

Executive Director

Preston/Blackburn

First Rate Credit Union

The First Rate Credit Union (FRCU) is a not-for-profit organisation that provides savings and loan products for BAE Systems employees across the UK. Established in 1982 we have now grown to become one of the largest Credit Unions in the UK serving over 4000 members and holding over £15m in assets.

We have an exciting opportunity for a high calibre individual to join our business to help shape the next phase of our growth, both in terms of our business targets and leading the development of our Board of Directors.

As an Executive Director you will hold a Senior Leadership position which reports directly to the Chairperson. You will be responsible for providing strategic direction and leadership for the business and its management team whilst acting as a role model, mentor and coach to the Board of Directors.

This is a permanent role (up to 37hrs) and may require some regional and national travel. Our Head Office is located in Preston and we have satellite offices currently in Blackburn and Barrow complemented by IT systems which provide employees with the ability to work from home.

Salary & Benefits:

- Up to £55,000 per annum based on experience
- Leadership Incentive Scheme (up to 10% per annum)
- Nest Pension Scheme
- Flexible working hours including home working
- Enhanced Maternity, Paternity & Adoption Leave
- 23 Holidays per annum (plus Bank Holidays) rising with long service
- Access to professional / personal learning and development
- Access to an Employee Assistance Package

Essential skills:

- Degree level education, post-graduate qualifications or equivalent experience
- Strategy formulation and implementation
- Ability to implement robust governance, management systems and controls
- Understanding of the UK financial sector
- Coaching and personal development experience
- IT literate
- Able to pass a Baseline Personnel Security Standard check
- Able to pass the FCA/PRA 'Fit & Proper Person' test

Desirable skills:

- Previous experience working within the Credit Union sector
- Understanding of the Credit Union regulatory framework
- Finance Accounting qualifications (ICAEW, ACCA, CIMA or equivalent)
- Proven leadership experience
- Excellent communicator and effective listener

Key Responsibility Areas for this role include:

Strategy & Business Improvement – Lead the Board of Directors contribution to the Strategic Business Plan and manage all necessary business improvement outputs aligned to our Baseline Business Review.

Governance, Risk & Audit – Maintain alignment of our Strategic Business Plan and Baseline Business Review and ensure FRCU complies with the Financial Conduct Authority, Prudential Regulation Authority and the ABCUL Code of Governance.

Policy & Procedures – Ensure each FRCU policy & procedure is effectively reviewed and implemented in accordance with the internal audit schedule.

Support Chairperson – Support the Chairperson in reviewing and implementing effective Personal Performance Reviews within our Management Team and where necessary lead the establishment of robust Personal Development Plans.

Development of Directors – Lead the development of a performance management system for the BOD and identify areas of improvement.

External Relations – Build excellent relationships with external partners and represent the business at conferences and events.

Closing date for applications: Monday 10th May 2021 at 19.00

Communications: We will endeavour to inform all unsuccessful applicants via email however this may not be possible due to high volume. If you have not received a response by 17:00 on Monday 17th May, regrettably your application has not advanced to the next stage. Some candidates may be contacted to request that we retain your information within our Talent Pool for future vacancies that may arise in the future.

Interviews: To be held w/c 24th May via WebEx. It will be a competency based interview hosted by our Chairperson, two Volunteer Directors plus an Observer. A facilitator will contact you in advance to provide the necessary details. If for any reason a candidate is unable to attend a WebEx session we will endeavour to offer an alternative solution where COVID-19 restrictions allow.

Start Date: This role is to be filled immediately after the successful candidate has had

references verified, obtained the appropriate Security & FCA Clearances and served any notice period (if appropriate).

This role is subject to a 6-month probationary period.

Due to our offices being based on 'List X' designated sites, the successful applicant must be able to fulfil the criteria necessary to pass a BPSS check with the Defence Vetting Agency. Please ensure you read the information detailed in the address below before submitting an application for this role:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714002/HMG_Baseline_Personnel_Security_Standard_-_May_2018.pdf

Any applicants must also meet the criteria for the FCA Fit & Proper Person test:

<https://www.fca.org.uk/firms/approved-persons/fitness-propriety>

The First Rate Credit Union is an Equal Rights Employer and welcome applications from all individuals. We recognise that an inclusive and diverse workplace – where all employees feel respected, valued and able to achieve their full potential – is vitally important. Not only does it inspire creativity and collaboration, it's good for business. We celebrate our differences and believe our diverse skills, abilities and perspectives strengthen our culture and our overall performance.

Your personal data will be processed for the purposes of managing FRCU recruitment related activities, which include setting up and conducting interviews and tests for applicants, evaluating and assessing the results thereto, and as is otherwise needed in the recruitment and hiring processes. Such processing is legally permissible as necessary for the purposes of the legitimate interests pursued by the FRCU, which are the solicitation, evaluation, and selection of applicants for employment. Your personal data will be retained by the FRCU for as long as we determine it is necessary to evaluate your application for employment. Under the GDPR, you have the right to request access to your personal data, to request that your personal data be rectified or erased, and to request that processing of your personal data be restricted. You also have to right to data portability. In addition, you may lodge a complaint with an EU supervisory authority.