

Governance Consultant

Short-term contract opportunity to support Open Ownership's journey to organisational independence

About Open Ownership

Open Ownership drives greater corporate transparency across the world by making it easy to publish and access high quality, linked data about who owns companies. Our multidisciplinary team works closely with technical and policy implementers, advising them on all aspects

of BO implementation. To support our donor-funded technical assistance programmes, we have developed a broad range of implementation tools and products, including the [beneficial ownership data standard](#) and the [Open Ownership Principles](#).

Purpose of the Contract

Open Ownership is a non-profit run by a small, expert team well positioned to support countries implementing beneficial ownership transparency (BOT). Our day-to-day management relies on an executive team who are overseen by a Steering Group made up of leading transparency and accountability organisations. In order to focus on our mission, Open Ownership is currently fiscally sponsored by [Global Impact](#).

With a successful track record over the last 5-year and long-term funding commitment, Open Ownership is now ready to complete the full process of establishing itself as an independent legal entity. With a stated commitment to set-up

as a non-profit company limited by guarantee within the next 24 months, there is a need to start preparing now for this transition.

We seek a short-term contractor, either an organisation or independent consultant, to support this work to develop and lead the establishment of Open Ownership as an independent and employer entity. The successful postholder will be responsible for leading the development and implementation of our roadmap to organisational independence working very closely with the Senior Management Team and the Steering Group.

Scope of Work

1. Prepare Open Ownership for independence

- Develop and implement Open Ownership's roadmap to organisational independence in collaboration with Open Ownership's Senior Management Team;
- Lead the creation of governing documents in consultation with the team as appropriate;
- Lead the application for registration;
- Identify and establish the financial and human resources systems necessary for an employment entity with the Director of Finance and Human Resources;
- Review and support the development of internal working practices, policies and systems for legal compliance and the pursuit of best practice as needed;
- Review Open Ownership's General Data Protection Regulation (GDPR) requirements and write any policies, processes or guidelines needed.

2. Recruit the Open Ownership's Board

- Research the roles and responsibilities most appropriate for the governance structure of our new entity;
- Identify potential directors and trustees who will share ultimate responsibility for governing the company and charity;
- Lead the awareness campaign and discussions with potential applicants;
- Lead the fair and transparent recruitment of the members of the Board.

3. Manage Open Ownership's transition to independence

- Execute the financial and human resources transition with the Director of Finance and Human Resources;
- Assist with the induction and setting-up of a functioning Board;
- Identify and establish committee structures underpinning the Board such as an audit committee, nominations committee or remuneration committee etc.

Contractor Profile

The contractor will need to demonstrate experience in the setting-up of entities within the UK non-profit context. This will be demonstrated through a history of experience of undertaking similar projects or assignments.

We welcome applications from companies or individual contractors with the following attributes:

- Experience of setting-up non-profit companies or charities in the UK;
- Experience of working in the international non-profit environment in the UK;

- Experience of leading an organisational change process;
- Experience of effective and confident communications, understanding the needs of different stakeholders;
- Experience of consultative practices and ways of working as an engagement initiative;
- Able to look for opportunities to solve problems and adaptable to changing contexts;
- Comfortable working with stakeholders as part of a geographically distributed team.

Assignment Details

This is a programme of legal and governance support and the scope and length of the consultancy assignment remains subject to change. At this stage, we envisage the consultancy will involve 25 - 30 days' work between mid-October 2021 and March 2022 for which a budget of £15,000 is available.

Please note that the contracting party for this work will be Global Impact, the fiscal sponsor of Open Ownership. Global Impact is an American non-profit and the selected contractor will have to clear their due diligence process before the work can start.

Timeline

Stage	Deadline
Deadline for submissions of tender	26 September 2021
Interviews	6-8 October 2021
Awarding of tender	11 October 2021
Start of project	18 October 2021
Final deadline for completion of project	31 March 2021

Content of Proposals

To apply, qualified contractors should send:

- A brief 1-2-page proposal on how you will successfully deliver on this contract, allocating an estimate of the number of days and including a proposed itemised budget. In your proposal, please highlight your most relevant experience and skills for this contract.
- A summary of relevant professional experience.

Please send the above to recruitment@openownership.org before **midnight BST on 26 September 2021**.