

# Association for Science Education Chief Executive

## Job Description

The fundamental goal of the Association is the promotion of excellence in science education, and the key role of Chief Executive is to take the lead in empowering both the internal ASE staff team and the wider membership body to do just that. The requirements and responsibilities of the position are many and varied, including:

1. To work with the Trustees to determine strategies and goals;
2. To work closely and harmoniously with the Chair of Trustee Body and to ensure the Trustees are provided with high quality management information;
3. To lead the implementation of the current strategic/operational plan including reviewing progress against agreed targets and making amendments where appropriate;
4. To work with the Director of Finance & Operations to ensure the effective financial management of the Association, including identifying new income streams;
5. To ensure the Association is well managed and meets its governance responsibilities, including compliance with Charity Commission and with OSCR and other statutory responsibilities;
6. To determine the resources required to enable the Association to operate effectively in supporting and growing our membership and ensuring sustainability;
7. To create an effective organisation capable of delivering sustainable projects that contribute towards the achievement of the Association's goals;
8. To lead ASE staff and work with them to ensure an efficient and effective service is provided by the Association; ensuring their training and development enable them to maximise their contribution to the work of the Association;
9. To demonstrate the highest personal standards and lead and be accountable for all standards of conduct of ASE staff by ensuring all adhere to and promote Equality, Diversity & Inclusion; Health and Safety; Data Protection and Freedom of Information;
10. To monitor and ensure the achievement of key performance indicators which include membership growth, member engagement, project delivery and generation of income;
11. To contribute to and execute the Association's strategy with key partners. This includes developing links and partnerships with the wider science education community, understanding ASE needs and interests and championing these with government, the media, academia, employers and the public;
12. To work with elected officers of the Association to maintain effective representation and relations with the key partners identified above;
13. To recognise the valued contribution of the membership committees of the Association and ensure appropriate support for them from staff;
14. To promote proactively the Association, its mission and purpose, to promote science education across the UK and beyond, at all levels, and to represent ASE in the media and in public when required.

