

JOB DESCRIPTION

Job Title: CEO

TITLE	Brooke India CEO
Reports to	Chairman Brooke India Board/Director of Programmes Brooke HQ
Responsible for	Leadership of a strategically cost-effective organisation, compliant with local registration requirements and reflecting Brooke's brand through programmes that further the achievement of Brooke's global strategy.
Contacts in Brooke HQ, London	Programmes Directorate Brooke UK Senior Leadership Team Fundraising/Communications Team Finance, HR and IS departments
Other Contacts in Brooke non-HQ	Leadership of Brooke Programmes worldwide
External Contacts	National and Regional Government of India authorities and institutions Intergovernmental authorities and regional economic communities (where appropriate) NGO networks Legal Donor and development agencies Advisory groups
Location	Delhi, India Extensive travel within the country (up to 40% of time) Occasional international travel for meetings
Salary and Benefits	Range: IRs 2,500,000 – 5,000,000 depending on experience
Hours	This is a leadership role and as such it is anticipated that the post-holder while generally working normal hours will fulfil his/her duties with out-of-hours work when necessary



JOB DESCRIPTION

Brooke India

Brooke India a Company Limited by Guarantee in India under Section 8 of Companies Act 1956. (Registration No. U85200DL2001PTC111174). Brooke India is an animal welfare organization recognized by the Animal Welfare Board of India. (Recognition Code Number: ND048/2010). It has been operational in India since 2000. It is an affiliate and fully funded by Brooke UK (www.thebrooke.org). Operating under an affiliate agreement, it shares Brooke's global vision, mission and values.

Our vision and mission

Brooke's vision is of a world in which working horses, donkeys and mules are free from suffering.

Our mission is to transform the lives of vulnerable working horses, donkeys and mules around the world. We relieve their immediate suffering and create lasting change by working with people, communities and organizations.

About Brooke

Brooke is an international animal welfare charity working to improve the lives of working horses, donkeys, mules and the people who depend on them. We reach working animals across Africa, Asia, Latin America and the Middle East. Our staff include, animal welfare, animal health, community development and advocacy specialists.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Programme Directorate

This post reports to the Board of Trustees Brooke India with primary responsibility for the delivery of work in India. It is also a member of the Brooke Programme Directorate, International Leadership team (ISLT) which oversees the design and delivery of all programme work in Brooke in line with the global strategy. The portfolio of this work globally totals a value of around £12m annually, and is undertaken by teams within Brooke branches and affiliates, and in collaboration with partner organizations.

Decisions about our work (when, where, what and how much) are guided by the Global Strategy *Proud to be Brooke 2021* and the Brooke Theory of Change. We are ambitious to reach large numbers of vulnerable working equines. Our goal is to make sustainable change in the environments in which they live, specifically through: the behaviour of their owners; the communities where they live; the animal healthcare they receive, and the systems and policies that affect their welfare. Brooke's Theory of Change articulates our belief that it is when there are positive and synergetic change in all these areas of welfare, a sustainable difference is most likely to ensue.

JOB DESCRIPTION

Purpose of role

Reporting to the Chairman Board of Trustees, the CEO Brooke India is responsible for designing and delivering a strategic, compliant and cost-effective programme impacting sustainably on working equines.

Based in Delhi, the post holder leads a high performing and effective team from Delhi to regions where Brooke is operational. A motivational and effective leader the post-holder must interpret and test Brooke's Theory of Change in the local context and design and deliver a growing and innovative programme that contributes to the achievement of the organisation's goals in this strategic period and beyond.

S/he is an inspiring leader and able representative providing vision and strategic leadership to the team and to external stakeholders in India and internationally. Leading by example, s/he achieves high performance of all by clearly demonstrating the values of Brooke in his/her behaviours. S/he promotes our vision to stakeholders who can support our work. In line with global strategy, the excellent leadership and management by the CEO will result in:

1. Increased scale and impact through new work reaching more equines
2. Increased funding through well-articulated proposals that can be funded
3. Increased quality guided by Brooke compliance standards
4. Accurate and timely data demonstrating accountability

Key Responsibilities and Duties

The work of the CEO divides into four key areas of responsibility:

- Strategic Leadership of Brooke India's Business as delegated by the Board of Trustees
- Excellent, timely and cost-effective programme delivery
- A high performing team that is energetic, diverse, motivated and skilled
- Excellent communication and representation of the programme across Brooke and to external stakeholders

Duties in relation to responsibilities:

Strategic Leadership of Brooke India's Business as delegated by the Board of Trustees

1. Tracking and analysis of opportunities and threats affecting programme implementation and development
2. Oversight and analysis of the strengths and weaknesses of delivery within the context to design a strategically effective Programme
3. Timely response to identified risks and unexpected crises
4. Oversight of all risks and potentials in relation to the workforce compliant with labour law
5. Oversight and assurance of compliance with Brooke and locally applicable policy
6. Support to the management of effective governance

JOB DESCRIPTION

Excellent, timely and cost-effective programme delivery

1. Leadership guidance on planning and execution of programme work
2. Creation of a culture of innovation and excellence
3. Coordination and input to strategic debate and reflection for continual improvement
4. Excellent and clear planning and data collection delivers activities and impact on time and in budget and enables programme and individual performance tracking
5. Systems are developed and used to deliver an efficient programme mindful of context
6. Budget disbursement and asset management is timely and accurate and compliant with local NGO legislation
7. Effective and mutually beneficial partnerships extend reach and impact

A high performing team that is energetic, diverse, motivated and skilled

1. Timely and effective recruitment with good diversity outcomes
2. Performance management of Senior Leadership team
3. Active engagement in individual excellence, development and succession
4. Senior leadership team management and whole programme team leadership
5. Change management as needed

Excellent communication and representation of the programme across Brooke and to external stakeholders

1. Excellent relations developed with strategic stakeholders particularly GoI representatives and NGO leaders
2. Regular and effective communication with government and NGO representatives in the sector to promote Brooke and develop partnerships
3. Clear proposals for feasible funding developed
4. Timely and accurate reporting on project and programme work
5. Promotion of Brooke India's achievement and learning within Brooke Global Programmes as part of ISLT and to the whole of Brooke

GENERAL

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Chairman

JOB DESCRIPTION

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	Educated to degree level or equivalent qualifications/experience.	X	
2	Demonstrated experience of programme leadership	X	
3	Experience of reporting to a Board of Trustees in an effective Governance relationship		X
4	Excellent written and spoken English and Hindi; strong communication and presentation skills using technology and ability to adapt approach to suit a diverse range of stakeholders.	X	
5	Demonstrated practical experience and knowledge of humane handling of equids or other animals, in line with recognised good practice in the wider sector		X
6	Proven knowledge of Animal Welfare, Ethology, Psychology and/or a related science		X
7	Demonstrated knowledge of budgeting and financial oversight requirements	X	
8	Effective inter-personal skills, including tact, diplomacy, sensitivity, flexibility and demonstrable inclusiveness	X	
9	Strong analytical and conceptual skills, and the ability to process and articulate complexity in a coherent way	X	
10	Commitment to promoting the organisation's mission of improved animal welfare throughout all work outputs.	X	

This job description is a written statement of the key aspects of the above job. This document details the main responsibilities, tasks and includes a note of the skills, knowledge and experience required for a satisfactory level of performance. A job description is not intended to be an exhaustive account of all aspects of the duties involved

JOB DESCRIPTION

Brooke Competencies	Skills & Abilities
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission.
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team, across the organisation and externally to deliver effective outcomes