

Chief Executive Officer



Summary: The Chief Executive is responsible to the Council for the leadership and overall strategic direction of the organisation, which is determined by the Trustees. The CEO takes overall responsibility for ensuring that the organisation promotes and embeds the vision and values of the Society and fulfils the aims and terms of its Charter and Byelaws.

The CEO must ensure that the organisation provides modern and effective services that reflect the needs and interests of its members, and that it furthers the advancement of the science of natural history. The CEO has responsibility for the overall management and administration of the organisation and the leadership and professional development of all staff, for building and sustaining relationships with key national and international stakeholders; this includes managing relationships with the Society's Fellows and other members. This will be delivered through the development and implementation of strategy and business plans.

RESPONSIBLE TO: President

RESPONSIBLE FOR: Executive Management of the Linnean Society of London.

The Chief Executive Officer is a permanent full-time role.

Main Duties and Responsibilities

1. Leadership

- Work at all times on behalf of the Council to fulfil the terms of the Charter in accordance with our mission, vision, values and objectives; and to promote the highest standards of natural history science both internally and externally;
- Develop and deliver the strategic and operational plans to implement strategies and policies determined by the Council, ensuring that these are monitored, evaluated and adjusted, as necessary;
- Provide visionary and creative leadership helping to inspire both internal and external stakeholders;
- Model and set the organisation's culture, values and behaviours resulting in a positive, enabling and energetic, diverse and inclusive culture where high performance and success are celebrated, where people can progress in their careers, and where necessary change and new opportunities are embraced;
- Provide regular reports to the Council, providing accurate and timely information on the status and implementation of strategic, operational and business plans, recommending modifications and new initiatives, as appropriate.

2. Public relations and External affairs

- Seek out and respond to opportunities to raise the profile of the Linnean Society, both in the UK and internationally, as an authoritative voice promoting natural history and the study of natural world for all people;
- Develop and deepen relationships with key bodies including Governments, other learned societies, research and other funding bodies and International Organisations/Bodies;
- Lead effective marketing and public relations activities, in particular, ensuring the continued maintenance and development of the Society's website as the go-to source of information.

3. Financial management

- Lead the development of a resilient, agile and flexible organisation while ensuring financial sustainability;
- Take overall responsibility for all aspects of financial planning and control in order to ensure ongoing and long-term financial security and growth;
- Take overall responsibility for the financial relationship with the Society's journal publishers;
- Be accountable to the Council for the overall financial health of the organisation ensuring that income and expenditure remain within financial plans and targets;
- Develop and implement an income generation strategy to identify and diversify income streams and maximise opportunities for income generation.

4. Operational management

- Lead and develop skilled and motivated staff teams, embedding a culture of high performance and continuous improvement, and ensuring that recruitment, management, training and retention embody the principles of a diverse and inclusive culture;
- Lead on engagement with the Society's members (Fellows and members);
- Oversee the use of premises and facilities to achieve effective and economical operation, including forward planning for future use;
- Ensure compliance with appropriate practices and procedures in accordance with employment law and with any relevant legislation including equal opportunities and health and safety regulations.

5. Governance and compliance

- Ensure that the Council, Officers, Committee Chairs and Curators are informed, involved and appropriately supported; ensure communications are open, transparent and are in line with current charity governance;
- Ensure that the Society is at all times fully compliant with legal and good practice requirements and that policies are reviewed, updated and implemented in all areas

of work e.g., Code of Conduct, Health and Safety policy and Equal Opportunities policy;

- Ensure that all required reporting requirements are met and implemented in accordance with current requirements and deadlines of Charity law.

6. General

Any other duties as agreed.

This is a description of the job as it is presently constituted. It is the practice of the Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with the post-holder. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

PERSON SPECIFICATION

JOB TITLE:	Chief Executive Officer	
DATE:	October 2020	
RESPONSIBLE TO:	Chair of Council (President)	
	Essential	Desirable
Qualifications	Educated to degree level or equivalent experience	Recognised management qualification
Experience	<p>Proven track-record of strategic and inspirational leadership (minimum of three years)</p> <p>Change management experience with the ability to take staff and key stakeholders on a journey of change</p> <p>Developing and implementing of strategic and organisational plans</p> <p>Strong financial acumen, business planning, budget setting and management</p>	<p>Experience of working with a professional body or membership organisation</p> <p>Experience of working effectively to a Council/Board</p> <p>Experience reaching new audiences and expanding engagement and opportunities for unrepresented groups</p>
Skills and Knowledge	<p>A confident and persuasive public-speaker, with excellent presentation skills and the ability to collaborate in working groups</p> <p>Excellent communicator (written and oral) and ability to build meaningful and influential relationships with key stakeholders</p> <p>Excellent organisational skills and ability to deliver outcomes against targets</p> <p>Well-developed ability to apply appropriate judgment working independently but also as a team player</p>	
Abilities	<p>Able to represent the Society professionally, inspiring confidence and trust</p> <p>Able to demonstrate experience of overseeing strategic and systemic equality, diversity and inclusion initiatives</p> <p>Experience of engaging with a diverse range of stakeholders</p> <p>Able to travel within the UK and abroad including evenings and weekends, if required</p> <p>Flexibility in working practice</p>	