



British International Studies Association

Job Specification- Chief Executive

Role context

The British International Studies Association (BISA) is the UK's leading academic organisation for researchers, policymakers, practitioners and students of international studies in Britain.

BISA provides a hub for shaping and communicating research. Its activities include the coordinating of working groups and networks to share, foster and disseminate research; the hosting of conferences and events; and the publication of two journals and, in conjunction with Cambridge University Press, a book series. BISA's 1300 members span 30 countries.

BISA has an ambitious new strategic plan and is in the process of transforming its management and operational functions. We are looking for a dynamic, forward-thinking Chief Executive to lead and represent the organisation and to drive it forward into the next phase of development, whilst at the same time proving continuity and leadership for its existing programme of activities.

Job description

Key responsibilities

- To provide strategic leadership for BISA, working with Trustees to set, monitor and review strategic goals
- To act as the public face and manage the reputation of BISA, ensuring the organisation is visible and highly regarded

Organisational development

1. To establish BISA on a new footing, including recruiting and building a new staff team, identifying suitable premises and overseeing the setting up of its new office and systems
2. To work with Trustees to identify new opportunities for BISA to promote its subject field and offer new membership services
3. To identify and implement ways to increase the size of BISA's membership

4. To oversee all of BISA's current operational activities, including the annual conference and other events
5. To oversee the Association's journals and book series
6. Working with Trustees, to ensure the continued high quality of all the Association's publications and other outputs.

Stakeholders and communications

7. To increase awareness and the reputation of BISA as the leading society for international studies and politics
8. To develop excellent working relationships with existing stakeholders such as professional associations and academic institutions, and to increase BISA's external engagement across parliament and the wider policy community
9. To increase BISA's media engagement and to act as spokesperson for the Association
10. To oversee the BISA brand and to publicise and market the Association's activities
11. To manage ongoing communications with members, including via the Association's newsletter, email and social media
12. To maintain close and positive relationships with the Association's current Trustees, engaging them fully to support the strategic aims, and exploiting their skills and experience for the benefit of BISA,
13. to support the Chair in recruiting future Trustees
14. To develop excellent working relationships with all BISA working groups and networks, ensuring that their work is coordinated, supported and promoted

Financial and operational

15. To ensure BISA fulfils its statutory obligations as a charitable organization, and can demonstrate both public benefit as well as clear benefits to its members and associates.
16. To assume full financial responsibility for all aspects of the Association's performance, determining the reserves policy, and setting income and cost budgets as well as steering the investment strategy.
17. To be oversee day-to-day financial operations such as book keeping, paying bills, issuing invoices, logging membership subscriptions, conference registrations etc, and to prepare annual end of year accounts
18. To be responsible, when appropriate, for the recruitment and employment of staff, ensuring that sound human resource practices are followed

The postholder will report to the BISA Chair. It is envisaged that the post will be based in close proximity to London, although there is some flexibility in this. The position will require occasional travel.

Person specification

Essential criteria

- Significant experience in a leadership role with responsibility across a range of functions

- Evidence of an entrepreneurial mindset and a proactive approach to work
- Excellent organisational and leadership skills
- Experience of developing and implementing long-term strategic plans
- Experience working at a senior level in the charity or policy/think tank sectors
- A strong interest in the academic fields of international studies and politics
- Adept at developing constructive working relationships with senior stakeholders for productive outcomes
- Experience of recruiting, retaining, managing and developing staff

Desirable criteria

- Experience of successful change management
- Knowledge of the statutory obligations of charitable organisations
- Experience of developing and monitoring cost and income budgets and determining investment portfolios
- Experience of public speaking and speech writing
- Experience of media and broadcast interviews
- Experience working with academics and volunteers
- Knowledge of the higher education sector in the UK and beyond

Further particulars:

Salary: £49,149 - £56,950

Application closing date: Midnight, 7th June 2018.

Interviews: 21st and 22nd June 2018 in central London.

Application method:

CV accompanied by covering (no longer than three pages) detailing how skills and experience match the job description and person specification.

Applications are to be submitted to info@realpeoplehr.co.uk