

INTERACTIVE JOB DESCRIPTION

Chief Executive

Job Title:	Interim Chief Executive <i>4 days a week maternity cover for a minimum of 6 months</i>
Starting Salary:	£50,899 (Pro Rota)
Reports to:	Chair of the Board of Trustees
Reporting staff:	1 Development Manager, 1 Operations and Finance Manager (directly) 1 Development Officer, 1 Training and Education Officer, 1 Operations Officer, 1 Project Officer (in-directly)

Purpose of job

To have overall strategic, leadership, managerial and operational responsibility for Interactive during the interim period.

Key Responsibilities

1. Strategic

- 1.1 To develop and implement the ongoing strategic direction and vision for the organisation with the board of trustees.
- 1.2 To lead on and ensure the delivery of the Board of Trustees strategic vision for Interactive across the public, private and other sectors

2. Leadership

- 2.1 To represent the interests and the vision of Interactive at an external senior level both regionally and nationally.
- 2.2 To have overall responsibility for strengthening and developing Interactive's standing and position nationally and regionally, with the specific aim of using this to further the achievement of the trustee's vision for the organisation.

3. Managerial and Operational

- 3.1 To have overall responsibility for sound human resource management across the organisation including the direct line management of key posts (where appropriate)
- 3.2 To have overall responsibility for sound financial management across the organisation including direct responsibility for setting and monitoring Interactive's annual budget projections.
- 3.3 To have the overall responsibility for ensuring that the board of trustees have the relevant information and resources to effectively govern the organisation.

4. Business Development

- 4.1 To have overall responsibility for organisational generation of appropriate, sustainable and diverse sources of income.
- 4.2 Manage and lead the implementation and accountability for the business develop plan.
- 4.3 Develop and execute strategies to lead income generation, sales, pricing and all other matters related to revenue generation.
- 4.4 Performance manage the team effectively to achieve income targets.
- 4.5 Lead existing strategic stakeholder partnership and grow and develop new relationships with future strategic and political partnerships

The postholder must at all times carry out the job responsibilities in line with Interactive's equal opportunities policy

PERSON SPECIFICATION

These are all essential minimum requirements for the position of:
CHIEF EXECUTIVE

1. Education & Qualifications

1.1 Educated to degree level or equivalent

2. Experience

2.1 A highly successful and respected leader with a significant level of senior management experience (operational and staff).

2.2 An excellent strategic planner with a proven track record of successfully implementing those plans.

2.3 Highly experienced at financial management with the proven ability to prepare, monitor and manage organisational budgets adeptly and independently

2.4 Highly experienced networker and negotiator with a proven ability to create tangible partnerships and relationships at the highest possible level.

2.5 Highly experienced at working under constant pressure but yet still able to achieve targets

2.6 Both experienced and adept at training and developing staff with limited resources and capacity.

2.7 Evidence of a commitment to continuing personal and professional development.

3. Skills

3.1 The ability to sustain an effective organisational vision and to develop and enhance the organisational sense of direction.

3.2 The ability to effectively but respectfully support a management board to make strategic decisions

3.3 The ability to effectively communicate and deliver strategic goals

3.4 The ability to think strategically at all times and to develop and implement the operational plans required to achieve Interactive's objectives.

3.5 The ability to successfully sell concepts, ideas and beliefs to senior level individuals and agencies

3.6 A good understanding of how the sports, disability and health sectors operate both within London and nationally and where the points of influence are

3.7 A heightened awareness of the socio-political and wider influences which could impact on Interactive and the ability to predict and react to both opportunities and adversity.

3.8 The intellectual ability to understand and analyse key issues in complex situations and apply innovative and creative approaches to problems.

3.9 The ability to work successful and effectively with a wide range of people from different backgrounds and viewpoints

4. Income Generation Skills

4.1 Proven experience of income generating six figure sums from varied external sources.

4.2 Evidence of multiple instances of sourcing and securing sustainable sources of income

4.3 Experience of developing and marketing commercial products that are sold directly to the end beneficiaries

4.4 A full understanding of trading within a charitable context.

5. Communication Skills

5.1 A highly effective written communicator with a proven ability to create high quality reports.

5.2 A persuasive communicator who is able to present ideas with both passion and clarity in a variety of settings including (but not exclusive to) internal meeting, external environment and the media.

5.3 A respected and adept public speaker.

6. Personal Characteristics

6.1 A team leader with demonstrable qualities of tact, diplomacy and intellectual energy.

6.2 Ability to gain and maintain the confidence, respect and belief of staff and supporters alike.

6.3 Commitment to the core principles and vision of Inclusive & Active 2.

6.4 A steadfast and ingrained commitment to and belief in the social model of disability, the cultural model of deafness and the concept of 'Nothing about us without us.

6.5 An active advocate of Disability Rights

6.6 A demonstrable belief in the power of sport.

6.7 Highly self-confident and able to foster a working environment that facilitates change and allows differences to occur constructively.

6.8 Sensitivity to risk management, enabling both flexibility and safety.

6.9 Able to effectively and efficiently multi-task, even in the face of adversity

6.10 Able to work unsocial hours on an ongoing basis.