

## Chief Executive Job Description

Job title:	Chief Executive
Hours:	37.5 hours per week (Full time)
Contract:	Permanent
Salary band:	c£65,000 dependent upon experience
Location:	London. CoMoUK currently has offices in Leeds and Edinburgh, this role will include establishing a London presence. The role will require travel across the UK with occasional international travel.
Responsible to:	CoMoUK Board of Trustees
Responsible for:	Direct line management of Programme Director, and Scotland Director who currently manage the remaining team of five.
Pension:	Contribution equivalent of up to 5% of salary to match your own contributions to your personal pension scheme (after probationary period)
Holiday entitlement:	25 days per annum, plus bank holidays.
Probationary period:	6 months

Application is via CV and covering letter and should be returned to [antonia@como.org.uk](mailto:antonia@como.org.uk), arriving no later than noon 14<sup>th</sup> January.

First interviews will be held in London on 23<sup>rd</sup> /24<sup>th</sup> January.

## **Background**

CoMoUK Trust is a charity that specialises in collaborative mobility. We play a leading role in the UK's transition to integrated mobility designed for public benefit. CoMoUK supports the development of shared modes particularly car share, bike share and an increasingly diverse range of co-mobility models - as a complimentary service to public transport that together provide for aspirational, low-impact and fair mobility lifestyles. We work with others to explore ways to capture the benefits of new technology and support behavioural change through advocacy, research and development. At a time when there is much excitement over innovations, such as autonomous vehicles, CoMoUK is playing a key role in ensuring that social and environmental benefits are key factors in development of future mobility.

CoMoUK has gone through a year of deliberate change in response to the rapidly developing mobility sector. This has resulted in a revised strategic direction and scope, and a new brand and website. There is now a need for a new Chief Executive who can raise awareness of and develop all strands of the organisation's work. As the new post-holder, you will be true to charitable principles of CoMoUK whilst also understanding the needs of service providers and the opportunities for harnessing and influencing the private sector's role for public good. You will bring creative ideas about developing and meeting objectives, income generation and an ability to influence key stakeholders.

CoMoUK Trust is a company limited by guarantee and a registered charity with a Board of Trustees. It is funded by membership fees, provision of services and grants from partners and foundations. CoMoUK has offices in central Leeds and in Edinburgh. As part of the evolution of the organisation there is a need to increase our London presence. The Chief Executive role will include establishing a London base.

For more information about CoMoUK and its work see [www.Como.org.uk](http://www.Como.org.uk) and the documents provided as part of this application pack.

## **Summary of overall responsibilities**

### **1. Strategic objectives development**

In collaboration with board and staff, the post holder will take responsibility for developing the strategic objectives CoMoUK. Including:

- Keeping abreast of relevant changes in policy, funding, operational developments & innovations relating to the UK and grass-roots activity and best practice;
- Identifying the best strategies and opportunities to fund work towards the organisation's mission.

### **2. Thought leadership, stakeholder engagement and advocacy for the Co-mobility sector**

- Engaging and influencing stakeholders to both encourage alignment with CoMoUK's vision and messages as well as ensuring that we are well aligned with allies. Nurturing and supporting parliamentary, partner, key influencer relationships and funders.
- Using latest research and sector commentators to develop and communicate corporate positions on emerging issues.
- Identifying and maximising opportunities to influence policy and practice of key partners.
- Working with the team to develop innovative marketing material and communication tools to reach key audiences.

### **3. Development of funded projects and partnerships to deliver strategic objectives**

- Lead on – and support staff to lead on - the development of ideas for programmes and projects which secure funding to deliver the organisation’s objectives;
- Work to diversify funding streams so as to increase the organisation’s resilience;
- Identify funding opportunities for core and project work from national government, devolved governments, and government agencies, European Union, operators, trusts and foundations and other innovative funding sources such as crowdfunding;
- Identify and pursue other income generation opportunities through services, events, membership, sponsorship;
- The post holder will sign-off reporting to key funders and ensure that CoMoUK meets the requirements of our funders.

**4. Business management of CoMoUK**

In partnership with Finance Manager and Programme Director, the post holder will take on responsibility for business management of CoMoUK, including:

- Overseeing the day-to-day development of programmes, projects and accreditation services;
- Overseeing the accounts, budgets and cashflow by the Finance Manager;
- Preparing for and presenting reports at Board meetings;
- Ensuring that CoMoUK meets its legal requirements as a charity on issues such as health and safety, employment & HR and GDPR.

**5. Staff management and development**

The key responsibilities of the post holder will include:

- Management of staff members to be agreed
- Providing staff direction through review sessions and team meetings;
- Carrying out staff appraisals and helping to implement personal development plans; some of these may be delegated to other staff by agreement;
- Overseeing the development of staff policies and procedures.

Person specification

Essential requirements	Desirable requirements
<b>Skills</b>	
The ability to be an effective advocate for advancing CoMoUK’s mission	
Ability to combine strategic & visionary oversight with pragmatic management and delivery	
Ability to develop and execute a sustainable plan to move CoMoUK’s agenda forward	
Evidenced ability of developing innovative ideas into successful funding applications	
Imagination and a flair for innovation balanced with attention to core business	
Consensus-building expertise within and across organisational boundaries and a vision for developing partnership opportunities	Expertise in complementary areas: sustainable transport, public health, tourism, regeneration and renewables.
Strong communication & influencing skills including ability to develop and deliver persuasive arguments and influence a range of audiences	Flair for creative ways of presenting ideas
A desire to guide and be a part of thought leadership in relation to the co-mobility sector	

<b>Essential requirements</b>	<b>Desirable requirements</b>
Expertise in public speaking engagements and leading industry events. Awareness and use of social media in a professional context.	Experience of providing interviews for public-facing media (e.g. TV, radio, online and print)
<b>Experience</b>	
Experience of working with or in local, regional and national government policy on planning, economic development, equity and environment	Expertise in shared transport industry, car clubs, car share, bike share, demand responsive bus, e-scooters, Mobility as a Service / low emission vehicles.
Leading on the development of successful programme & project development, funding applications and income generation	
Understanding of programme management: managing and co-ordinating multiple work-streams and delivering projects on time, to specification and budget	
Effective management of staff; leading on providing clear direction and effective internal communications.	Experience of managing a charity /small organisation and managing staff across separate office locations for a sense staff inclusion and ownership.
<b>Personal characteristics and values</b>	
A passionate advocate for sustainable and equitable development	An advocate for sustainable transport, shared mobility and cycling.
Experience of working in a dynamic, small, principles-led organisation, ability to bridge principles to pragmatism.	
Ability to speak with - and build confidence with - a wide variety of types of people in a professional context such as government ministers, business leaders, local authority officers, operators & community members.	
Commitment to a culture of teamwork and collaboration	
Commitment to diversity and ensuring employees and external stakeholders are treated fairly	
<b>Other aspects</b>	
Willingness and ability to travel extensively within UK & occasional overseas (with possibility of some overnight stays) and attend occasional out of hours meetings.	