



The Pluto Educational Trust seeks:

Executive Director

Unique opportunity to lead an established UK charity with an exceptional portfolio of international projects and activities, that aim to nurture writers, build audiences and advance progressive publishing for social change

3 days/week

£40-50,000pa pro rata

The Pluto Educational Trust is Seeking an Executive Director

The [Pluto Educational Trust \(PET\)](#) seeks an Executive Director for three days a week starting in early 2023.

Are you progressive, organised, well networked and brimming with ideas about activist-scholarship? This, then, could be an exciting job for you.

PET is a UK registered charity with a mission to advance progressive publishing and education in the social sciences, nurturing writers, building audiences, creating and supporting collaborative networks for social change.

PET is the owner/majority owner of two publishing subsidiaries: 1 [Pluto Books](#) (60%): Pluto Books is an independent publisher of radical, left-wing non-fiction books. Established in 1969, it is one of the oldest radical publishing houses in the world. And, 2. [Pluto Journals](#) (100%): Pluto Journals publishes an international range of 21 Open Access Journals (all available on Science Open) which are radical, scholarly and cover a wide range of subjects at the cutting edge of social Science research.

PET is also 'home' and incubator to several ground-breaking 'projects' and initiatives including: The [Ameena Gafoor Institute for the Study of Indentureship and its Legacies](#) and [The Decolonial Centre](#).

The Main Responsibilities of this Job

The Executive Director would report to the Trustees on, at least, a quarterly basis. They would liaise closely and work with all PET's partners, associates and project Directors: at Pluto Books, Pluto Journals, the A.G. Institute of Indentureship and The Decolonial Centre. The main responsibilities of the Executive Director are to:

- Support and ensure all PET projects thrive
- Identify and fundraise for new PET projects/partnerships that advance the charity's mission
- Promote and amplify PET's work, partnerships and voice
- Act as the legal representative of PET
- Ensure PET meets requirements of the UK Charity Commission and HMRC
- Ensure PET is a well organised charity pursuing best practice in the sector.

Essential qualities

- Strong affinity for PET's vision, mission and values
- 5 years' experience in managing a similar enterprise or organisation
- Good communicator in English
- Good fundraising networks, particularly in the UK
- Team player, able to provide motivational leadership and hands on support where needed.

Employment conditions

- PET is an equal opportunities employer, which does not discriminate on the grounds of sex, gender, sexual orientation, ethnic or cultural identity, national origins
- The salary pro rata (0.6 FTE) of £40,000 to £50,000 per annum, depending on the experience of the candidate.
- The contract is initially for one year, renewable/open subject to positive appraisal
- The hours could be extended depending on available funding
- Work can be done remotely/with visits to partners/London expected. Work tools: computer, software, internet connection etc will provided by PET. Hours may be worked flexibly.

How to apply:

Please send a motivation letter and your CV to ptiffen@plutoeducationaltrust.org by January 15th 2023.

Shortlisted candidates will be interviewed online by PET Trustees in the second half of January 2023.

The successful candidate would start work as soon as possible, but ideally by end of February 2023.