Rubicon dares to be great so you need to be resourceful and determined.

The Director of Field Operations will oversee the planning, coordination and timely implementation of all response operations involving Team Rubicon UK volunteers and staff. This person will be responsible for the execution of field operations strategy in support of Team Rubicon's goal to be a leading name in disaster relief.

Team Rubicon's capacity for international response is growing. During the 2016-17 period, we will significantly increase our ability to support Team Rubicon Global operations and leverage the skills, contacts, and experience of UK volunteers to get more done where it matters – in the field. The Director of Field Operations will work with core staff and our growing volunteer base to achieve this aim.

We don't want to waste your time so below is a bit more information on what we are looking for. Treat it like a tick list. And sorry about all the bullets but this is an awesome opportunity and we want to get awesome candidates.

We are looking for someone who is:

- Gracious – able to understand others and manage workloads
- Supportive – balancing direction and guidance
- Understanding and compassionate
- A natural prioritiser – clear and persistent
- Organised and an organizer, short, medium and long term planning simultaneously
- Self-aware, knowing strengths and weaknesses and how to manage them
- Good humoured – manages difficult situations effectively
- Outgoing and a great networker (but not an attention-seeker except in the right way!)
- Tolerant – supportive of age, gender, background, ability
- Efficient – hard working, problem solver and avoider of complexity
- Able to influence positively, making it work
- Emotionally resilient – it's not an easy world out there...
- Ridiculously flexible – disasters aren't known for their predictability

But there is a bit more we need in terms of education and experience:

- Degree level qualification in relevant discipline – or equivalent experience
- Post-graduate qualification in relevant discipline (this one is more desirable than essential)
- Significant experience of operating in a leadership capacity
- Experience of developing strategies from scratch, communicating them effectively and getting buy in at every level
- Written communications – policy, email, presentations, copy, accuracy.
- Demonstrable experience of managing multiple teams across a range of disciplines
- Experience of working in, with or knowledge of, the military or emergency services

The skills and capabilities we need:

- Proven leadership and managerial competencies in a medium / large organization
- Ability to work under pressure and make decisions when little to no information is available
- Excellent public speaker for both operational and fundraising opportunities.
- Ability to research / access / understand areas of operations including but not limited to: safety and security, humanitarian law, political, cultural, implications of mental health issues
- Training & development – delivery and planning
- Experience in the formal selection, training and mentoring of adults
- Demonstrable experience in the provision of strategic level planning, advice and support
- Excellent interpersonal skills and ability to work with colleagues, the public and external stakeholders at all levels
- Excellent verbal and written communication – particularly the ability to convey an idea succinctly under pressure
- Financial ability/understanding (cash flow, budgeting, expenses, procurement)
- Negotiating and influencing skills
- Advanced level IT skills including all Microsoft Office applications, Google Apps, and Box

What you will actually need to do

- Develop and implement a Field Operations strategy
- Develop and implement Field Operations policies and procedures
- Oversee implementation of reporting for accountability and transparency
- Work with Team Rubicon Global and other national Team Rubicons (known as TRx's) to establish Team Rubicon UK position within the group and as a leader in international responses
- Build Team Rubicon national standards for the support and execution of operations, both as part of wider Team Rubicon Global responses, and Team Rubicon UK-led operations.
- Support the CEO in changing the agenda on view of veterans in the UK
- Attend relevant public speaking events and conferences in order to gather the latest sector knowledge and represent Team Rubicon UK
- Build world-class operations systems to plan, manage, track and report on all activities undertaken by the Field Operations Team
- Build a Field Operations team culture of collaboration, accountability, tenacity, impartiality and innovation
- Invest in team leadership, coaching and relationship building, with a keen desire for developing people, from your direct reports to frontline field staff

- Network with UK Resilience and International humanitarian sector to raise profile of TRUK
- Influence up to and including governmental level to get Team Rubicon UKs capability on the agenda
- Work as part of the Executive Team to deliver organisational objectives
- Collaborate with other departments and executives to define operations strategy and coordinate business resources with success.
- Assist the CEO in all other duties as assigned

A few other little things...

- This role will require national and international travel
- The person filling this position may be required to complete training courses
- They will need to have employment rights to work in the UK
- Should have a full UK driving licence

As you can see we demand a lot and we expect the best. These are some mighty big boots to fill so if you think that you measure up then head on over to the application form. If you're not so sure then don't be glum - we're hoping to grow the team over the next few years so keep checking back for vacancies. In the meantime why not sign up as a volunteer?