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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 performancestandards 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 .
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| THE PERSON SPECIFICATIONEssentials: * 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
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