

Manager of the Public Chairs' Forum and Association of Chief Executives

Information pack

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Letter from David Ereira OBE, Chair Public Chairs' Forum and Rebecca Hilsenrath, Chair of the Association of Chief Executives and CEO of the Equality and Human Rights Commission

Thank you very much for your interest in the Public Chairs' Forum (PCF) and Association of Chief Executives (ACE) and this exciting and challenging role.

The PCF and ACE are two independent, member-led networks for chairs and chief executives of public bodies, which exist to improve the efficiency and effectiveness of the delivery of public services in the UK. They offer chairs and chief executives an opportunity to work together and engage with government through events, seminars and research projects to effect positive change in their organisations and beyond.

Although independent from one another, the PCF and ACE have a shared secretariat, led by the PCF and ACE Manager, and are based at the Institute for Government's offices in Carlton Gardens, London, although at this current time the secretariat are working from home.

We are currently seeking a new manager, on secondment from an arm's-length body (or indeed other organisations with an interest in ALBs including Government departments), to effectively deliver organisational objectives so that both organisations continue to flourish. This is a fantastic opportunity to work autonomously at a senior level, whilst having the opportunity to work closely with senior leaders from across the public sector, building on the strong relationships that have been created with members and other stakeholders, and delivering an engaging programme of work that accurately reflects the needs and priorities of members.

The successful candidate will have the opportunity to develop a range of skills and competencies, including developing an understanding of cross-government priorities, setting organisational strategies, understanding the relationships between public bodies and government departments, building independent but close working relationships with government and private sector stakeholders, experience of board support and governance, and financial planning.

We are looking for a highly motivated, organised and experienced manager with an excellent track record in managing relationships at a senior level, who has an interest in wider government and policy relating to arm's length bodies.

The individual will head up a small and friendly team and will also benefit from being a part of the wider Institute for Government community, as well as contact with chairs and chief executives of a wide range of public bodies. This would provide an excellent development opportunity for the right person.

The deadline for applications is Thursday 11 March at 17:00.

We look forward to hearing from you.



David Ereira OBE



Rebecca Hilsenrath

Background information

The Public Chairs' Forum (PCF) and Association of Chief Executives (ACE) are independent member-led organisations for chairs of public bodies, and chief executives and their direct reports. Both are committed to increasing efficiency and improving the delivery of public services. Throughout the year we put on a programme of unique and carefully tailored seminars and events, facilitating an environment for members to identify best practice and work together to improve the delivery of public services. By drawing on the perspectives of its members, we are able to provide information, advice and guidance to government on the role of arm's-length bodies in the delivery and reform of public services.

PCF and ACE work closely with the Institute for Government, an independent charity working with all the main political parties at Westminster and with civil servants in Whitehall, to provide evidence-based advice that draws on the best practice from around the world. The organisations are supported by Alex Chisholm, Permanent Secretary at the Cabinet Office. Sarah Healey CB, Permanent Secretary at the Department for Digital, Culture, Media and Sport is ACE and PCF's central government sponsor.

Further information can be found on our websites: <http://www.publicchairsforum.org.uk/> and <http://uk-ace.org.uk>.

Role Description

Manager of the Public Chairs' Forum and Association of Chief Executives

The manager of PCF and ACE is responsible for running all aspects of business for both organisations, working closely with the respective chairs and boards of PCF and ACE to deliver agreed organisational objectives. These include:

- Developing and delivering services for members of both PCF and ACE including an annual programme of seminars and events, a conference and wider collaborating activity for both organisations.
- Growing membership of ACE and PCF.
- Building the external profile and influence of PCF and ACE.
- Building and managing relationships with senior stakeholders.
- Leading marketing, communications and media relations for both organisations.
- Leading research projects for PCF and ACE as required.
- Managing and developing PCF and ACE staff (currently one employee).

Job responsibilities

Devising and delivering an annual programme of events, including ACE and PCF conferences, which reflects the priorities of members and the wider political context.

Overseeing the operational aspects of all events to ensure that they run smoothly and effectively.

Growing the membership of ACE and PCF, engaging existing members and attracting new members.

Managing the websites and external profiles of ACE and PCF.

Leading communications to members and overseeing the production of regular newsletters and briefings, ensuring timely, engaging and relevant information and content.

Operating PCF and ACE social media channels and helping to grow followers through digital channels.

Managing relationships with key stakeholders including Cabinet Office, government departments, arm's-length bodies (ALBs) and the Institute for Government.

Identifying opportunities for and creating partnerships with other organisations, where appropriate.

Leading research projects for ACE and PCF, conducting quantitative and qualitative analysis and research to build an understanding of issues facing public bodies and government.

Maintaining and developing membership and wider stakeholder databases, enabling the appropriate targeting of content.

Reporting regularly to the respective Chairs and Boards of PCF and ACE on the state of the business, including financial reporting and membership updates.

Overseeing finances and managing budgets for ACE and PCF.

Managing and balancing PCF and ACE workload and priorities effectively.

Performing other duties as assigned or required.

Person Specification

Essential skills and behaviours

1. Excellent relationship building skills, essential for engaging current members, growing membership, developing relationships with existing and new stakeholders and working with busy board members.
2. Excellent written and oral communication skills including writing reports, newsletters, web copy, blogs and articles.
3. Strong event management skills.
4. Demonstrated diligence, attention to detail and organisational skills.
5. Strong delivery focus and self-starter with ability to work independently.
6. Good research skills.
7. Works collaboratively with a pragmatic and diplomatic approach.
8. Strong IT web based capability.
9. Strong intellectual capacity.

Essential experience

1. Proven track record in stakeholder engagement.
2. Experience of managing programmes and projects.
3. Budget management experience.
4. Project and campaign planning and execution experience.

Desirable skills

1. Strong design and application skills.

Desirable Experience

1. Experience of working within a public services environment.

Terms of the Appointment

Period of secondment

This is a fixed term position for two years on secondment.

Salary

£50,000 to £60,000.

Annual Leave

The annual leave allowance will be agreed with the secondees' 'parent' organisation.

Location

Based at the Institute for Government, Carlton Gardens, London SW1Y 5AA, although currently the secretariat is working from home.

Line manager

Chair of the PCF – functional accountability to Chairs of both PCF and ACE

Benefits include

Complimentary lunch in the Institute for Government's staff dining room, dependent on subsequent agreement with IfG.

How to apply

Please submit a CV, including your current salary, and a covering letter of no more than 500 words to secretariat@publicchairsforum.org.uk outlining any relevant knowledge, skills and experience that would equip you to carry out the role as laid out in the job specification by no later than **17:00 on Thursday 11 March**. Appointment of the successful candidate will be subject to two satisfactory references.

Should you have any queries regarding the position or application process, please email secretariat@publicchairsforum.org.uk.

Interview / Start Dates

Interviews will provisionally take place in w/s 22 or 29 March. The planned start date is mid-June 2021.