

Job Description and person specification

ERSA CEO

Salary £70k plus bonus. Based in London. Full time, part time and job share will be considered.

Main purpose of the role

The new Chief Executive will be charged with growing the reach, profile and impact of ERSA. The successful candidate is likely to have a track record in strategy development and income generation/diversification in a not for profit and/or membership environment, plus some knowledge or demonstrable interest in the employment, skills or related policy/delivery environments. The successful candidate will demonstrate gravitas and that they will have authority with senior stakeholders.

For more information and a recruitment pack please email recruitment@ersa.org.uk

Applications by CV and a 2 page supporting letter to recruitment@ersa.org.uk

Closing date **12 noon 12th August 2019**.

Key responsibilities:

Policy, campaigns and public affairs

- Be the public face for the organisation, including to the media, conferences and to public affairs audiences, such as Select Committees.
- Determination of ERSA's campaign and public affairs focus, in conjunction with the board and Head of Policy and Communications, plus high level oversight of activities.
- Advocating for and promoting the impact of the employability sector.
- ERSA representative on national panels and working groups, such as the Work and Health Unit's Expert Panel and Public Health England's Health and Work Panel
- ERSA representative on devolved bodies panels and groups, including the West Midlands Employment and Skills Taskforce, the Skills for Londoners Board, the Great Manchester Employment and Skills Expert Panel.
- Senior lead for relationship with the DWP, DfE and other government departments. This includes meetings at ministerial and officer level.
- Senior lead for relationship with Scottish Government and combined authorities.
- Senior lead for relationship with Welsh Government.

Strategy

- Overall responsibility for the development and delivery of the organisation's strategy, underpinned by the operational plan, risk register and associated strategies.
- Overall responsibility for measuring the impact of ERSA aligned with vision.
- Overall responsibility for aligning ERSA's strategy with members expectations.
- Being the voice of employment support and representing ERSA's members .

Finances

- Overall responsibility for the organisation's finances, including development of the budget, managing the organisation within budget and reporting to the board.
- Ensuring financial sustainability.

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Income generation, events and marketing

- Oversight of ERSA's income diversification and generation strategy.
- Membership sales and leading relationships with significant members.
- Selling sponsorship alongside ERSA's staff team for events, research and other purposes.
- Overall oversight of ERSA's conference and events programme, with active input into programme development.
- Development of commercial partnerships, including contract income (see below).

Member services

- Oversight of the delivery of ERSA's suite of member services.
- Senior lead on the 2019-20 membership drive.
- Senior lead on the staff team providing services to members.
- Liaison with ERSA members, at all levels.
- Senior lead for relationship with largest member organisations.

Governance

- Support to the ERSA board, including developing board agendas in partnership with the chair and vice chair, developing board papers and ensuring governance processes work appropriately.
- Ensuring that ERSA is compliant with company law.

Contracts and partnerships

- Senior contact for relationship with organisations to whom ERSA delivers contracts.
- Senior contact for developing relationships with other organisations.
- Lead on developing new partnerships that benefit ERSA members.

Skills, knowledge and experience

- Experience of working at a senior level within a comparable organisation.
- In depth knowledge of policy processes and considerable experience of working with Whitehall and Westminster.
- Knowledge of the employment and skills sectors and associated policy areas.
- Knowledge of the devolved administrations, including Scotland (desirable).
- Exemplary written communication skills, able to quality assure own output and that of others.
- Excellent verbal communication skills and experience of public speaking.
- Experience of working with the media.

Person specification

- Authoritative and with gravitas.
- Resilient, with the ability to provide leadership for the sector and management of the staff team.
- Team player, able to manage complex multi-stakeholder initiatives and policy processes.
- Highly flexible, able to juggle demands and manage competing priorities.
- Strong communicator, able to manage and nurture a wide range of relationships.
- Good negotiator with the ability to influence others.
- Must be organised, motivated and with healthy levels of perseverance.
- Adept at problem solving and identifying solutions.