

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.

Main responsibilities:

1. To provide strategic leadership and ambition for the Political Studies Association, taking responsibility for the implementation and evaluation of our strategic plan, including our priorities of growing membership and financial diversification.
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 maximizing their skills and experience for the benefit of the PSA.
3. To manage and develop the staff team 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 all PSA stakeholders including specialist groups, the early career network, the schools members etc., ensuring that their work is coordinated, supported and promoted by the national office.
6. To develop excellent working relationships with key external 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 a proactive and innovative source of expertise in politics.
7. To assume lead financial responsibility for all aspects of the PSA's performance, determining the reserves policy, setting income and expenditure budgets as well as steering the Association's investment strategy.
8. To act as the public face of the PSA, personifying professionalism, visibility and ambition.
9. To identify strategic risks and opportunities and take responsibility for initiating and leading any associated changes.
10. To seek out opportunities for innovation to ensure PSA remains at the forefront of social science member organisations.

Essential	Desirable
Significant experience in CEO role or other public-facing or HE senior management position with responsibility across a range of functions	Experience of working in the charity sector with knowledge of statutory obligations
Significant evidence of an entrepreneurial mindset, ambition for growth and outstanding leadership skills	Experience of successful outward-facing campaigns to raise organizational profile
Experience of developing and delivering medium and long term strategic plans	Experience of public speaking and conveying the organizational vision to a broad range of audiences
Significant experience of developing and monitoring income and expenditure budgets and determining investment portfolios	Experience of tendering contracts for successful outcomes and contract management
Significant experience of developing constructive working relationships with senior internal and external stakeholders for productive outcomes	Experience of working with external stakeholders in media and broadcasting
Significant experience of recruiting, retaining, managing and developing staff	
In-depth knowledge of corporate governance and performance management principles	Experience of working in politics, HE, publishing or an associated area

Structure: This role reports to the Chair of the Executive Committee. There are currently six staff in the national office who report to the CEO.

Job context: The PSA has entered a new phase of significant growth. We have recently purchased an office in Camden and have completed the second stage of a three phase restructure of our website. We have a reinvigorated and broad range of services for our members. The new CEO must be an entrepreneurial and enthusiastic leader who is comfortable driving the organization towards realizing our ambitious strategy while providing continuity and support for its existing highly successful programme of activities.

It is anticipated that the salary will be £55-65k depending on experience, potentially higher for exceptional candidates.

To be sent the job specifications details contact Prof. Angelia Wilson, Chair of the Executive Committee, at chair@psa.ac.uk

Applications in the form of a covering letter demonstrating your experience in meeting the job criteria and your CV should be submitted to Prof. Angelia Wilson chair@psa.ac.uk no later than 17:00 on 27th March, 2019.

Recruitment schedule

Deadline for formal applications: 17:00 on March 27th 2019.

Shortlisting by: April 2nd 2019

Formal interview date: April 9th 2019

Please note: the successful candidate will be invited to attend the PSA Annual Conference April 14th-17th in Nottingham and/or the Executive Committee meeting on April 14th in Nottingham. This is not compulsory.