

CHIEF EXECUTIVE OFFICER, POLITICAL STUDIES ASSOCIATION (PSA)

Job purpose: to provide strategic leadership and ambition for the Political Studies Association (PSA) and to assume full financial and legal responsibility for all aspects of its performance working in conjunction with Trustees.

Main responsibilities:

1. To provide strategic leadership and ambition for the Political Studies Association, taking responsibility for the implementation and evaluation of its ten-year strategic plan to grow its membership significantly.
2. To nurture and develop excellent relationships with the Association's current Trustees (including succession planning for future roles), engaging them fully to support the strategic aims, and exploiting their skills and experience for the benefit of the PSA.
3. To foster a teamworking culture in managing and developing the team of staff in the national office to deliver the strategic aims, through clearly delineated lines of accountability.
4. To ensure the PSA fulfils its statutory obligations as a charitable organization, and can demonstrate both public benefit as well as clear benefits for members and associates.
5. To develop excellent working relationships with key stakeholders including the Houses of Parliament, the Academy of Social Sciences, media and broadcast executives, and other international political associations, ensuring that the PSA is perceived as a proactive and innovative source of expertise in politics.
6. To develop excellent working relationships with all PSA working groups including specialist groups, the early career network, the teacher's network etc., ensuring that their work is coordinated, supported and promoted by the national office in order to maximise its benefits.
7. To assume specific responsibility for the PSA's publishing policy and equality and diversity policy working closely with the relevant editorial teams, publisher and trustees.
8. To assume full financial responsibility for all aspects of the PSA's performance, determining the reserves policy, and setting income and cost budgets as well as steering the Association's investment strategy.
9. To act as the public face of the PSA, personifying ambition, professionalism and visibility.

Person specification:

Essential criteria	Desirable criteria
Significant experience in CEO role or other public-facing senior management position with responsibility across a range of functions	Experience of working in the charity sector with knowledge of statutory obligations
Evidence of an entrepreneurial mindset with outstanding organizational, leadership and teamworking skills	Demonstrably strong interest in politics and/or experience of working in politics or an associated area
Experience of developing and implementing long term strategic plans	Experience of successful change management
Significant experience of developing and monitoring cost and income budgets and determining investment portfolios	Experience of business analysis to develop and implement more efficient workflows
Significant experience of developing constructive working relationships with senior stakeholders for productive outcomes	Experience of public speaking and media and broadcast interviews would be an advantage
Significant experience of fostering a culture of teamworking in recruiting, retaining, managing and developing staff	Experience of managing a publications portfolio would be an advantage
In-depth knowledge of corporate governance and performance management principles	Experience of tendering contracts for successful outcomes

Structure: this role reports to the Chair of the Executive Committee and is accountable to the Board of Trustees whose role is to determine the strategic direction of the Association. There are currently five staff in the national office who report to the CEO.

Job context: the PSA is entering a new investment phase with plans for significant growth. It is seeking an entrepreneurial candidate to drive the implementation of its ambitious ten-year strategy while providing continuity and support for its existing highly successful programme of activities.

To enable candidates to get a better idea of the role and its context, you are invited to drop in for a chat on our open day on 23 February 2017 any time from 11:00-14:00. This is an opportunity to meet the staff and some of our trustees in our central London offices before submitting a formal application. All are welcome but you will need to book yourself a place and find out more details by contacting Sarah Brown, Interim Chief Executive at sarah.brown@psa.ac.uk by 17:00 on 22 February 2017. Formal applications are invited by sending your CV demonstrating the criteria required and a covering letter to Sarah Brown by 17:00 on 3 March 2017.

Please note, you can still apply if you are unable to attend the open day, but we strongly advise you come along to gain a better understanding of what we're looking for in your application.

This role involves significant travel in the UK and overseas.