Job Summary

Job Title: Executive Director of the English Association
Salary: £41,709 to £46,924 (Grade 8)
Office: English Association (housed at the University of Leicester)

Contract: Permanent position available from 1 November 2017 (subject to a 5-year review)

Deadline: 31 March 2017. (Interviews are provisionally scheduled for the end of April)

Job Reference: SAH00228

Role Purpose

To lead and develop the business operations of the English Association, which spans one of the broadest subject areas in the UK. You will be responsible for the management and oversight of the Association’s activities as both a subject association and a learned society. This includes the organization and delivery of an annual programme of events that promotes English across the sectors that align with the Association’s mission: primary, secondary and higher education.

The English Association

When the English Association (EA) was founded in 1906, its core aim was a commitment ‘to unite all those who are interested in English Studies’. To mark its centenary in 2006, the Association received a Royal Charter, and a further aim was added: ‘to provide a forum for the discussion of practice and principle in the teaching and learning of English in all sectors of education from primary to university’. These aims characterise its diverse nature as both a learned society, publishing scholarly journals and monographs for an international academic community, and a professional subject association in its devotion to supporting the work and representing the opinions of teachers of English in every phase, from primary education to life-long learning. The EA is widely recognised for its advocacy of English and the opinions of its officers and fellows are sought by government on policy matters affecting English as taught in schools, colleges and universities.

The EA is also a subject association concerned with promoting the discipline of English in all its forms – English Literature, English Language and Creative Writing – and supporting those whose professional and personal engagement is with English: teachers, students, researchers, publishers, librarians, writers and performers. The EA has an international Fellowship of people distinguished in their particular spheres of practice. It engages with its fellows and members through publications and events such as conferences, workshops and public engagement events. It is governed by a Board of Trustees, and has a number of other committees – Higher Education, Secondary Education, Primary Education and a Fellowship Committee – all of which are co-ordinated by the EA office and serviced by its core administrative staff. The English Association has been located for more
than twenty years at the University of Leicester as is currently housed on Salisbury Road, Leicester, which is a 5-minute walk from the main University campus.

Management and Salary

The postholder will line-manage colleagues in the EA Office and conduct their annual appraisals. S/he will be responsible to the Board of Trustees and will have a reporting line to the Chair of the Trustees. There will be a one-year probationary period for the postholder, an annual appraisal each autumn, and a 5-year review conducted by the Chair of the Trustees and the EA President. The postholder’s salary will be set within the Grade 8 band of the University of Leicester’s pay scale: [http://www2.le.ac.uk/offices/hr/docs/pay/scales/singlepayspine.pdf](http://www2.le.ac.uk/offices/hr/docs/pay/scales/singlepayspine.pdf). An annual increment within the Grade 8 salary band would be a normal expectation based on satisfactory performance.

Principal Responsibilities

- To direct the day-to-day activities of the English Association in accordance with the Objectives of the Association as set out in its Royal Charter. In doing so, the Executive Director executes the decisions made by the Board of Trustees.

- To manage the office of the English Association, ensuring that administrative systems underpin and further the aims of the Association, including the organization of the core business of the Association and the maintenance of its archives.

- To communicate effectively with all of the Association’s stakeholders, to develop communication and advertising strategies that further the mission of the Association. This includes the development of the English Association website and social media platforms and the marketing of publications, conferences and events.

- To develop the Association’s publishing programme, communicating regularly with editors, contributors, publishers and printers. This includes editing and publishing the Association’s Newsletter and producing other publications/e-publications as required.

- To provide high-level financial management of the Association including resource management, income and expenditure, financial planning and reporting, and pension administration. To ensure that resources are deployed appropriately and in compliance with the Association’s and Charity Commission’s policy and regulations.

- To take full responsibility for the organization and promotion of the Association’s conferences, public events and outreach activities, including their financial feasibility and administrative logistics, delegating tasks where required.

- To administer all of the EA’s committees and sub-committee, working with the Chair and President to ensure that committee governance arrangements remain appropriate. To recommend strategies for promoting, advertising and developing the Association’s aims and for improving or facilitating the work of the Association’s committees.
Alongside the above principal accountabilities, the postholder will be expected to:

- Support the Chair and President in developing and enhancing the reputation of the English Association Fellowship and in promoting the work of the Special Interest Groups.
- Conduct any other duties as reasonably required by the Chair, President and Committee Chairs, advising both on risk and enterprise opportunities.
- Oversee the safety and physical space of the Association, ensuring it is efficiently used, managed and appropriately maintained in collaboration with the University of Leicester’s Estates and Safety Services.

**Internal and External Relationships**

- Close working relationship with the English Association’s Chair and President.
- Liaising regularly with the Treasurer, the Committee Chairs and the EA’s Accountant.
- Leading and line-managing the Association’s administrative team.
- Cultivating relationships with executive directors of cognate associations and colleagues across the sector, seeking best practice models for the development of the Association.
- Representing and promoting the Association in external meetings to ensure that our activities are widely recognized and our reputation is enhanced.
- Closely working with Oxford University Press on the strategic direction and operations of the English Association’s publications.

**Qualifications, Knowledge and Experience**

**Essential**

- A degree or other equivalent relevant professional qualification *
- Substantial experience in a relevant sector or charity *
- Demonstrable people and project management experience at a senior level *
- Experience of high level financial management, and understanding of accounting processes and systems *
- Experience of effective marketing and in developing communication strategies to further the mission of the organization
- Experience of leading, motivating and managing staff to achieve objectives *
- Experience of managing in a busy working environment, to ensure a highly professional approach to work and with awareness of broad organizational and sector issues *
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- IT skills including use of internet, website management, desktop publishing, word-processing, spreadsheets and databases *
- Commitment to equalities

Desirable

- Experience of working with secondary education or higher education, with familiarity with sector issues relating to English Education.
- Familiarity with requirements of various funding and government bodies.

Skills, Abilities and Competencies

Essential

- Appropriate oral and written skills in order to communicate effectively with colleagues, Fellows, members and stakeholders. *
- Ability to demonstrate a high level of self-motivation, including the ability to work independently on own initiative and with scrupulous attention to detail.
- Ability to analyse the requirements of policy documents or other guidance and statements, and to plan activity accordingly. *
- A high level of interpersonal and time management skills. *
- Ability to think strategically and generate original ideas and solutions. *
- Be able to demonstrate adaptability and willingness to respond to the varying requirements of a demanding and complex role, including responsiveness to changing circumstances and the ability to deploy a new topic or skill quickly. *
- Enthusiasm, stamina and the personal drive to push tasks through to completion.
- Ability to relate well to staff at all levels, using tact and discretion where appropriate.
- Ability to demonstrate sound judgement and sensitivity, with a high degree of confidentiality when required.
- Ability and willingness to represent the English Association at external and internal meetings effectively. *

*Criteria to be used in shortlisting candidates for interview
Equality and Diversity

The University of Leicester and the English Association are both committed to positively advancing equality of opportunity. The University participates in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and Athena Swan (at Bronze level).