

JOB DESCRIPTION

Job Title:	Chief Executive Officer (CEO)
Salary:	Grade 10: £63,673 - £69,561 plus 12.5% employer pension contribution
Location:	Home based, with regular travel across the UK and Ireland and occasional global travel
Contract Type:	Permanent
Hours:	37 hours a week with flexible working options
Special Conditions:	Some flexible working may be required from time to time. The post holder may be required to work at any reasonable location where the EAUC is undertaking its business.
Line Manager:	Chair of the EAUC Board

Summary:

You will inspire and motivate the team in realising our highly ambitious and dynamic vision and values.

You will develop strategies and implement actions that will develop the services and profile of the EAUC.

You will develop the strategic plan and its financial management including income generation activities to ensure we are economically sustainable.

You will take on a wide range of challenging activities drawing on a range of skills and sustainability and business expertise.

You will lead the senior management team ensuring they feel supported and valued and are passionate about our vision.

You will be the key ambassador and champion for EAUC with a wide range of stakeholders.

You will lead on ensuring that equity and inclusion are interwoven throughout the organisation and our activities.

About the EAUC

EAUC are a not-for-profit, member-based charity, run by members for members. From starting out as a voluntary organisation in 1996 to a registered charity and incorporated limited company in 2004. We have grown to represent institutions with over 2 million students and nearly 400,000 staff with a spending budget of over £25 billion. We help leaders, academics and other

professionals to drive sustainability to the heart of their post-16 education institutions in the UK and internationally.

The charity has an annual turnover of approx. £500k. Our membership renewal rate is 95% with nearly 300 members from the further and higher education sector in the UK and Ireland with 10,000 contacts. We have over 200 strategic partners from across the world. We lead on key sector tools and resources such as the Sustainability Leadership Scorecard, Carbon Coalition and the Sustainability Exchange and we run various training programmes and conferences. We lead on global initiatives such as the SDG Accord, International Green Gown Awards and the Race to Zero for Universities and Colleges. We have Observer status with UNFCCC and Consultative status with UN ECOSOC.

Our passion is to create a world with sustainability at its heart. That's our vision. We exist to lead and empower the post-16 education sector to make sustainability 'just good business'.

We believe

- That UK and Irish education should be a global leader in sustainability
- That educational institutions have a responsibility as anchors in their communities to be agents of change
- That education has a unique opportunity to transform lives and communities
- That education is at the heart of global sustainability
- That every student should have access to sustainability education
- That education should reflect best practice in operational sustainability
- In being flexible and adaptable to find solutions for a resilient future
- In the value of international collaboration

Our values

- **Pioneering** - driving sustainability through innovation
- **Independence** - our own unique voice
- **Collaboration** - together we go further
- **Role Model** - leading by example
- **Empowering** - supporting and inspiring our members

MAIN DUTIES & RESPONSIBILITIES:

Roles managed

- Deputy CEO
- Scotland Manager(s)

Key Relationships

- Chair of EAUC Board
- Trustees and Chairs of Board Sub-Committees
- Senior Management Team (SMT)
- Members
- External stakeholders and key strategic partners
- Relevant UK and international Government and policy bodies

Primary Functions:

Strategic leadership of the EAUC: Lead the development and implementation of the long-term strategic plan and annual budgets for approval by the Board of Trustees. Achievement of the KPIs that are set by the Board on an annual basis and are reviewed quarterly. To ensure the effective financial, legal, statutory, risk management and moral governance of the charity and providing regular reports to the Board. Ensuring the economic management of the charity and seeking income generation activities to ensure our financial sustainability.

Leadership of the Senior Management Team: Ensuring effective, professional governance and management of the charity through the creation of a culture which champions authenticity, transparency, passion and equality and inclusion.

Strengthening of the EAUC community and profile: Liaising with members and sector bodies to maximise the value and impact of EAUC's activities.

Represent the EAUC: Securing the reputation of the EAUC as the premier source of sustainability expertise for Higher and Further Education institutions. Acting as ambassador for the EAUC and raising the profile, and ensuring our vision and values with an authoritative voice at internal and external events. Representing the sector in consultations and policy development fostering excellent strategic relationships with stakeholders in Governments, businesses and sector bodies.

Equity and inclusion: Leading on ensuring that equity and inclusion are interwoven throughout the organisation and our activities.

Secondary Functions:

1. The post holder is responsible to the Chair of the Board for the achievement of agreed targets. Regular review meetings will be held with the Chair, who will also provide ad hoc advice and support as required.
2. Undertake any other duties and responsibilities, commensurate with the grade of the post, as directed by the Chair. These variations will not change the general character of the post or the level of responsibility entailed.

This job description is a guide to the work the post holder will initially be required to undertake. It may be changed from time to time to meet changing circumstances by mutual agreement. It is expected that the job description will be reviewed regularly by the post holder and their manager.

March 2022

PERSON SPECIFICATION		
Attribute	Essential	Desirable
1. Attainment/ Qualifications	Educated to degree level or equivalent experience	Degree in a sustainability, communications or business administration related subject Higher degree

<p>2. Previous Experience</p>	<p>Experience of leadership at senior leadership team or equivalent level in a complex organisation, demonstrating strategic planning and delivery</p> <p>Experience of working closely with a non-executive Trustee Board</p> <p>High level financial understanding of how to devise and deliver complex budgets and balance income and expenditure over a Strategic Plan timeframe, ideally within a charity setting. To include income generation activities to ensure a sustainable financial future for the charity</p> <p>Experience of project management</p> <p>A proven track record of delivering system and process improvements at an organisational level</p> <p>Successful experience of leading, developing and managing multi-functional teams and of motivating and developing people at all levels and ensuring our vision, values and objectives are delivered by the team</p>	<p>Experience of working in the sustainability and/or tertiary education sector</p> <p>Experience of charity finances and regulatory requirements or willingness to train</p>
<p>3. Training and Specialist Skills</p>	<p>Expertise in environmental and social sustainability</p> <p>Able to secure the confidence and trust of others and able to manage the charity</p> <p>A clear and motivational leadership style and able to inspire a passionate staff team to ensure collective understanding of our vision and values and maintaining a high-performance culture</p> <p>Exceptional attention to detail and ability to work simultaneously on multiple competing priorities</p> <p>Proactively seeking out diverse views to inform thinking and decision making</p> <p>Diplomacy and discretion in dealing with all EAUC Staff, Trustees, Members and Partners</p>	
<p>4. Circumstances</p>	<p>Willing and able to travel within the UK and occasional global travel</p>	