

involve



CHIEF EXECUTIVE



# WELCOME

Dear Applicant,

Thank you for your interest in becoming our next Chief Executive at Involve.

There are those who would argue that democracy is in crisis. The lack of trust in democratic institutions is profound and powerful elites have manipulated many traditional forms of decision-making. But at Involve we are more optimistic. We see democracy as a system rather than an institution or event. And we see democratic innovation all around us, dealing with big issues like ageing and the climate crisis in ways that traditional politics struggles to resolve.



**Involve is at the vanguard of changing our democracy. Combining innovation, advocacy and hands-on delivery, we are showing exactly what our democratic future holds. And we are looking for a new leader to take this to the next level.**

Starting as a public participation think-tank, over the past 15 years Involve has grown to become the UK's leading light on deliberative and participatory democracy. In the past year alone, Involve has organised 16 engagement projects including nine citizens' assemblies on issues ranging from climate change to hate crime to big data.

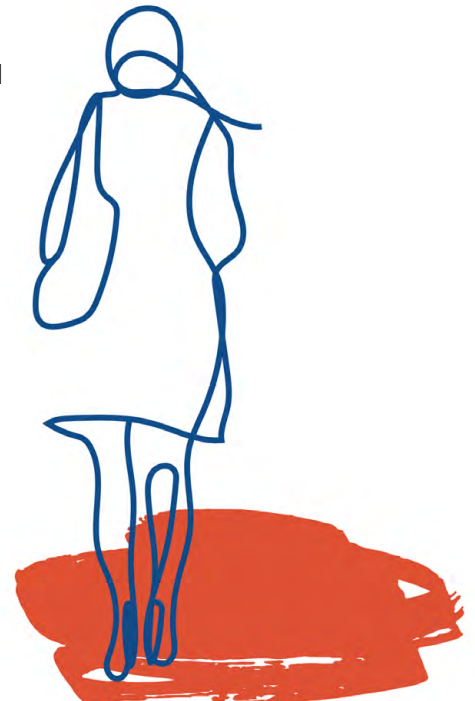
Our high profile Climate Assembly UK provided Parliament with a roadmap to achieving net-zero emissions in a way that's underpinned by education, choice, fairness and political consensus and our three Innovation in Democracy citizens' assemblies in Cambridge, Dudley and Test Valley provided a vision for the future of city and town centres that are designed around people. Much of our work is collaborative. You can look forward to working with a diverse range of partners and funders – from the House of Commons, Scottish Government and Welsh Parliament to the RSA, Esmée Fairbairn Foundation and Wellcome Trust.

The work we do is carried out through a small team of designers, practitioners and experts in participatory and deliberative democracy, public engagement, governance, facilitation, policy-making, research and much more. In addition to this, our board of trustees offers substantial knowledge and experience drawn from national and local government, parliament, civil society, politics, business and think tanks.

We are looking for a Chief Executive to lead and manage Involve, ensuring that we deliver our mission and that we continue to develop our strategy. This is an influential and multi-faceted leadership role at an important time for democracies. We are looking for someone whose real passion for democratic reform is combined with the significant personal stature and credibility needed to act as our figurehead and a national leader for democratic change.

If you believe you have what we are looking for then we very much look forward to hearing from you.

**Ed Cox**  
Involve Chair



# INVOLVE IN BRIEF

Involve is the UK's leading public participation charity. We develop, support and campaign for new ways to involve people in decisions that affect their lives. Since 2003, we have been working with governments, parliaments, civil society, academics and the public to create and deliver new forms of public participation that re-vitalise democracy and improve decision-making.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the future by putting people at the heart of decision-making. We work across the UK and internationally, with offices in Belfast, Edinburgh and London.

Our work is focused in three areas:

- **Making the case** – demonstrating why participation and deliberation are essential features for a healthy modern democracy, and ensuring that those in positions of power and influence understand and support their use;
- **Embedding good practice** – building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support participatory and deliberative best practice; and,
- **Pioneering innovation and practice** – encouraging widespread uptake of participatory and deliberative processes, and promoting continuous learning and innovation to improve democracy.

By involving people at the heart of decision-making, we hope to create healthier, more vibrant democracies that are fit for the future.

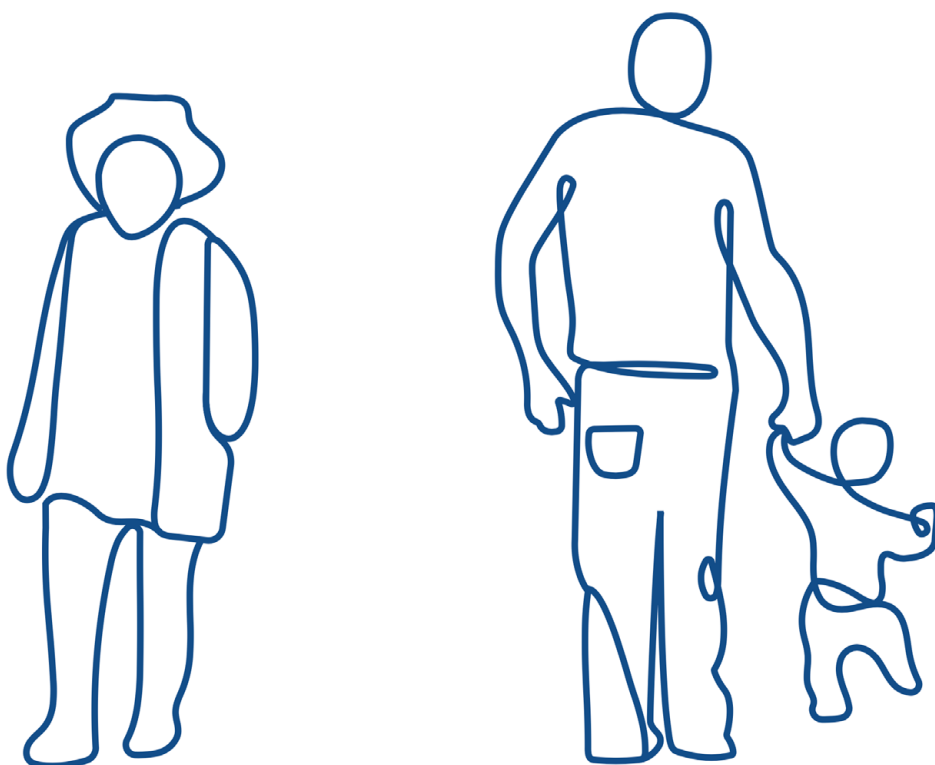
A small and dynamic team of 12, we are experts in participatory and deliberative democracy, public engagement, governance, facilitation, policy-making, research and much more. We work closely with a number of skilled associates who enhance our communications, facilitation, project management and research work.

Our current board of trustees also brings a vast amount of knowledge and experience from national and local government, parliament, civil society, politics, business and think tanks. Our current Board members are: Ed Cox (Chair); Golam Morshed (Treasurer); Claire Ainsley; Dame Julie Mellor; Dr Hannah White; Kathy Jones; Paul Skidmore, and Sharon Squires.

## Further information

Find out more about Involve and how we work at <https://www.involve.org.uk/>

To read our latest Annual Report please visit <https://www.involve.org.uk/resources/blog/news/fit-future-introducing-our-201920-annual-report>





# ROLE DESCRIPTION

<b>Role title</b>	Chief Executive Officer
<b>Accountable to</b>	Chair of the Board of Trustees (currently Ed Cox)
<b>Job purpose</b>	To lead and manage the organisation to deliver its mission to develop, support and campaign for new ways of involving people in the decisions that affect their lives. To focus on the continued development of Involve's strategy and to improve operational management and delivery.

## Core accountabilities of the role

- In conjunction with the Board, develop and pursue the overall Mission, Vision, Purpose and aims of Involve.
- Act as a figurehead for the organisation externally, developing and articulating a convincing narrative to establish and raise Involve's profile and increase the impact of its work.
- Develop, and pursue the strategic plan, in conjunction with the board and senior leadership team, in the context of external trends, opportunities and threats.
- Produce and gain approval from the Board for the business plan and associated financial plans, and ensure robust monitoring, financial management and reporting.
- Provide inspirational leadership across the organisation, building a high performing team who are committed to Involve's purpose and strategy, live the organisational values, and are equipped to excel in their roles.
- Develop a fundraising strategy and build a sustainable programme of income streams from a diverse range of sources to ensure long term sustainable financial health.
- Oversee day to day operational delivery, ensuring the right management team and systems are in place to carry out work efficiently, to high quality standards and with maximum impact.
- Establishing a strong partnership with the Chair and broader board to collectively deliver on Involve's purpose and aims.
- Oversee strong governance practice to enable the Board to fulfil its duties and to ensure that Legal, Statutory and Regulatory responsibilities are fulfilled.
- Cultivate partnerships with communities, local and central government, partner organisations and other stakeholders to bring about positive and sustainable change.



# PERSON SPECIFICATION

Please respond to Part One in your written application; attributes listed under Part Two will be explored with selected candidates at interview. (A full list of competencies required for the role are set out in full as an Annex to this pack.)

## Part One

### Knowledge and Experience

- Significant executive leadership experience in a relevant setting.
- Experience of representing organisation with senior key stakeholders such as Government and high-profile funders.
- Experience of working closely with boards.
- Track record of securing funding in a tough financial climate.
- Experience of financial management including forecasting, budgeting, and monitoring income and expenditure.
- Understanding of the democratic system and public administration.

## Part Two

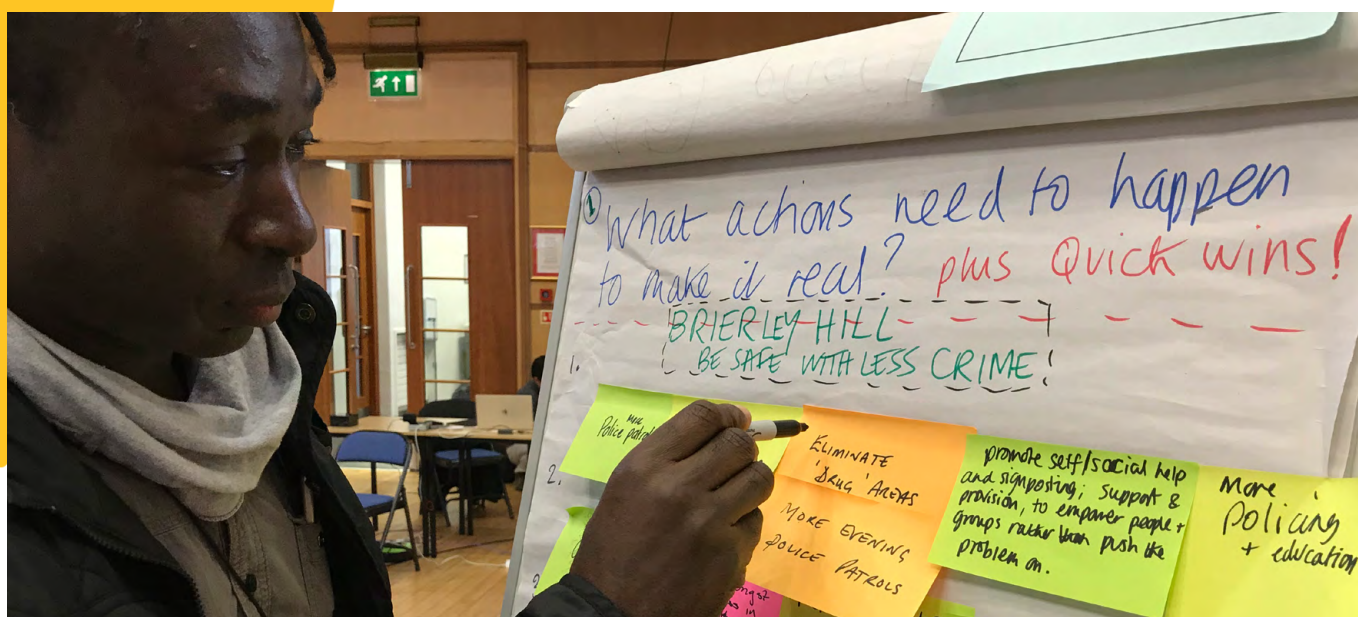
### Skills, Abilities and Personal Style (Further details in Annex)

- Influences with impact.
- Able to lead high performing teams.
- Thinks strategically.
- Works collaboratively.
- Promotes innovation.
- Delivers results.
- Demonstrates passion for democratic reform with a focus on participatory and deliberative democracy.



# TERMS OF APPOINTMENT

<b>Remuneration</b>	This role attracts a salary of circa £80,000 per annum.
<b>Contract</b>	The role is offered on a full-time basis.
<b>Location</b>	Involve is headquartered at Oxford House, Derbyshire Street, London E2 6HG. There is no fixed expectation that the postholder is based in London, but you must be willing to travel across the UK.  Some flexibility may be considered in terms of remote working but the CEO will need to be available for meetings with key stakeholders, and to be able to deliver the leadership impact required in this post.
<b>Working hours</b>	Standard hours are 35 per week. Some flexibility and occasional out of hours working will be required by the CEO in order to fulfil the responsibilities of the role.
<b>Pension</b>	Involve offers a workplace pension scheme with a 5% employer contribution.
<b>Annual leave</b>	25 days plus bank holidays and any days that would be working days between Christmas and New Year.
<b>Equality, diversity &amp; inclusion</b>	We value diversity in the workplace and all aspects of life. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME and disabled people are currently underrepresented at Involve and throughout the sector.





# HOW TO APPLY

We hope you will consider expressing an interest in this role. To make an application, please go to <https://starfishsearch.com/jobs/involve-ceo/> and click on the apply now button, with the following prepared:

- your CV or equivalent biographical information
- a covering letter (3 pages max) that sets out:
  - your motivation for applying for this appointment
  - your suitability based on Part One of the Person Specification
  - your initial thoughts on the state of the democratic reform sector and how Involve could help to take it forward.
- details of two people you have worked with previously who we could talk to at shortlist stage (with your permission).

**Closing date is Monday 29th March 2021.**

Longlist interviews by zoom are likely to be held in week commencing 12th April 2021.

Agreement of the final shortlist will take place on 21st April. Informal meetings or telephone calls will follow confirmation of the final shortlist.

Formal interviews for shortlisted candidates are expected to take place on 27th April 2021. The day may also include informal sessions with key staff and stakeholders. Whether the interviews are held remotely or in person will be influenced by the prevailing laws and guidance around lockdown.



# ANNEX: COMPETENCIES FOR THE ROLE IN FULL

The following will be explored during interview with selected candidates.

## **Influencing with impact**

- Takes a long term and multi-layered approach to influencing, building support directly and indirectly
- Positions self as a figurehead for Involve, building and maintaining a strong external profile nationally, and shaping thinking
- Serves as a thought leader for the wider industry; plays an instrumental role in industry-wide conferences and forums
- Demonstrates strong and compelling impact through highly engaging and impactful communication
- Seizes opportunities for Involve's voice to be projected and heard, reacting nimbly to circumstances

## **Leading high performing teams**

- Conveys a compelling vision that inspires and motivates others
- Challenges ways of working to create a culture of high performance
- Adjusts approach, drawing on a range of leadership styles to get the best from all
- Takes a long-term view of talent requirements and builds a culture where personal development is highly valued
- Cultivates a feeling of team spirit and common cause across the organisation, championing diversity and valuing difference
- Creates a climate where resilience and wellbeing are prioritised for themselves and others

## **Thinking strategically**

- Draws on a strong cognitive ability to see things from a systems perspective; identifying trends, spotting patterns and making connections across the landscape
- Establishes a long-term vision and strategy that clearly drives Involve's purpose
- Makes strategic decisions in the most complex of scenarios when the landscape is uncertain, adapting course as required
- Ensures effective optimisation of the full range of strategic resources to meet long term strategic goals
- Establishes clear financial strategies to take the organisation forward, and optimises trade offs between current financial health and long-term potential
- Prioritises attention on strategic matters; resists getting overly immersed in delivery and detail

## **Working collaboratively**

- Forges constructive strategically important partnerships and alliances to help build a more vibrant democracy
- Instils a one team ethos where all areas work seamlessly together united behind collective goals
- Resolves conflict through open and honest conversations, welcoming healthy tension, challenge and diversity of opinion
- Builds strong and constructive relationships with the board
- Role models respect for others, actively embracing a diversity of perspectives



# ANNEX: COMPETENCIES FOR THE ROLE IN FULL

## Promoting innovation

- Responds nimbly to external change and stimuli, flexing and adapting as required
- Creates a culture across the organisation where innovation and pushing boundaries is the norm
- Leads complex multi-faceted organisational change to take Involve forwards
- Facilitates the development of new concepts and paradigms to drive thinking forward on participatory and deliberative democracy
- Considers a wide range of internal and external factors to identify opportunities, makes bold decisions, and takes calculated risks

## Delivering results

- Translates strategic insights and ideas into clear direction, priorities and plans
- Creates a culture that focusses on delivering ambitious long-term results, fostering a strong sense of accountability
- Builds resilience in others; inspiring the organisation to achieve results when the path ahead is difficult
- Monitors overall progress, measuring success and addressing performance shortfalls in a timely manner
- Implements and oversees 'best in class', robust and fit for purpose frameworks
- Consistently maintains momentum and sets the tone for pace to create a can-do business environment



