

Role profile

Please note, this role profile details the permanent Chief Executive Officer role. It is applicable to the interim position, but with much more emphasis on the internal-facing aspects of the role. The advertising copy provides a guide for the priorities for the interim position.

Basic role details	
Role Title: Chief Executive	Reports to: Chair - Board of Trustees
Department:	Leadership Team
Overall purpose of role	
<p>The Chief Executive is responsible and accountable for the leadership of the organisation, sets the strategic direction and vision for success, leads the development and implementation of the strategic intent and impact of Cycling UK. They will continuously build Cycling UK 's organisational culture and capabilities and be a significant 'thought leader on the power of volunteering, able to translate this across large scale internal and external stakeholders. the CEO will also drive a strong sustainability agenda that positions and maintains the charity at the forefront of our society.</p>	
Key accountabilities	
<p><u>Strategy and Planning</u></p> <ol style="list-style-type: none"> 1. Working with the Board of Trustees and Leadership Team to develop and deliver the Charity's strategic plan 2. Develop innovative business models and income streams in order to maximise financial opportunities. 3. Regularly review the Charity's performance against the agreed strategic framework and corporate plan and provide regular reports on that performance to the Board of Trustees. 4. Be a visible leader both internally and externally as the face of the Charity to influence and create opportunities to enhance the Charity's performance, profile and reputation. 5. Represent the Charity as appropriate, in fundraising and procurement activities. <p><u>Leadership and Development of Services</u></p> <ol style="list-style-type: none"> 6. Provide visionary leadership to the Charity, re-invigorating core mission and public presence 7. Model and set the organisation's culture, values and behaviours resulting in a positive, enabling and energetic culture where high performance and success are celebrated <p><u>Organisation performance</u></p>	

8. Take overall responsibility for systems and cultures that ensure safeguarding and high- quality services.
9. Provide inspirational leadership to Cycling UK staff and volunteers, in the continued development and delivery of our Strategy.
10. Nurture a high calibre and collegiate Leadership Team and to motivate and inspire staff and volunteers.
11. Build a performance management culture and role model excellent staff supervision, support and coaching.
12. Create a positive, enabling and energetic culture where high performance and success are celebrated and where people can grow.
13. Ensure the creation and implementation of a suitable system for communication of relevant information to the Charity's staff, volunteers and all other stakeholders.
14. Actively promote equality and diversity in all activities.

Governance and Trustee Board

15. Keep the Board of Trustees appropriately informed and promptly report to the Chair of the Trustees and or Chair of Audit & Risk any irregularity or matter that involves significant or substantial risk (including potential damage to reputation).
16. Ensure systems are in place which delivers compliance with legal and regulatory requirements

Finance and risk

17. Lead the development of a resilient, agile and flexible organisation
18. Ensure that financial arrangements and controls are in place to support financial security, sustainability and compliance;
19. Monitoring the Charity's continued financial sustainability, its performance against the agreed annual budget and the provision to the Board of Trustees of regular management accounts and a financial reforecast where necessary.
20. Ensure the timely preparation and submission of the Charity's Annual Report and Accounts and Trustee Report.
21. Responsible for identifying, assessing and managing the key strategic risks.

Summary of person profile

Please note, this person profile was written for the permanent role, but bears significant relevance to the interim position, particularly the points pertaining to the internal-facing aspects of the role.

The role requires an inspirational and strategic leader, with exceptional commercial acumen, capable of operating in an environment combining a large commercial enterprise with a social purpose, promoting the power of volunteering and, delivering commissioned services as well as services that are volunteer-led.

Decision-making
<ol style="list-style-type: none"> 1. <i>Accountable, with support from Leadership Team, for supporting the Board in creating a vision, defining strategic direction and policy changes that impact on Organisation's overall direction: interpret strategic direction into objectives and through sponsorship of organisation-wide projects.</i> 2. <i>Role has long-term impact on operational effectiveness, on Organisation's ability to deliver its long-term strategy and on the external perception of the charity.</i>
Analysis and initiative
<ol style="list-style-type: none"> 3. <i>Resolves highly complex strategic issues considering risks and benefits for Cycling UK as a whole; anticipates long term consequences of change and future trends.</i> 4. <i>Leads senior colleagues, with managing and mitigating any risks involved in moving Cycling UK in new directions.</i>
Planning and delivery
<ol style="list-style-type: none"> 5. <i>Leads and drives organisational change at every level to build a 'fit for purpose' culture and operating model, aligned to the Cycling UK Strategy but agile to accommodate to a changing external environment</i> 6. <i>Leads on long term strategic planning as well as responsibility for the annual plan.</i> 7. <i>Leads and supports Directors with overall management and delivery within their own areas.</i> 8. <i>Operates effectively in fast changing and high risk situations.</i>
Working relationships
<ol style="list-style-type: none"> 9. <i>Uses high-level inter-personal and persuasion skills to influence staff, stakeholders and important external bodies or opinion formers in a way that encourages dialogue and removes barriers to effective involvement even where there are significant differences of opinion.</i> 10. <i>Act as a figurehead on major internal/external communications initiatives and represents Cycling UK in a range of public settings and significant supplier relationships.</i>
Supporting and enabling others
<ol style="list-style-type: none"> 11. <i>Develops the work-related skills and capabilities of the most senior staff.</i>

12. Provides inspirational direction within Leadership Team, holding self and others accountable for developing others.

13. Ensure implementation of people policies and development practices across Cycling UK.

Knowledge and expertise

14. Applies extensive Chief Executive level expertise, acquired through directing and managing high-level organisation-wide activities, and through a broader understanding of the external environment and trends.

15. Maintains a breadth and depth of knowledge sufficient to provide oversight and strategic direction. Knowledge and expertise kept up-to-date through looking at broader external political, economic and technological/specialist trends.

Additional information

Requires frequent travel across the UK and regular weekend working

Person Specification for the Interim Chief Executive Officer role

Essential

- Track record of senior leadership experience, preferably at CEO level, in organisations of comparable scale and complexity, ideally in the charity or membership organisation sectors
- Strong experience of developing and implementing organisation-wide business plans
- Demonstrable expertise in developing and implementing effective systems, policies and procedures around HR, finance, corporate services, governance
- Track record of senior team management and development
- Business acumen, with the ability to balance and align commercial priorities with an organisation's social purpose
- Ability to act as an effective spokesperson / ambassador when required (this is largely an internally-focused position)
- The resilience and flexibility to lead an organisation and its people through highly challenging circumstances and fast-moving external developments
- Warm personal style, with the ability to foster trust, lead, inspire, motivate and support
- Alignment with the work and values of Cycling UK.

Desirable

- Highly desirable: experience in developing and implementing digital strategy
- Experience in interim leadership
- Experience in leading remote teams
- Experience in organisations delivering commissioned and/or volunteer-led services

Requirements:

- Ability to perform the role from home for as long as is required, and when official advice changes, to work from the office in Guildford.
- Availability to start by end of April (preferred date: Monday 27th April).

How to apply and the recruitment process

If you would like to apply for this position, please email the following in Word format to Jenny Hills, Director at Harris Hill Executive Search at jenny.hills@harrishill.co.uk

- An up to date CV outlining your employment history, academic and professional
- qualifications, and contact details
- A completed Application Form
- A Supporting Statement (no more than 2 x A4 pages)
 - Demonstrating how you meet the criteria outlined in the Person Specification
 - Outlining why you are interested in working for Cycling UK

In the body of the email, please state your preferred method of compensation (PAYE or day rate) and salary expectations, as well as your availability for interview and to start according to the below timetable:

Timeline:

- Closing date for applications: 9am Tuesday 14th April
- Remote preliminary interviews with Harris Hill: ongoing until midday Thursday 16th April
- Shortlisting: afternoon of Thursday 16th April
- Remote interviews with the appointment panel at Cycling UK: Saturday 18th April (or subsequent evenings with prior arrangement)
- Successful candidate to start by the end of April 2020