

Chief Executive

Job Description

The job description of the Chief Executive includes:

Location	National Office in Tansley, near Matlock; in exceptional circumstances, other bases may be considered however attendance at the National Office for a significant part of each week will be required.
Responsible to	Chair of the Board
Responsible for	The leadership and management of British Orienteering which is focused on the delivery of the 2017/25 Strategic Plan
Contractual Status	Full time
Salary	Circa £40,000 to be negotiated dependent on experience and proven competence
Role summary	<p>The Chief Executive will be responsible for:</p> <ul style="list-style-type: none"> • Providing leadership to the organisation, working closely with the Chair and Board • Managing the national workforce • Managing the finances of the organisation • Ensuring the organisation provides the services expected by members, clubs and associations • Liaising with significant partners including the International Orienteering Federation (IOF), sports councils, Youth Sport Trust, etc • Functioning as executive director on the Board and working as Company Secretary to support the Board • Leading on the following national initiatives and responsibilities: Equality, Safeguarding, Anti-Doping, Data Protection. • Ensuring all policies and procedures of the organisation are compliant with legislation and current good practice, and are updated as required • The role will be reviewed regularly and may include other duties as from time to time may be required by the Chair of British Orienteering
Key responsibilities, main tasks and activities	<p>Providing leadership to the organisation, working closely with the Chair and Board</p> <ul style="list-style-type: none"> • Prepare, promote and deliver the rolling strategic plan, annual operational plans, and annual reports • Managing change across the organisation • Managing risk effectively across the organisation

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	<p>Managing the national workforce</p> <ul style="list-style-type: none">• Provide line management to members of the Senior Management Team• Provide performance management to staff and conduct staff appraisals annually• Facilitate the monitoring and evaluation of all programmes• Ensure the provision of administrative support for British Orienteering's Officers, Board and groups• Maintain proper employment procedures (discipline, grievance, health and safety, etc.), with due regard to all statutory obligations <p>Managing the finances of the organisation</p> <ul style="list-style-type: none">• Prepare annual budgets for consideration by the Treasurer and the Board• Work with the Accounts Manager to oversee the day to day management of the accounts• Work with the Accounts Manager and auditors to prepare and report on the financial state of the company <p>Ensuring the organisation provides the services expected by members, clubs and associations</p> <ul style="list-style-type: none">• Overseeing the effective delivery of the membership system• Communicating effectively with members, clubs and associations <p>Liaising with significant partners including the International Orienteering Federation (IOF), sports councils, Youth Sport Trust, etc</p> <ul style="list-style-type: none">• Represent British Orienteering in its dealings with the IOF, Sports Councils and other external bodies• Prepare and submit grant applications to sports councils and other funding bodies, manage and monitor the expenditure of grant income, and ensure compliance with all grant terms and conditions <p>Functioning as executive director on the Board and working as Company Secretary to support the Board</p> <ul style="list-style-type: none">• Ensure the company adheres to its Articles of Association and complies with company law• Attend meetings of the Board <p>Leading on the following national initiatives and responsibilities:</p> <ul style="list-style-type: none">• Co-ordinate the provision of information and advice for British Orienteering's
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	<p>members, clubs and associations</p> <ul style="list-style-type: none"> • Act as Lead Safeguarding Office and overseeing the implementation of all Safeguarding Policies and Procedures • Lead on all aspects of the Equality & Inclusion Policies and Procedures including the Equality Action Plan • Act as British Orienteering’s Anti-Doping Officer • Ensuring the organisation delivers good practice in data protection and communicate good practice to members, clubs and associations <p>Ensuring all policies and procedures of the organisation are compliant with legislation and current good practice, and are updated as required</p> <p>The role will be reviewed regularly and may include other duties as from time to time may be required by the Chair of British Orienteering</p>
<p>General information</p>	<p>The Chief Executive is responsible for driving an open and transparent culture within the organisation which will include:</p> <ul style="list-style-type: none"> • Working to improve the working conditions within British Orienteering as a whole • Ensuring there is equality of opportunity throughout the organisation • Ensuring all aspects of British Orienteering’s Health & Safety Policy and arrangements are enforced. <p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended as the needs of the organisation change.</p>

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Person Specification

Qualifications	Essential	Desirable
Degree or similar qualification		✓
Current driving licence	✓	
Leadership or management qualifications		✓
Experience		
Executive management, at least 2 years' experience working in a strategic or leadership role	✓	
Senior staff management, at least 3 years' experience	✓	
Financial management and budgeting	✓	
Working in or with the volunteer sector		✓
Developing individuals		✓
Computer literacy including email, Microsoft Office	✓	
Participating in orienteering or another sport		✓
Working in sport		✓
Submitting funding applications and working with funding partners		✓
Knowledge		
Company and employment Law		✓
Of sport and the work of the governing bodies		✓
Contemporary management techniques and practices	✓	
The volunteer sector and how volunteers are developed, motivated and managed	✓	
Current good practice in managing change		✓
Leadership & Management, demonstrate the ability to:		
lead a team of staff and volunteers	✓	
lead projects that are innovative and challenging	✓	
manage conflict	✓	
use an open, consultative management style	✓	
solve problems and manage change	✓	
Planning & Delivery, demonstrate the ability to:		
plan and deliver integrated programmes or projects	✓	
prioritise and take a proactive approach to changes in priority	✓	
prioritise and plan one's own workload and remain outcome orientated	✓	
audit performance against an agreed set of standards	✓	
Problem solving & decision making, demonstrate:		

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effective problem solving and decision-making skills	✓	
the ability to be inventive and pursue innovative ideas	✓	
Communications & influencing, demonstrate the ability to:		
communicate a vision to a wider fraternity (e.g. key clubs)	✓	
inspire staff and volunteers across multiple programmes and projects	✓	
liaise with staff, volunteers and where appropriate internal and external bodies	✓	
listen to, consider, and act on the views of others	✓	
Interact with, and influence others effectively, for example a Board of Directors	✓	
Teamwork and personal impact, demonstrate the ability to:		
lead a team of professional staff / consultants to ensure that agreed targets are achieved to a high standard and within an agreed framework	✓	
work and operate in a team environment	✓	
Other considerations		
Highly motivated to 'make a difference' and be fully committed	✓	
Preparedness and willingness to travel to meetings/events and work unsocial hours	✓	
Commitment to equal opportunities and equity	✓	
Demonstrate the ability to be flexible, and adaptable to perform tasks which are normally outside the job specifications, but considered commensurate with the role	✓	