

## Neotree Executive Director - Job Description

**Organisation:** Neotree (UK Registered Charity)

**Location:** Remote within 2-3 hours of Central Africa Time (CAT), with approximately quarterly travel (including to Malawi, Zimbabwe and the UK).

**Reports to:** Board of Trustees

**Salary:** £80,000 – £90,000 per annum, depending on experience

### How to Apply

- Interested candidates should provide a completed Application Form and Equal Opportunities Monitoring Form available from Neotree's website [here](#). CVs and covering letters on their own will not be considered.
- Email applications to [recruitment@neotree.org](mailto:recruitment@neotree.org). Please include 'Executive Director Application' in the subject line.
- Application Deadline: 23:59 Central Africa Time (CAT), Sunday 8 March 2026
- Next Steps: Only shortlisted candidates will be contacted for an interview.

### Neotree: The Digital Learning Health System

Neotree is a mature, award-winning digital learning health system co-designed with frontline clinicians to end preventable newborn deaths in low-resource settings. Our open-source platform integrates real-time, knowledge-based clinical decision support (CDS), structured data capture, and visual dashboards into routine neonatal care. Currently active in 18 healthcare facilities, Neotree has supported care for 60,000 newborns and trained over 3,000 health workers to date. Neotree is the only platform of its kind with a defined pathway to embed AI-enabled decision support into routine neonatal care in sub-Saharan Africa.

### Neotree: The Charity

The UK charity was established by core members of the [University College London \(UCL\) Neotree research project](#) to maximise the impact of their research on the quality of newborn care and newborn mortality. After five years of rapid growth and proven clinical impact, Neotree is seeking a visionary Executive Director to lead our next chapter. Having evolved from an innovative research pilot into a multi-country digital health intervention, integrated into routine neonatal care in Malawi and Zimbabwe, Neotree is poised for national-scale rollout and scale up, alongside rigorous ongoing monitoring and evaluation.

### The Opportunity: Impact at Scale

By 2030 the ambition is for Neotree to be a fully integrated, sustainable standard of care across Malawi and Zimbabwe, having been handed over to, and owned by, their respective Ministries of Health. The incoming Executive Director will lead this transition, shifting the organisation from a research-led implementation partner to one able to scale up a digital public good (currently a DPGA Nominee with a full submission for DPG designation under review).

While the technological landscape, and specific delivery modules, will evolve, the Executive Director will ensure Neotree remains a safe, cost-effective, equitable, and evidence-based system that is successfully embedded within national digital health infrastructures.

The Executive Director's success will be measured collaboratively, focusing on KPIs related to impact and sustainability, and they will work alongside experienced clinical, technical, and academic leads.

## **Key Responsibilities**

### **1. Operations, Clinical Safety & Quality Assurance**

- 1.1. Senior Operational Oversight: Provide high-level oversight of Neotree's operations across 18 healthcare facilities in Malawi and Zimbabwe, ensuring that the "baby-first" mission is consistently delivered on the ground.
- 1.2. Clinical Safety & Ethical Governance: Lead the overarching strategy for clinical safety and ethical compliance. Ensure the platform remains a safe and effective clinical tool, and that all operations comply with international data protection and health governance best practices.
- 1.3. Quality & Effectiveness: Oversee the continuous improvement and optimisation of the Neotree platform based on real-world feedback from frontline clinical staff, ensuring the system remains highly acceptable and trusted by healthcare professionals.

### **2. Management: People, Grants & Finance**

- 2.1. International Team Leadership: Lead, oversee and inspire a multi-disciplinary, multi-country team (UK, Malawi, Zimbabwe, South Africa), fostering a culture of agility, collaboration, and excellence.
- 2.2. Develop local leadership and support the growth of country-based teams, ensuring long-term sustainability through in-country capacity building.
- 2.3. Financial & Grant Management:
  - 2.3.1. Provide robust oversight of the charity's finances, including budget setting and cash flow.
  - 2.3.2. Lead the management of complex institutional grants (e.g. FCDO, Gates Foundation), ensuring all milestones and reporting requirements are met.
  - 2.3.3. Manage relationships with multiple downstream partners.

### **3. Governance & Accountability**

- 3.1. Statutory Compliance: Lead Neotree's reporting and compliance with the Charity Commission, HMRC, Companies House, donors and other relevant legislation. Oversee internal and external audits.
- 3.2. Board Development & Relations: Act as the primary link to the Board of Trustees, providing transparent reporting on risks, financial performance, and strategic progress. Work proactively with the Chair to strengthen the board, supporting its

growth and ensuring its membership is representative of the diverse international contexts and communities Neotree serves.

- 3.3. Risk Management: Serve as the ultimate lead for organisational risk, identifying and mitigating risks to protect the charity's reputation, clinical safety, and financial health.
- 3.4. Organisational & Innovation Governance: Responsible for the continuous review and implementation of all policies (HR, due diligence, safeguarding, clinical and data governance etc.). Ensure policies are legally compliant across international operations.

#### 4. Strategy & Impact Scaling

- 4.1. Overall Strategy: Lead the development and execution of Neotree's business model and strategy to scale impact globally, ensuring the sustainable growth and wider adoption of Neotree as a digital public good.
- 4.2. Evidence base: Work closely with Neotree's academic team at University College London to identify and address evidence gaps, to support on Neotree research grants (e.g. NIHR, Gates Foundation), and to ensure academic insights are translated directly into clinical impact and national policy.
- 4.3. Tech Strategy & Interoperability: Lead the development and execution of Neotree's digital strategy. A key focus will be driving the roadmap for system interoperability to ensure Neotree is a future-proofed platform. This includes FHIR compatibility and integration with national systems, such as DHIS2 and national EHRs, to support seamless data exchange.
- 4.4. Fundraising Strategy: Design and deliver a diverse fundraising strategy that further moves the organisation toward financial resilience and reduced dependence on major academic grants.
- 4.5. Partnerships & External Relations: Serve as one of the primary ambassadors for Neotree, alongside our Principal Investigators and co-founder Professor Michelle Heys. Define priority stakeholders, and build and maintain relationships with those high-level strategic partners to drive adoption and raise Neotree's profile.

#### Key Priorities for the First 12-18 Months

The new Executive Director will focus on the following key priorities during their initial 12-18 months:

- 1. **Successful Project Delivery & Ministry of Health Partnerships.** Ensure successful delivery of the projects currently in flight, in both Malawi and Zimbabwe. This includes partnerships with the Ministries of Health in both countries to build and hand over neonatal modules in their EHR systems based on Neotree, and support their successful rollout.
- 2. **Strategic Plan Development.** Develop a 3-5 year plan with the Board, academic partners, and wider project team to build on our existing foundation to expand Neotree – including addressing research gaps, using AI to improve clinical decision support, and

finding ways to expand the adoption of the technology in Zimbabwe, Malawi, and beyond. Sustainability is a core part of that strategy.

3. **Strategic Plan Execution.** Execute on that plan, including securing funding, building partnerships, and further developing the Neotree team.

## Person Specification

### *Personal attributes and skillset*

- Overall: Values-driven, mission alignment, humility, and commitment to equitable partnership.
- Visionary Leadership: An inspiring leader who can balance day-to-day operations with a long-term strategic focus. You can articulate a clear future for Neotree that motivates an international team and aligns global partners toward making Neotree a national standard of care, ensuring every innovation remains underpinned by our "baby-first" mission.
- Adaptability & Flexibility: You must thrive in a landscape that is constantly shifting. You can pivot strategies as national digital health priorities evolve or as new technological partners emerge. You are comfortable with ambiguity and can steer the organisation through the "unknowns" of the next five+ years.
- Communication & Collaborative Mindset: You are a bridge-builder. You have a demonstrated ability to work collaboratively across international borders and multidisciplinary partners, linking academic research, technical development, and frontline clinical delivery.

### *Experience*

1. Education: Master's degree (MSc, MPH, MBA) in a relevant field (e.g. Global Health, International Development, Digital Health).
2. Proven track record of overseeing delivery of health services and/or health interventions (ideally in low-resource settings).
3. Experience of working in partnership with Ministries of Health strengthening health systems.
4. Proven experience in scaling an organisation or a digital product / health intervention from a pilot phase to a national or regional standard.
5. Experience of leading multidisciplinary, multi-cultural teams, both in person and remotely.
6. Experience of monitoring and evaluating health programmes.
7. Experience managing complex grants, and diverse revenue streams (grants, philanthropy, or social enterprise models).

### *Desirable*

- AI & Innovation: Understanding of the ethical and practical implications of integrating AI/Machine Learning into healthcare.
- Governance: Familiarity with UK charity governance, including reporting to the Charity Commission and Companies House.

*Neotree exists to end preventable newborn mortality,  
by putting the lifesaving power of technology  
into the hands of doctors and nurses in low-income countries.*



## **Equal opportunities**

Neotree values diversity and is committed to equal opportunities. All applicants for employment will receive equal treatment without discrimination on grounds of gender, race, ethnic or national origins, disability, gender identity or sexual orientation, or any other grounds. We are particularly interested in receiving applications from candidates from minority ethnic backgrounds, and the low-resource settings in which we work, to ensure we have a well-balanced and widely representative staff base.