



Dear applicant,

Thank you for your interest in the Electoral Reform Society and the position of Chief Executive.

The Society has existed since 1884 and has a proud history of campaigning for political change in the UK and beyond. Today we are dedicated to opening up our politics and helping to create a country where no votes are wasted, where every voice is heard and where our democracy is fit for the 21st century.

We believe politics can be better than it is and work to bring about change, to this end we have worked to establish ourselves as the go to commentator on constitutional and democratic issues and helped put electoral reform back on the agenda after the 2011 Referendum.

We are looking for a chief executive with passion, integrity and drive to help us pursue our agenda. The person we are looking for will balance an in depth knowledge of UK politics and the spaces it happens within, with an understanding of how to form and execute successful campaigns. We are looking for an individual who can help nurture and develop our exceptional staff team both in London and in the other nations of the United Kingdom, which will include a focus on diversifying our income.

An inspiring media performer, our new Chief Executive must balance developing the most effective campaigns and messages with the needs of a membership organisation helping us implement our strategy to 2020 but also develop what will come after. Between now and 2020 we will expect our Chief Executive to help us build alliances, win policy pledges and deepen public involvement.

To apply please complete our application form, including specific examples of how you meet the highlighted points on the person specification, as well as a short cover letter of no more than one page reflecting on how you think the cause of electoral reform can be advanced over the course of this parliament.

Please email your completed application and cover letter to:
kate.west@electoral-reform.org.uk by 5pm on 5th July 2017.

Yours faithfully

Jon Walsh
Chair

**THE Electoral Reform Society**

**Chief Executive**

# Background note

**The Electoral Reform Society is the UK’s leading voice for democratic reform.**

We work with everyone – from political parties, civil society groups and academics to our own members and supporters and the wider public – to campaign for a better democracy in the UK.

Our vision is of a democracy fit for the 21st century, where every voice is heard, every vote valued equally, and every citizen is empowered to take part. We make the case for lasting political reforms, we seek to embed democracy into the heart of public debate, and we foster the democratic spaces which encourage active citizenship.

We have recently completed a strategic review for the period 2016-20, which has established our three core objectives:

1. To build alliances for electoral reform. That means securing commitments to voting reform in party manifestos, backed up by significant increase in public support.
2. To deepen public involvement in our democracy. That means winning a UK-wide constitutional convention, alongside deeper citizen involvement in devolution and where power lies.
3. To win policy pledges to build a better democracy. We want to see party commitments to an elected House of Lords, votes at 16, a registration revolution, fair boundaries, party funding reform and a democratic devolution settlement.

Please see <http://www.electoral-reform.org.uk/publications> to view the Society’s publications library.

**JOB SUMMARY**

Are you an inspirational leader with a passion for politics and democratic reform? Do you have what it takes to lead the campaign for building a better democracy in Britain?

The Electoral Reform Society is looking for a new Chief Executive to lead the organisation in achieving its strategic objectives. Our current Chief Executive, Katie Ghose, leaves the Society in great shape after nearly 7 years, during which she led a successful transformative programme that has positioned the ERS as the ‘go-to’ democracy organisation in the UK. We are looking for a leader who can build on her work, to inspire and support our team in developing new ideas and practical policies to strengthen British politics, and to continue to build the Society’s reputation as the UK’s leading voice for democratic reform, shaping democratic debate at all levels.

This is a full-time role, with flexible hours and some weekend and evening work may occasionally be required.

**JOB DESCRIPTION**

**Job title:** Chief Executive

**Location:**                   Central London

**Job purpose:** To lead and direct the ERS by overseeing the design and delivery of the Society’s strategic objectives and achieving maximum impact and profile for our work.

**Main duties and responsibilities:**

**CAMPAIGNS AND RESEARCH**

**Duties include:**

* Present the Board with short, medium and long term strategies, proposals and plans that further the Society’s mission
* Ensure delivery of agreed strategies and policies achieve maximum impact within approved budgets
* Oversee the design and delivery of an ongoing programme of high impact campaigns activity including topical publications and events
* Lead and direct senior managers to develop, deliver and co-ordinate short, medium and long term campaigns and research programmes that further the Society’s mission and achieve organisational objectives
* Increase the ERS’s national profile among journalists, key political institutions in England, Scotland and Wales, a wide range of civil society organisations, private and public sector bodies and among our members and supporters

**MEMBERSHIP, COMMUNICATIONS AND OUTREACH**

**Duties include:**

* Act as chief spokesperson for the organisation on a variety of public platforms including national media and at key ERS events
* Create and consolidate relationships with key individuals and organisations with a special focus on Ministers, Shadow Ministers, key parliamentarians, national journalists, leaders of relevant civil society organisations and think-tanks and other high profile individuals
* Lead an engaged and vibrant member and supporter programme
* Ensure the ERS has a clear external brand, with consistent messages, effective arguments and impactful use of evidence

**FINANCE, GOVERNANCE AND RISK**

**Duties including:**

* Ensure that the Board is supported in performing its governance role, including:
1. providing an appropriate flow of information between staff and the Board, including information on major risks, upcoming external developments that could affect our strategic direction and reporting on key targets
2. providing other support as required, for example, ensuring comprehensive induction for new Board members, networking opportunities and training/development
3. regular meetings/communications with the Chair and Vice Chair and acting promptly to fulfil actions from these discussions
* Ensure good and efficient information flow including regular reporting on organisational KPIs
* Oversee preparation of the ERS annual budget, risk management and legal compliance

**LEADERSHIP**

 **Duties including:**

* Lead and line manage the senior management team (SMT) and chair SMT meetings
* Oversee management of all staff, premises, financial and other assets of the Society
* Maintain a collaborative, democratic management style
* Ensure that members of the SMT from Scotland, Wales and England work collaboratively and effectively to maximise the Society’s impact

**ORGANISATIONAL ROLE**

**Duties including:**

* Oversee a structured programme of organisational development
* Contribute to the intellectual capital and development of the ERS via team meetings, blogs, staff meetings and planning/away days and by supporting colleagues as required.
* Undertake administrative and ‘back office’ tasks as required, including supporting events, operations and media
* Support and comply with the Society’s Equality and Diversity Policy
* Undertake other related duties as required to assist the Society in meetings its objectives

**PERSON SPECIFICATION**

The successful applicant should be able to demonstrate their abilities or track record in all essential criteria.

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Experience | * + - 1. A track record of senior leadership in an organisation of a similar size, where setting direction, developing campaigns plans and inspiring staff to deliver effective results was essential
			2. Experience of developing public policy positions, lobbying and involvement in high-profile, successful campaigns
			3. Experience of cross-party political engagement and influence; strong relationships with politicians, advisers, commentators and journalists from across the political spectrum
			4. Significant experience of public speaking, delivering speeches, representing organisations in the national media and dealing with journalists
			5. Experience and understanding of democracies in the nations and regions of the UK, particularly in Scotland and Wales where the Society has full time offices
			6. Experience of financial management and budgetary control
 | 7. Experience of working within a membership organisation |
| Knowledge | 1. Understanding of the issues on which the ERS campaigns
2. Sound knowledge of British democracy and politics
3. A keen appreciation of the funding landscape and of fundraising, supporting activity in this area and taking a strategic and long term view
4. Knowledge of the UK policy environment, institutions and networks
5. Understanding and commitment to equal opportunities and diversity
 | 13. Knowledge of democracies around the world, in particular, USA and Canada, where the Society has organisational links |
| Skills | 1. An outstanding leader and people manager, with sensitivity, diplomacy and resilience. Exceptional interpersonal abilities: to motivate staff, members, supporters and other stakeholders, and to inspire the confidence of the Board.
2. Excellent communication, presentation and interpersonal skills: ability to present arguments publicly at events, meetings as well as in the media. Ability to quickly and effectively build relationships, negotiate and influence
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**Outline terms of employment**

**Hours:** 35 hours per week with some weekend and evening work is to be expected.

**Holidays:** 25 days plus statutory days (see below)

**Pension:** 7% employer contribution

**Salary scale: £77,386 - £88,798 (inclusive of London Weighting Allowance).**

**Contract: Permanent**

This post will be offered on a full time basis, however flexible working will be considered.

The salary for this position will be on a scale that currently starts at £77,386 (new appointments are always made at the lowest point of the scale unless there are special reasons for doing otherwise). Salaries are reviewed each year and are usually subject to annual adjustment in line with inflation.

Staff are entitled to 25 days paid leave in addition to statutory holidays in their first year of service, with an additional day of paid leave in each subsequent year, until they reach 30 days leave. Other benefits include child care vouchers and a cycle scheme.

The ERS operates a flexible working policy, with core office hours between 10.00-12.00 and 14.00-16.00. Time off in lieu (TOIL) may be taken by arrangement.

Full terms of employment will be given in the contract letter provided to the successful candidate.

**EQUAL OPPORTUNITIES**

The Electoral Reform Society is committed to equal opportunities and to encouraging diversity amongst our workforce. We are particularly keen to hear from interested individuals from under-represented communities and we would encourage candidates from all backgrounds to apply for this role.

Please contact us if you would like a copy of this document in paper format, large print or braille.

**Electoral Reform Society**

**APPLICATION FOR THE POST OF**

**Chief Executive**

**Electoral Reform Society**

Please complete this form and submit by email to: kate.west@electoral-reform.org.uk. Along with a cover letter of no more than one side reflecting on how you think the cause of electoral reform can be

advanced over the course of this parliament.

 Kate can be contacted on 0203 714 4075 should you have questions or wish to discuss your application.

The closing date for the receipt of applications is 5 July 2017 at 5pm

**Please note that initial interviews will take place week commencing 17 July 2017 in central London.**

**PERSONAL DETAILS**

Surname:

First names:

Address:

Email:

**Telephone number:**

Daytime: Evening:

**Education and qualifications** (please continue on separate sheet if necessary)

The first page of this application form will be detached from the rest of the form upon receipt so as to ensure that there is no possibility of any discrimination on grounds of name, gender or location of any applicant when selecting those to be interviewed. This page will be re-attached to the rest of the application form *only* after the selection for interview has taken place.

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| --- | --- | --- | --- |
| **Dates** | **Establishment** | **Courses** | **Qualifications** |
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**Additional training**: details of any short courses which you believe are relevant to your application:

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**Work experience**

Please give details of your work experience, including part-time and voluntary work, starting from your most recent employment. (Please continue on separate sheet if necessary.)

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| --- | --- | --- |
| **Dates (to/from)** | **Employer****and nature of business** | **Position held and responsibilities** |
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Do you require a work permit? Yes / No (delete as appropriate)

**Why do you want this job?**

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| Please tell us below why you want this particular job and why you believe you have the skills and experience to do it. Please ensure that you address the criteria set out in the person specification, with particular reference to items 1, 2, 3, 10 and 14 and limit your answer to 2 sides of A4 (1,000 words maximum).  |

**Where did you hear about this vacancy?**

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**Referees**

Please give names of two referees who know you and can assess your abilities and work:

|  |
| --- |
| Name:Position:Address:Email address:Telephone no.:Capacity in which the referee has known you: |

|  |
| --- |
| Name:Position:Address:Email address:Telephone no.:Capacity in which the referee has known you: |

Referees will not be contacted without your agreement.

**ELECTORAL REFORM SOCIETY**

**EQUAL OPPORTUNITIES MONITORING FORM**

The Electoral Reform Society believes in equal opportunities.

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

Please tick the appropriate boxes:

**Gender**

Male [ ]  Female [ ]  Prefer not to say [ ]

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

**What age group do you belong to?**

[ ]  18-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  Over 55 [ ]  Prefer not to say

**How would you describe your sexuality?**

[ ]  Heterosexual/straight [ ]  Gay man [ ]  Gay woman/lesbian [ ]  Bisexual

[ ]  Prefer not to say

**Do you consider that you have a disability?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**Do you have a disability as defined by the Disability Discrimination Act?**

[ ]  Yes [ ]  No [ ]  I don't know [ ]  Prefer not to say

**Do you consider that you have a long-term health problem?**

[ ]  Yes [ ]  No [ ]  Prefer not to say

**How would you describe your religion or belief?**

My religion or belief is:

[ ]  I have no religion or belief [ ]  Prefer not to say

**How would you describe your nationality?**

[ ]  British [ ]  English [ ]  Scottish [ ]  Welsh [ ]  Irish

[ ]  Other (please describe):

**How would you describe your ethnic origin?**

[ ]  White/Mixed [ ]  White [ ]  White and Black Caribbean

[ ]  White and Black African [ ]  White and Asian

Any other Mixed background (please describe):

[ ]  Asian [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi

Any other Asian background (please describe):

Black [ ]  Caribbean [ ]  African

Any other Black background (please describe):

Chinese [ ]  Chinese

Any other ethnic group/background, please describe:

[ ]  Prefer not to say

**Thank you for completing this form. Please return it with your application form.**