



JOB DESCRIPTION

Executive Director of Resources

Salary: £82,500 FTE per annum (gross)

Contract Type: Permanent, 52 weeks per year

Location: This role will be home based with regular travel to our sites across London.

Hours: 28–35 hours per week*

Additional Requirements: This role will require a DBS check.

**Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.*

About Little Village

Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of baby banks, we pass on loved goods from one family to another: clothes, toys and equipment so that many more babies and young children have the essential things they need to thrive.

Families either visit a Little Village hub, or items are packed with care and delivered to their home. But it doesn't stop there. We also connect families into a wider network of support, helping them to build and extend their own 'village'. Our values of love, solidarity, thriving and sustainability underpin everything we do.

Thanks to the generous donations of loved items, precious time and money, since we launched in 2016, Little Village baby banks have supported more than **36,700 children**. In 2025, Little Village supported children 11,808 times, reaching families in every London borough. But the demand for help still outstripped our capacity to respond week on week. This role will play a crucial part in helping us to build awareness of Little Village, to grow support for our work, and ultimately, to reach more children with the things they need.

About this role





Reports to: CEO

Number of Direct reports: Director of Finance; Director of People; Head of Data, Digital and Technology

Purpose of role:

The Executive Director of Resources is a strategic leadership role responsible for ensuring that Little Village has the strong, scalable and well-governed organisational foundations needed to deliver its ambition to significantly increase its reach by 2032.

Working closely with the CEO, Board and Senior Leadership Team, the postholder will bring together leadership of finance, people, governance, risk, property, health and safety, data, technology, digital and business services. They will ensure these functions operate as an integrated set of enabling services, balancing strategic development with day-to-day delivery.

The role will lead the development of the physical, financial, technological and organisational infrastructure required for sustainable growth. It will support sound decisions, protect Little Village's people, assets and reputation, and help teams use resources, systems and information effectively while keeping our values of Love, Solidarity, Sustainability and Thriving at the heart of the organisation.

Key Tasks and Accountabilities

Strategic leadership and organisational development

- Act as a trusted strategic adviser to the CEO, Board and as a member of Senior Leadership Team, contributing to organisation-wide strategy, planning, culture and decision-making.
- Develop and deliver an integrated resources strategy aligned with Little Village's strategic priorities, operational plans and financial capacity.
- Lead cross-organisational planning for the infrastructure and capability needed to scale sustainably, sequencing investment in line with funding and delivery readiness.
- Provide visible, values-led leadership and build confidence in change through clear communication, consultation and implementation.

Governance and risk

- Lead the organisation's governance and assurance framework, ensuring the Board and its committees receive clear, timely and decision-useful information.
- Oversee the corporate risk management framework, business continuity and crisis preparedness, ensuring risks are identified, owned, mitigated and reviewed.

- Ensure compliance with relevant legal, regulatory, contractual and policy requirements, working with specialist advisers where required.
- Coordinate organisational policies, delegations, records and decision-making processes so that accountability is clear and proportionate.
- Promote a culture in which good governance, safeguarding and risk management enable thoughtful innovation rather than create unnecessary bureaucracy.

Finance and long-term sustainability

- Together with the Director of Finance, provide strategic oversight of financial planning, budgeting, forecasting, management information, controls, reserves, cash flow and statutory reporting
- Work closely with the Finance Trustee/treasurer and Director of Finance to determine meeting schedules, agendas and priorities for the Finance & Risk Committee
- Work with the Director of Finance to support the CEO, fundraising leadership and Board with credible financial information for cases for support, funding proposals and investment decisions. Work with the Director of Finance to maintain a robust, transparent and sustainable financial model, including effective cost modelling and scenario planning for strategic initiatives.
- Work with the Director of Finance on the administration and running of Little Village Ventures, our trading subsidiary;
- Enable the organisation to understand cost-to-serve, productivity, investment requirements and the financial implications of different strategic choices.

People, culture and organisational capability

- Provide strategic leadership and support to the Director of People, ensuring that workforce planning, organisational design, reward, learning, engagement, wellbeing and employee relations align with Little Village's strategy and values.
- Together with the Director of People, work closely with the Chair of the People Committee to determine meeting schedules, agendas and priorities;
- Ensure Little Village has the roles, capabilities, leadership capacity and ways of working required for its future operating model.
- Champion an inclusive, collaborative and accountable culture in which colleagues can thrive and understand how their work contributes to impact.
- Ensure changes affecting roles, structures or working practices is planned and delivered fairly, transparently and in line with employment requirements.
- Work closely with the leaders of the operations and volunteering functions so that staff and volunteer capacity are considered together in organisational planning.

Data, technology and digital

- Provide strategic leadership and support to the Head of Data, Tech & Digital, as they work to develop a clear roadmap for systems, data, digital capability and technology investment.
- Work closely with the Head of Data, Tech & Digital to liaise with the trustee responsible for oversight of technology and with the Technology Working Group of the Board, to determine meeting schedules, agendas and priorities
- Ensure the organisation has reliable, secure and proportionate systems that support referral pathways, family services, partner distribution, inventory, fundraising, volunteering, finance and people processes.
- Strengthen data governance, data quality, reporting and insight so that leaders can review demand, equity, impact, costs, and performance consistently.
- Oversee information security, data protection, access controls, resilience and responsible technology use, with appropriate assurance and incident response arrangements.
- Champion technology that supports, rather than replaces, relationships with families, volunteers, partners and supporters.

Property, facilities and health and safety

- Lead the development and delivery of Little Village's property strategy, ensuring the estate supports current operations and future growth.
- Oversee strategic planning for hubs, warehouse capacity and potential new or shared premises, including options, appraisal, leases, capital works, accessibility, sustainability and value for money.
- Ensure property decisions are connected to service model, partner capacity, logistics, workforce and financial planning.
- Provide executive oversight of health and safety, facilities, security and organisational duty of care, ensuring clear accountability, competent advice and effective assurance.
- Ensure business continuity arrangements to cover premises, utilities, systems, suppliers, and other critical resources.

Business services, contracts, and procurement

- Lead a responsive, efficient, and user-focused shared services approach that makes it easier for teams to do their best work.
- Oversee core business services, contracts, procurement, insurance, supplier management and administrative systems, ensuring appropriate controls and value for money.
- Take the lead on negotiating and confirming any contracts or working agreements with statutory partners, in particular
- Build effective service standards and working relationships between enabling functions and operational, fundraising, communications and volunteering teams.

- Identify opportunities to simplify processes, reduce duplication, and improve organisational resilience without losing oversight.
- Ensure strategic projects have clear sponsorship, governance, resources, milestones, benefits and routes for escalation.

Leadership and line management

- Lead, coach and develop direct reports, creating a cohesive resources leadership team with clear priorities, shared standards and collective accountability.
- Set objectives, monitor delivery, and establish an appropriate rhythm of performance, risk and resource reviews.
- Model Little Village's values and expected leadership behaviours, including openness, sound judgement, care, constructive challenge and follow-through.
- Represent Little Village with trustees, advisers, partners, suppliers, funders, and other external stakeholders as required.
- Undertake any other responsibilities as required

About your skills and experience

Essential

Experience and knowledge:

- Significant senior leadership experience in a complex, purpose-led organisation, with responsibility for enabling or corporate functions.
- Demonstrable experience translating organisational strategy into integrated financial, people, technology, property and delivery plans.
- Strong financial literacy and experience of budgets, forecasts, and management information.
- Substantial experience of governance, risk, assurance and working effectively with a Board or equivalent governing body.
- Experience leading organisational change, developing teams and building effective cross-functional ways of working.
- Experience overseeing technology, data and digital development, including governance, security and adoption.
- Experience of property or facilities management and oversight of health and safety.

Skills and abilities:

- Excellent strategic judgement, with the ability to connect long-term ambition to practical choices, sequencing, and delivery.



- Ability to integrate diverse professional disciplines and create clarity across competing priorities and dependencies.
- Commercial and financial acumen, combined with a strong commitment to social impact and responsible stewardship.
- Clear, concise and credible communication, including the ability to present complex information and recommendations to trustees and non-specialists.
- Strong analytical skills and confidence using data, evidence, and scenarios to support decisions.
- An inclusive and empowering leadership style, with the ability to coach senior professionals and build collective ownership.
- Confidence to challenge constructively, escalate concerns, and make proportionate decisions in uncertain circumstances.

Values and approach:

- A deep commitment to Little Village's mission and to improving the lives of families with babies and young children living in poverty.
- An inclusive, equitable, and anti-discriminatory approach to leadership and decision-making.
- Integrity, discretion, and sound judgement when handling sensitive, confidential, or high-risk matters.
- Pragmatism and curiosity, with a willingness to improve systems while respecting the people who use them.

Desirable

- Experience of contract negotiation and procurement, ideally with statutory organisations such as local authorities.
- Knowledge of the legal, regulatory and governance environment relevant to UK charities
- Experience of charity, public service, community or other mission-led delivery environments

What we can offer

Salary and pension

The salary for this role is £82,500 per annum FTE (this will be pro-rated to reflect your working hours if you work less than 35 hours per week and is subject to normal deductions). If eligible to join the pension, we will match your contributions by 3%.

Annual leave



You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

Hours of work

We think this role requires 28–35 hours per week, but we're open to discussions about flexibility.

Location

This role will be home based with regular travel to our sites across London.

Contract

This is a permanent contract. You will have a probation period of 3 months.

The application process

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

Safeguarding is something we do together at Little Village. The post-holder will be responsible, as we all are, to keep children, families, adults at risk and volunteers safe by paying attention to wellbeing, raising concerns early, and following our internal safeguarding processes. You'll help us maintain a culture where people feel respected, safe and supported. We'll make sure you're given the right training, tools and guidance to do this.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support. Please note that this position will require a DBS check.



If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this: <https://littlevillage.typeform.com/to/ShZYrjpd>
Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?
- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an anonymous equal opportunities form. The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by **5pm on Monday 5th October 2026**. Please note, applications not using the online application form and following the guidelines set out here will not be considered.



Key dates

Submission of application: 5pm on Monday 5th October 2026

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

First round interview: Wednesday 14th October 2026

This will be a competency-based interview with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.

Second round interview: Wednesday 21st October 2026

This will be a competency-based interview with three members of the Little Village team and a practical task. We will confirm who you'll be meeting as well as the location when this interview is arranged.