

Executive Director for RHSPT (and NCM)

General

To act as Executive Director (senior employee) of RHSPT and of NCM (unless/until NCM appoints its own ED or AD/ED - and, if/when NCM appoints its own ED or AD/ED, to work closely with them at all times for common purpose)

To carry out key responsibilities as outlined below

Generally, to carry out such other responsibilities, functions and actions as required and/or delegated to achieve success for each of RHSPT and NCM

Key responsibilities:

Project Management

At the direction of the Board, and in particular the Project Committee, day-to-day liaison with the Project Manager to ensure that the operational requirements are fully co-ordinated with the design delivery, including:

- Space planning
- Taking “client” role on day-to-day basis, including attendance at all relevant meetings with all/some of the Project Team, and weekly updates with the Project Manager

Project Development

At the direction of the Board, and in particular the newly appointed NCM Chair and Development Director, preparing a plan for the establishment of the NCM, including:

- Defining desired outcomes
- Organisational structure
- Business Planning (and ascertaining revenue streams)
- Funding (in association with the NCM Director of Development, once appointed)

Governance

At the direction of the Board, and in particular the Chair, ensuring governance requirements for RHSPT and NCM are met, including:

- Preparation and timely distribution of Board Papers
- Arranging Board and sub-committee meetings
- Minuting Board and sub-committee meetings as required.
- Ensuring Board Policies are adhered to
- Ensuring Risk Register is maintained
- Creating and maintaining a Governance Diary and liaising with solicitors and accountants in relation to all governance, legal and accounting requirements

Communications and advocacy

At the direction of relevant Trustees

- Documenting Stakeholder Relationships, - Maybe change to: Stakeholder strategy, documentation and implementation - with support from Chair, Development Director and Trustees

- Management of PR, Brand and digital agencies, reporting to the Board on strategy, plans and outcomes
- Building and maintaining website and social media channels

SMMS

Working with the Chair of each of RHSPT and NCM (and other Trustees) in establishing strong working relationship with relevant parties at SMMS to ensure smooth working relationship

Finance

Monitoring financial projections and reporting to Board on any divergence

Managing bank accounts and cash flows (signatories to remain as Trustees)

HR and H&S

- Establishing and managing necessary HR and H&S procedures
- Recruiting additional staff as necessary (subject to Board approval)

Location

Likely to be based at 46 Charlotte Square