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| **Title**: Interim Executive | **Date Prepared**: 21/12/2020 |
| **Salary**: | **Location:** Home working and site visits |
| **Hours worked:** 14 - 21 hrs per week on a flexible working basis | **Reports to**: C.E.O. |
| Job Purpose: To lead our organisation development and preparation for growth  Support the Leadership Team and the CEO to maintain high performance  standards while operating in a dynamic environment of business transformation. | |
| Principal Accountabilities:  * Change and transition management (preparing for growth) * Succession planning for the leadership team * To oversee the development and delivery of a longer-term strategy that supports the aims, values and mission of the organisation, taking into account the needs and aspirations of service users. * Restructuring and building leadership capacity within the organisation * To support the Board with the development of the organisation * To develop and build effective relationships with our commercial partners who support the charity to meet its objectives. * Develop a new operating model for growth * Ensure that the organisation is managed in accordance with delegated authorities and that there are sound decision-making processes in all areas of the organisation. * Develop and put in place a range of reporting mechanisms across the organisation to manage both individual and organisation performance, ensuring that reporting to the Board to is suitably appropriate and robust * Carry out any other duties to the standards set as may reasonably be required by our needs . | |
| THE PERSON SPECIFICATION Essentials:   * Able to respond quickly and effectively to the demands of an interim role * Management skills with an ability to set standards of performance, conduct and support for staff based on our organisational * values * A clear and open communicator with excellent written and verbal communication skills * Able to review and build operation model * Able to forward-plan effectively and to identify well-thought through management solutions * Demonstrable experience of business planning, organisational development, communications, specifically with experience of implementing organisational change * Able to handle the demands of a changing business setting * Finance and budget management skills * Flexible to meet business demands * Able to motivate and manage business change * Resilient and determined * Senior Level leadership (people, finance, operational) * Naturally collaborative with the will and skill to integrate quickly into the senior team   Desirable:   * Experience of medium size charity : BfG is £1,4 million turnover and 46 staff over two branches * Commercial experience and awareness of attracting and managing commercial partners * Charity sector understanding * Cross sector work, commercial partnerships and/or Joint venture * COO or Chief executive position experience * Enjoys delivering results through people; staff and customers * Able to produce management reports to a high standard of content, accuracy, and presentation. * Retail experience (we have two bike shops) * Interest in the cycle industry | |