

Chief Executive
Application/Job Pack

Job Advert

Speakers Trust is a registered charity that promotes the lifetime benefit of effective public speaking and communication skills through campaigning, training and community involvement.

Building on our successful track record (including training more than 125,000 people), this is a fantastic opportunity to lead an innovative and growing charity and social enterprise that transforms lives; enabling people to find their voice by developing the skills and confidence to speak in public.

We are seeking an inspirational individual who is passionate about the importance of speaking and communication skills. A visionary who will create new opportunities to teach and develop these crucial skills that increase self-esteem, improve employability and contribute to the betterment of society.

Responsible for shaping and developing our strategic growth, you will be an excellent communicator with proven leadership and management skills. Your approach is client and stakeholder focused, putting their needs and expectations at the centre of developments. With a good understanding of effective governance, the successful candidate will have an entrepreneurial approach, excellent business acumen and an awareness of the sector.

Working in a fast-paced environment, you will be committed to the vision and ethos of Speakers Trust and enjoy working with a dedicated staff team, with talented associate trainers and with keen volunteers to deliver our aims and objectives to transform lives.

Based in Southwark, London. Salary: £46,000 - £50,000 (plus 3% contributory pension)

How to apply

Please send your CV outlining previous experience, including line management, budgetary responsibilities and current salary; with a covering letter no longer than two sides of A4 setting out why you think you are suitable for the job. Please send them by email to recruitment@speakerstrust.org and put "Chief Executive – Speakers Trust" in the subject line.

Closing date for applications: 19 January 2012

First round of interviews on: 30 January 2012

Second round of interviews on: 7 February 2012 (morning)

If you are selected to attend an interview you will be briefed, before you attend, on requirements for a presentation to the panel.

Further information can be found at www.speakerstrust.org

If you would like to have an informal discussion to find out more about the role, you can call the Chairman, David Thompson, on 077 2029 8381 (evenings and weekends) or the Vice President & Founding Trustee, Sue Warner, on 07971 530 022.

About Speakers Trust

Our Vision is: 'A society where everyone has the skills, confidence and desire to speak in public.'

Our Mission is: 'To promote the lifetime benefits of effective public speaking and communication skills through campaigning, training and community involvement.'

In pursuance of this mission we have three primary strategic aims and activities:

- Courses - development & delivery of public speaking training
- Clubs - support of speakers clubs in the community
- Campaigns - campaigning independently and in partnership with others

Over the last six years we have achieved strong growth through providing high quality professional courses for those who have least access to effective training. Our courses have been developed in partnership and delivered to a wide range of charities, community groups, educational institutions and others in the not-for-profit sector. The courses are delivered by our quality assured network of experienced Associate Trainers.

We are aiming to support various community speakers clubs and self help groups for long term learning, particularly in "hard to reach" communities, and to develop opportunities for volunteer speakers. We want to develop campaigns that promote the benefits of being able to speak to groups and in public. Good progress is being made in consulting and setting out strategic plans on ways these can be implemented.

Courses

So far we have trained over 125,000 people. Our courses have enabled staff, volunteers and service users of many organisations to speak up and speak out about the issues that concern them. Some examples of our major funded programmes are:

- *Anti-Bullying Ambassadors Speak Up! Speak Out!* delivered in partnership with The Diana Award trains young people to campaign effectively against bullying (funded by the Dept of Education).
- *Environmentally Speaking* delivered in partnership with Global Action Plan, for young people in Bristol to develop public speaking and campaigning skills in the context of environmental issues (funded by the Paul Hamlyn Foundation).
- *Financially Speaking* is delivered in secondary schools and youth work charities in London and Edinburgh, teaching both financial literacy and public speaking (funded by Citi Foundation).
- *Jack Petchey's "Speak Out" Challenge!* trains 20,000 Year 10 students a year in secondary schools in London and Essex (funded by The Jack Petchey Foundation). www.speakoutchallenge.com
- *Seeing is Believing* enables us to offer funded and match-funded workshops to charities and other not-for-profits to support and develop long-term partnerships (funded by the Joseph Rank Trust).
- *"Speak Out" Challenge! Herefordshire* delivers public speaking training in secondary schools and PRUs across the region (funded by Four Acre Trust).

Central Staff, Associate Trainers and Volunteers

The Chief Executive leads a central team of six staff.

Our courses are delivered through a national network of 45 Associate Trainers, with a further 15 Potential Associates now in training to qualify to be able to run our courses. In the future we intend to recruit volunteers to support our mission, particularly to be ambassadors for campaigning and to help build clubs and self help groups for those in "hard to reach" communities.

Job title:	Chief Executive
Reporting to:	Board of Trustees
Salary:	£46,000 – £50,000 plus 3% contributory pension
Works with:	All Staff, Associates and Volunteers; Stakeholders and Partners.

Role

1. To lead Speakers Trust so that it thrives and inspires people to learn to make their voice heard.
2. To administer and manage Speakers Trust within the strategic and accountability frameworks established by the Board of Trustees.
3. To achieve the growth outlined in our current Strategic Plan and help shape our future strategy.
4. To represent and promote Speakers Trust to potential funders, clients, partners and supporters.
5. To enable the trustees to fulfil their governance duties and responsibilities, providing advice and information in a timely, thorough and appropriate manner.

As the Chief Executive you will lead the staff, associates and volunteers to deliver Speakers Trust's mission, reporting to the Board of Trustees.

Key Responsibility Areas

The Key Responsibility Areas currently required are set out below. This is not a comprehensive list; nor are you likely to be doing all of them at the same time.

Working with the board

Specific duties will include:

1. reporting to the board and answering for the progress and performance of Speakers Trust;
2. ensuring, with the Chair, that the Board of Trustees monitors Speakers Trust's vision, mission and values; ensuring good governance, practice and procedures;
3. developing a long-term strategy for Speakers Trust, reviewing the Strategic Plan as appropriate;
4. preparing an Annual Financial Plan and Budget in line with the Strategic Plan; ensuring the Board receives regular financial reports, which identify progress or otherwise, and advising accordingly;
5. advising on policies and management of risk with regular updates on the organisation's risk position.

Leading and managing the organisation

Specific duties will include:

1. ensuring a long-term strategy is in place to guide Speakers Trust in achieving its objectives;
2. leading and directing our staff team and, in discussion with them, setting annual targets to achieve the Strategic Plan and Annual Financial Plan;
3. ensuring, through regular evaluation, that our staff, associates, volunteers and others are focussed on achieving our mission and strategic priorities;
4. being responsible to the trustees for the overall financial health and strength of the organisation;
5. ensuring there are the human, material and financial resources and management systems needed to operate effectively as a social enterprise and charity;
6. seeking out and developing new strategies for ensuring we have the resources for future growth;
7. acting as Company Secretary, ensuring constitutional, regulatory and legal obligations are fulfilled.

Promoting the organisation

Duties will include:

1. enhancing and protecting the reputation of Speakers Trust;
2. seeking opportunities to expand and promote awareness of our work;
3. ensuring that the media is used appropriately to raise our profile;
4. acting as our main spokesperson for promoting Courses, Clubs and Campaigns;
5. overseeing the formulation of marketing strategies and campaigns by the Director of Fundraising, Marketing & Communications;
6. working with the Director of Fundraising, Marketing and Communications, advising on grants applied for, taking part in campaigns and meeting funders as necessary; and
7. working with the Director of Jack Petchey's "Speak Out" Challenge! and the Development Manager to support and advise on programmes, projects and specific grants; meeting grantees and client organisations as necessary

Person specification

Essentials

1. Enthusiasm for, and commitment to, Speakers Trust's vision, values and mission
2. Personal integrity and credibility
3. Commitment to developing self and team members
4. Dedication to developing our organisation's reach and effectiveness
5. Understanding of good governance, successful enterprise and effective leadership

Personal qualities

1. Responsiveness
2. Realism
3. Determination
4. Enthusiasm
5. Charisma

Specific abilities

1. Excellent public speaking and communication skills
2. Ability to engage, motivate and lead people
3. Ability to build networks and make connections
4. Strategic orientation and commercial awareness
5. Financial and management expertise

Experience

1. Experience in leadership, enthusing individuals, implementing change and delivering growth
2. Successful track record of project delivery and general management at senior executive level
3. Experience in managing an organisation / enterprise of comparable size, scope and potential
4. Proven ability to engage a range of stakeholders in pursuit of an organisation's mission
5. Proven ability to work successfully with a trustee board or similar governing body
6. Knowledge of voluntary and community sector governance and good practice