Executive Director (CEO designate)

An opportunity to help strengthen democracy through the Consultation Institute (tCI)

Bedfordshire Centre of Excellence
Up to £55k [0.8-1.0 FTE negotiable], plus pension, flexible and hybrid working, annual performance bonus

Are you an exceptional executive excited by the challenge of helping communities and stakeholders to be better involved in decisions that affect them, and leading tCI into its next phase of development?

Do you have a track record of developing strategy, building organisational capability, generating financial growth and delivering impressive results? Are you values-driven with a passion to lead a purposeful organisation?

A well-established not-for-profit, the best practice Consultation Institute (tCI) promotes high-quality citizen and stakeholder consultation in the public, private and voluntary sectors, across the UK and internationally.

tCI needs a passionate, experienced and results-driven leader to assume overall accountability for achieving growth in reach and awareness, financial health and operational performance.

Reporting to the Board, you will lead a dedicated professional team of 10 staff and 30+ freelance Associates to help us achieve our mission; already a world leader in its field, your leadership capability, coupled with motivating our people, will enable tCI to shape its future ensuring it continues to punch above its weight.

You will combine a strategic mindset with a motivation to take our services and operational performance to higher levels of excellence; you will be an inspirational tCI ambassador, raising our profile and overseeing the development of thought leadership, strategic partnerships and commercial opportunities.
Job specification

Preamble
The Institute was founded in 2004 operating as a private, not-for-profit company for two decades. It is probably the best-informed specialist organisation focusing on public and stakeholder consultation in the context of wider public engagement.

Its expertise is not in doubt, but it needs better commercial leadership through the appointment of a Chief Executive (designate) who can build upon our existing skills profile and create the conditions that will attract further investment in the Institute.

Key Tasks

- To work with Board Directors to evolve a realistic short and medium term strategy
- To prepare, secure Board approval and implement the tCI annual plan:
  - Support for Institute members and clients
  - Delivery of training and consultancy to target market sectors
  - Promotion of the Institute’s ideals and recommended best practice
  - Achievement of agreed business and financial targets
- To promote tCI and its messages by raising its public profile and deploying leading-edge marketing and communications to disseminate its publications and thought leadership
- To grow the Institute’s market share for public engagement-related training and consultancy services in relevant UK and selected international market sectors
- To develop the Institute’s reputation in established markets such as Health, Local Government, Aviation and Infrastructure. To lead a drive to build credibility in central government and its agencies
- To enhance the Institute’s professional services by improving project management and continually updating the portfolio of training and consultation offerings
- To ensure high levels of member/customer/client satisfaction
- To improve existing commercial/business processes, through timely management information and advice to the Board. To ensure financial and accounting practices are effective and resilient. To be accountable for KPIs, targets and performance
- To lead the Headquarters team, fostering a can-do culture, allowing individuals to maximise their contributions
- To manage tCI’s Centre of Excellence (currently at Biggleswade, but shortly to relocate) and all the equipment/facilities required to be efficient and productive. To ensure a safe and healthy working environment for staff and visitors
- To ensure the optimal use of information and telecommunications technology, and to observe and improve upon our commitment to carbon reduction
- To recruit associates and collaborators to preserve and enhance tCI’s status as the ‘go to’ body for consultation know-how and expertise
- To motivate staff, associates and partners in our common mission.
Person specification

- A degree or equivalent
- An interest in public policy, current affairs or politics
- Proven business acumen and experience of developing and selling professional services; experience of commercial negotiations useful
- Experience of working in public policy, the public sector, a trade association, think tank or charity, in a management role
- Excellent communication skills (written and oral) with the ability to present in public on complex issues and to relate to senior officials, civil servants and politicians
- Strong people management and team-building skills
- Familiarity with business accounting, finance and commercial issues.

In Summary

An outstanding opportunity for someone with vision to lead an organisation with phenomenal potential to make a genuine impact on the application of democracy in the UK and beyond.

It might be suitable for a departmental / section head in a trade association, NGO, think tank or consultancy to take charge of their own team and open up opportunities for personal growth and leadership development.

Alternatively, it might appeal to an experienced manager attracted to the mission and activity of the Consultation Institute and able to bring experience of leading other policy and advocacy organisations to this exciting challenge.

So, what now?

For further information, a candidate briefing pack, and an opportunity to speak with a Board member, please contact recruitment@ConsultationInstitute.org

Closing date for applications by email: 17.00 GMT, Wednesday 20 April 2022
Interviews: early May