



HELP US GET “TUFF” ON FRAUD

Fraud Executive Post

The Telecommunication United Kingdom Fraud Forum (TUFF) is a small, independent not for profit membership organisation based in London SE 20. The Forum was established in 1998 and was incorporated as a Limited Company in 2000. It draws its membership from telecommunication companies within the United Kingdom as well as related industries and industry bodies.

The role of TUFF is to provide an environment in which member companies can better prepare themselves against telecommunications fraud and crime. This is achieved in a variety of ways including but not limited to information sharing, fraud training and exchange of best practice techniques.

TUFF is seeking to appoint a Senior Manager in the role of Fraud Executive to work with the existing Office Manager and Board of Directors to help lead TUFF through an important stage in its development as we seek to re-establish the Forum's presence in an ever changing environment.

The advertised role requires the successful candidate to lead and guide a small organisation that has big ambitions. As Senior Manager you will be responsible for delivering the organisation's development plan and ensuring that TUFF has the necessary funding and profile to be successful in the present and future environments.

You will:

Be expected to work closely with the Board of Directors to ensure the effective financial, legal and moral governance of the organisation, and will deliver the strategic aims of TUFF in a creative and inspiring way that will bring the best out of our small but committed staff as well as members who are drawn from across the telecommunication and other related industries.

Provide direct support to the TUFF Board of Directors, TUFF sub groups, liaise with TUFF members both individual and at Company level as well as liaise with a number of external bodies who are involved in the fight against fraud and crime both here in the UK and Overseas.

Draft and publish sensitive documentation, where necessary chair project groups and/or provide direct assistance in the form of organisation and administration.

You will:

Have experience of or worked in the telecommunications or security industry.

Have excellent administrative skills and be computer literate in particular with MS packages

Possess good communication skills, both written and verbal, and be confident to engage at all levels of management.

Be highly self-motivated.

The role attracts a salary of £30,000+ (subject to experience)

Flexible working hours (Average is 32 hours per week)

NEST Pension Scheme

Written applications along with a CV should be sent to:

TUFF Ltd

PO Box 28353

London

SE20 7WJ

Or via email : tuff@tuff.co.uk with the subject line “Manager Vacancy”

Closing Date for Applications is Friday 15th September 2017