**Job Description**

**Chief Executive Officer (CEO)**

Reporting to: The Chair of Trustees and Techniquest Board

Salary: £75,000 pa

Position: Full-time. permanent

**Role**

The CEO has overall responsibility for the executive management of the business of Techniquest and its financial results. Principally, this involves proposing long term strategic plans as well as short-term business plans to the charity’s board along with their subsequent successful implementation. The CEO assumes overall responsibility for the day-to-day business operations.

**Key Internal and External Contacts**

The CEO is responsible to the Techniquest Board and directly reports to the Chair of Trustees

The following internal posts currently report to the CEO:

* Business Services Director
* Finance Director and Company Secretary
* Head of Education and Engagement
* Creative Production Designer

The CEO is required to establish and develop effective and constructive relationships with a wide range of external stakeholders in order to sustain, grow and develop the objectives of the charity. These stakeholders will include:

* Business Community – building the external profile of Techniquest with potential partners, investors and sponsors.
* Political – Welsh Government, including key Ministers, Senedd Members and civil servants as well as the UK Government where appropriate.
* The Science Centre community – contact and involvement with other science centres in the UK and internationally, to promote ideas for development and to enable common action or political lobbying as appropriate. This includes membership of the Association for Science and Discovery Centres (ASDC).
* UKRI and other relevant scientific institutions – as sources of potential funding.
* Local education community – to promote Techniquest and increase participation and engagement.
* Media – to promote a positive image of Techniquest in all media.

**Key Corporate Activities**

The CEO:

* Attends the meetings of the Board of Trustees to present appropriate written reports (a minimum of 4 times a year).
* Attends the meetings of the Audit and Finance Committee (currently 5 times a year).
* Attends the AGM and the annual board development session.

**Key Tasks**

1. To lead the charity, to ensure its continued growth and success by increasing revenue whilst delivering efficiencies where appropriate.
2. To propose longer term strategic plans to the Board in order to reach new audiences and to secure and implement new opportunities as appropriate.
3. To support the Board in reviewing and revising the Techniquest Strategy.
4. To prepare for Board approval an annual operating and financial plan and budget which seeks to optimise the balance between sources of revenue and costs, and to implement this to meet any performance targets and financial controls set by the Board or external funders.
5. To cultivate and maintain relationships with key stakeholders to help raise the profile of Techniquest and its strategic importance within the STEM sector.
6. To be the public face of Techniquest and to undertake all media activity.
7. To lead the charity’s fundraising activity, ensuring that an appropriate level of resource is dedicated to fundraising activity and to identify potential new fundraising opportunities.
8. To ensure that the organisation’s resources and skills composition meets the charity’s short and long-term business needs.
9. To lead the organisation in applying Outcomes Based Working principles, ensuring that colleagues have clear annual objectives and agreed outcomes.
10. To ensure the organisation’s culture continues to embrace the charity’s values and behaviours framework.
11. To continue to focus on the culture of “customer first,” ensuring quality standards are in place where the team put the customer experience at the heart of everything they do.
12. To ensure robust financial management and quarterly budget reforecasting.
13. To lead the charity’s work on equality, diversity and inclusion.
14. To ensure that there are effective policies and procedures in place for the health and safety of all staff, visitors and other authorised persons on Techniquest property.
15. To manage the charity’s Crisis Team, ensuring the Crisis Management Plan and associated procedures are regularly reviewed and updated.
16. To ensure the proper maintenance and care of Techniquest’s physical assets.
17. To recommend to the Board annual pay and benefit changes for all Techniquest colleagues.
18. To deal with individual staff grievances and disciplinary issues in accordance with established procedures, and to ensure that duty of care and equal opportunity considerations are satisfied.

**Person Specification**

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| A degree or equivalent experience. | x |  |
| Membership of an appropriate professional body. |  | x |
| Experience in a leadership role that includes fundraising. | x |  |
| Experience within a charity or STEM background. |  | X |
| Experience of developing and implementing strategic plans, leading initiatives through to successful conclusion within budget. | x |  |
| Experience of managing good business practices with a natural ability for financial planning with strong analytical skills, including experience of managing risk. | x |  |
| An experienced communicator capable of building relationships, trust and confidence with a proven track record in partnership building. | x |  |
| Experience of income generation, including a track record of successful fundraising and business development. | x |  |
| Proven track record in developing and managing projects, in particular those seeking or in receipt of external funding. | x |  |
| Media trained with experience of interacting with different types of media. |  | x |
| Experience of managing a successful visitor attraction or museum. |  | x |
| Ability to communicate in Welsh. |  | x |
| **Skills and Abilities** |  |  |
| Strong leadership skills, capable of leading and developing a growing team with a track record of organisational development in a leadership role. | x |  |
| An understanding of good governance and the ability to work successfully with a Board. | x |  |
| Excellent communication skills, interpersonal and advocacy skills. The ability to exert external political influence and a proven ability to embrace a marketing role as the face of the organisation. | x |  |
| **Personal Attributes** |  |  |
| Thoughtful and reflective with the ability to drive a culture of openness empowering people to get the best out of them. | x |  |
| A leader with strong emotional intelligence, sensitive to the needs of staff and able to support them personally and professionally. | x |  |
| An excellent understanding of the opportunities and threats facing the third sector. | x |  |
| Strong entrepreneurial and project management skills. | x |  |