

Dear Potential Applicant,

Thank you for your interest in the position of Association for Science Education Chief Executive. Please find enclosed along with this introductory letter:

- ASE Chief Executive - Job Description
- ASE Chief Executive - Person Specification
- ASE Chief Executive - Terms and Conditions
- Further Information
- ASE Annual Report 2020-2021
- ASE Strategic Plan 2021-24
- Equal Opportunities Form

Completed applications should be emailed to laurarafferty@ase.org.uk

Applications should include:

- a full curriculum vitae detailing education and career history to date;
- a statement addressing how your past experiences and employment will enable you to meet the requirements of the post;
- the names and full contact details of two referees, indicating the context in which they know you. (Please indicate whether your referees can be contacted in advance or whether you would prefer this to be done following potential appointment).

If selected for interview, you will have an opportunity to visit ASE Headquarters prior to attending for interview. Please arrange a suitable time by emailing Hannah Russell the current CEO at hannahrussell@ase.org.uk.

Please note that the date for interviews is 30 June, 2022. The selection process will include preparing and delivering a presentation for up to 15 minutes. Further information will be sent to shortlisted candidates at this stage.

If you are shortlisted, we will inform you by 23 June, 2022. Please ensure you give us your full contact details, including telephone and email address, so we can reach you.

Yours,

Ali Redmore
Chair of the ASE Trustee Body

