



**Association
of Chairs**



Interim CEO

Candidate Information pack

October 2023

Interim CEO role at the Association of Chairs

I am really pleased that you are interested in being interim CEO at the Association of Chairs (see the final page for a bit more about us). This pack sets out what we are looking for in the role, the tasks, the timings, and the people you will be working with.

The role

We need an interim CEO of the Association of Chairs due to the untimely departure of our two most senior staff, Dan, and Ros, simultaneously. This means we need somebody to come along and be our interim CEO for up to a year while we keep our schedule of events moving, members happy, and finances and IT/digital side under control.

The challenge of the post

We are looking for the interim role to start ideally by the end of October/early November so they can have a thorough induction/briefing with Ros, Dan, and the rest of the team. This is an important role which will appeal to somebody who likes having a varied range of tasks and is hands-on. The person will have a high degree of autonomy and really value the support we are giving to Chairs and boards.

In terms of our aims, we plan to:

Extend our reach, and thus our membership - there is considerable potential within the 170,000 charities in England and Wales alone

Focus on our [diversity and inclusion](#) – chairing and trusteeship **has to** be for all parts of society.

Safeguard the quality provision of highly relevant support and services.

Look how we can develop more services, particularly through programmes like mentoring, and geographical and special interest groups.

Review our own strategy and want others to share in our learning wherever possible.



The tasks we need you to manage include in no particular order

Our member communications. We have a regular newsletter to our members (1,000+) and a wider list (c. 10,000) of interested people. This usually has blogs, news, information, and information about events.

Our finances. We need our interim CEO to keep an eye on our finances by supporting our bookkeeper Zoe, making sure we do our payment runs and she can help produce our monthly budgets and actuals.

Our IT/website. It's vital that we keep our WordPress website and database working well. So we need our interim CEO to get to grips with the systems, how we update things, and work with our digital support team.

Our events and events programme. We have to make sure that our programme of events is delivered, new events added, marketed to attendees and the hosts and speakers are happy.

Project management and grant delivery including our London Project and work with Trussell Trust and other federated organisations, such as Age UK.

The people you'll be working with

In the induction period, you'll be working with **Ros Oakley** our founder and outgoing CEO, and **Dan Bishop** our Head of Operations who are leaving at the end of November and early December respectively. You'll need to suck all the knowledge out of their brains and into yours in that period.

On an ongoing basis you'll need to work with **Zoe Marsden** our freelance bookkeeper who we need to make sure has the support to keep paying our bills, balancing our books, and reconciling our accounts. You'll also need to work with **Stephanie Brisland** our administrator who runs the nuts and bolts of newsletters, events and the like. It's really important we nurture and support these two (as it is with all staff of course).

Starting in the second half of October **Lally Pearson** (freelancer) is joining us (around 3 days per week) to work on our programme for London Chairs and our new mentoring and peer support programme.

Alongside the staff are the trustees and in particular our new Chair **Joe Saxton**. You'll need to work with them and get as much support from them as you need. Joe is able to support in a variety of ways (he's offering to write the newsletter and do blogs) as are other trustees. You'll find that the Board has a wide and diverse range of skills, experience, and networks to draw on. We'll be looking to recruit a couple of new trustees, including a Treasurer to replace Liz Pepler over the next few months.

The timings, salary, and status of the role

We would like the interim CEO to start in late October/early November and remain in post for up to 12 months while we look for a permanent CEO, which will start next spring.

The time commitment would be at least 3 days a week, but it could be more, and it could be a variable amount with more some weeks and less others. There will be some requirement to attend and deliver some of our evening events (these are usually 6 - 7:30 pm and mostly online).

We are relaxed about whether our interim CEO is on payroll or works on a day rate basis. We would be able to afford a salary or equivalent of £60-£70k a year.

The qualities we are looking for

We need you to come and quickly understand what we do at AoC and get to grips with things after a short induction. So you'll need to be :

- Comfortable with being hands-on – this is a pretty operational role
- Flexible and adaptable turning your hand to all manner of things at short notice
- Very good at working under pressure and delivering to budgets and schedules
- Good at delivering business as usual but also see how we can improve things
- Able to keep track of our finances, our database, and our IT in particular. We have a budget to find external IT support if necessary
- Be the face of AoC for many members and stakeholders (with the support of the board)

The process of appointment

We invite you to submit your CV and a note about why you will be an excellent interim CEO for us by **Monday 23 Oct**, to our recruitment partner Bernice Rook, bernice@eastsidepeople.org, at [Eastside People](https://www.eastsidepeople.org). We will look at all the applications and do a speedy round of interviews and decision-making in the second half of October.

If you would like to have a discussion with Joe Saxton our Chair before deciding whether to apply, we can sort that out through Bernice at Eastside People.

And finally, it's worth remembering

This is an exciting and important role because every charity in the UK has to have a Chair. We are the only organisation specifically supporting Chairs in charities, which is why it's so important we can continue to deliver for our members. Our trustees are going through a process of identifying our priorities and setting down a clear strategy. So it's an exciting time to be joining AoC even on a temporary basis.

We look forward to hearing from you.

Joe Saxton and the AoC team



Chairs – most advice and training at the time was focused on the general duties of all trustees. The role of Chair is a cornerstone in charity effectiveness and yet, through our engagement with our members and other Chairs, we know that they face a unique range of issues. We help people to lead with good governance and run an effective trustee board and our resources and events are designed specifically with this in mind.

Good chairing, governance and leadership are not an end in themselves, but a route to more effective social change. Our premise is that effective chairing and leadership of the board help the organisation to be the best it can be and achieve the best outcomes for the people and causes that the charity serves. The ultimate change we seek is to increase the positive impact of charities by ensuring they are well-governed and led.

As well as our peer networks and many online resources, our members have access to a range of events and resources curated specifically with the Chair in mind. We have a busy events calendar; on average we run six events a month which range from one-hour webinars to a full day's training. Our evaluations show consistent satisfaction with our services and people report changing their behaviour as a result of their engagement with us. We also provide a voice for Chairs, commissioning research and representing and championing this vital role within the Third Sector across England and Wales.



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