

ROLE PROFILE

GENERAL DETAILS			
Role Title	Anglo American Foundation Manager	Location	London
Department	Group Corporate Relations and Sustainable Impact	Band (LoW)	GBF5
Reports to (manager)	Lead Collaborative Regional Development Latin America	Type of Work	Specialist Support
Manager once removed	Head of Socio-Economic Development and Partnerships	Date	August 2021
ABOUT THE ANGLO AMERICAN FOUNDATION			
<p>The Anglo American Foundation was established in 2018/19 by merging the activities of the Anglo American Chairman's Fund and the Anglo American Group Foundation to form a single Group-level Foundation for Anglo American.¹</p> <p>The Foundation is committed to supporting sustainable development in the communities around Anglo American operations. The Foundation achieves this goal by supporting effective solutions that address social, economic, governance or environmental issues. In addition, the Foundation aims to contribute to good practice and effective public policy on sustainability matters of relevance to the mining and metals industry and its value chains. The Foundation welcomes applications from charitable and academic organisations aligned with the Group's Sustainable Mining Plan. The Foundation takes a programmatic, long-term approach to socio-economic development, following a results-driven approach to ensure maximum impact. Creating partnerships and strategic alliances with organisations in the non-profit, public and private sectors alongside the time and expertise of Anglo American employees enables upskilling and capacity building in host communities to achieve greater impact and ensure sustainability.</p> <p>In July 2021 Anglo American committed to endowing the Foundation with a \$100 million donation, significantly boosting the Foundation's ability to support progress towards the UN Sustainable Development Goals and those Sustainable Mining Plan stretch goals that sit within the Foundation's strategy.</p> <p>The Anglo American Foundation is comprised of separate charitable trusts in the UK and South Africa, although they operate as a single entity with a common strategy and set of trustees. Being governed by a Board of Trustees, which is comprised of five Anglo American employees, the activities of the Foundation are currently being managed by the Socio-Economic Development and Partnerships team of Anglo American.</p> <p>In light of the endowment, the Trustees of the Foundation are looking to hire a Foundation Manager.</p>			

¹ The Chairman's Fund was formally established in South Africa in 1973, building on decades of philanthropic giving. The Chairman's Fund was not able to have a global remit due to South African exchange controls and so the Group Foundation was established in London in 2005.

Anglo American Foundation Manager

This role profile acts as a guide to the role only and additional work outcomes may be required to be performed by the incumbent

PURPOSE

The purpose of this role is to be responsible for all strategic, financial, operational, compliance, reputational and performance-related aspects of the Anglo American Foundation (the Foundation). The Foundation Manager role will be important for defining ways to accelerate the achievement of the Foundation's strategic objectives in the coming years.

KEY TASKS

The Foundation is looking for an effective and seasoned manager with relevant charity sector or philanthropic foundation experience to lead the Anglo American Foundation. The desired individual is a person with exceptional people skills who can coordinate and engage with a diverse set of internal and external stakeholders while driven results at the same time. The ideal candidate has a demonstrated passion for the mission and purpose of the Foundation, deep commitment to sustainable development and poverty reduction and experience of working in the Global South.

Core responsibilities include:

Strategic leadership

- Provide input and guidance to the Trustees with regards to the strategic direction, objectives and goals of the Foundation, which includes periodic strategic reviews and proposal of changes if required.
- Oversee the execution of the Foundation's strategy which includes the development of strategic plans and monitoring & evaluation (M&E) approach.
- Report regularly to the Trustees on progress in achieving the strategic objectives.

Portfolio management and oversight

- Ensure the composition of the Foundation's portfolio reflects its strategic objectives and achieves the impact it set out to achieve, including proactive pipeline development and sourcing of funding opportunities, often in collaboration with the Business and/or strategic partners.
- Oversee the evaluation of funding proposals.
- Oversee the implementation of funded projects.
- Ensure adequate M&E to measure the results of the Foundation's activities.

Operational and administrative management

- Ensure the establishment of adequate processes and policies to manage the activities of the Foundation, including monitoring and evaluation.
- Ensure compliance with relevant laws and regulations as well as relevant Anglo American policies.
- Manage the Foundation Board meetings and ensure that Trustees are in the position to make well-informed decisions.
- Manage and develop the Foundation team.
- Coordinate and align with service providers, including Tshikululu Social Investments who administer grants for the Foundation in South Africa and the chosen fund manager for the endowment.
- Ensure effective planning and management of the Foundation's budget in collaboration with Finance.

Communication, partnerships and stakeholder engagement

- Develop a communication strategy for the Foundation and ensure that the Foundation is reputationally well positioned; oversee the implementation of the communication strategy.
- Develop and maintain effective relationships with key external stakeholders (including other Foundations, donors, investors, corporations and implementation partners).
- Represent the AA Foundation externally.

People / Team:

- Manage direct reports; specifically:
 - Support them in developing their performance contracts in line with the Group's policies and

systems (e.g. performance management, talent management) to achieve business goals. This will include: developing a clear and aligned work plan; fostering a constructive and productive working environment; and driving delivery of objectives and being account for your work.

- Demonstrate behaviour in line with the Group's values, standards and a professional workplace.
- Develop performance in line with the Group's policies and systems (e.g. performance management, talent management) to achieve business goals. As part of this:
 - Develop a clear and aligned work plan;
 - Foster a constructive and productive working environment;
 - Drive delivery of objectives and being account for your work.
- Participate as an effective team member in working collaboratively with direct manager, peers and relevant others (including from other teams) to achieve business goals
- Contribute to the broader business by working with others in such a way that it optimises the overall business results, rather than just your team's.

Health, Safety & Environment:

- Demonstrate leadership and behaviour in line with health, safety and environmental standards and with the Group's values
- Adhere to the health, safety and environmental expectations for the team ensuring that their behaviour meets the required standards
- Participate in relevant safety audits, inspections and observations, and address issues
- Ensure that projects implemented have Group safety standards built into them

Compliance: Observe all Group standards, including the Social Way and the Code of Conduct, with particular reference to Business Integrity.

ROLE RELATIONSHIPS

Key internal relationships:

- Anglo American trustees of the Foundation
- Group Head of Responsible Business and Partnerships and team
- Group Head of Sustainability Integration and team
- Group Head of Environment and team
- BU Heads of Corporate Relations and BU/site Social Performance teams
- Finance and Treasury Departments
- Corporate Relations colleagues across Social Performance, International & Government Relations and Communications
- Project managers of relevant initiatives

Key External Relationships:

- Independent trustees
- Service providers
- Implementation partners – existing and potential
- Other foundations and potential co-funding partners, including other Anglo American-related Foundations
- Other private sector companies
- Think tanks

CAPABILITY REQUIRED TO DO THE ROLE

Mental Processing Ability	<ul style="list-style-type: none"> • Motivated and driven to meet high standards of delivery This work involves systems thinking to construct models that help to understand the design of the system. It involves discerning a trend from a flow of significant, real events to design and construct a system in a single field to cope with it. The system may need to be altered as the trend changes.
Application/Energy	<ul style="list-style-type: none"> • Consistently displays a positive and engaged manner • Motivated and driven to meet high standards of delivery which

	<p>create high customer approval</p> <ul style="list-style-type: none"> • Remains focused in times of uncertainty and ambiguity • Displays considerable personal effort to improve
Knowledge	<p>Knowledge of, and proven ability to operate at a senior level in the field of sustainable development, which includes:</p> <ul style="list-style-type: none"> • Professional experience and strong track record in senior management roles in businesses, foundations and/or international development organisations • Experience or knowledge of international development, sustainability, social innovation and monitoring & evaluation • Strong track record in stakeholder engagement and management at senior level • Business acumen and strategic planning experience • Knowledge of the charity sector to ensure compliance with relevant requirements and expectations • Experience of living and working in the Global South (desirable) • Experience in the extractive sector (desirable). <p>Qualifications:</p> <ul style="list-style-type: none"> • Graduate in a relevant discipline
Technical Skills	<p>Ability to:</p> <ul style="list-style-type: none"> • Translate strategic goals into feasible plans and achieve results in changing and complex environments; make decisions in conditions of uncertainty • Manage and lead a small team in a non-hierarchical and collaborative approach • Build strong relationships with internal and external stakeholders and interact effectively with senior leaders • Demonstrate proven analytical skills, specifically financial skills, and attention to detail • Demonstrate excellent verbal and written communication skills • Demonstrate a high level of skill in the creation of briefing materials, report writing and preparation of presentations
Social Process Skills	<p>Ability to:</p> <ul style="list-style-type: none"> • Combine logic and personal strengths to gain commitment and support • Proactively consider and research the broader sector and monitor strategy and performance of other institutions • Create and lead a high-performance culture • Energise people to go beyond expectations • Lead collaboration across multiple professional functions and business units • Influence senior business leaders
Any other requirements to perform the work effectively?	<ul style="list-style-type: none"> • Willingness to travel • Spanish or Portuguese highly desirable but not essential