

# EIL UK Chief Executive

## Study | Live | Learn



Experiment in  
International  
Living UK

**Job Title:** Chief Executive

**Accountable to:** Board of Trustees

**Hours:** negotiable. Part-time may be an option, based on an amended role profile

**Salary:** c. £42,000 p.a. plus 5% pension contribution

**Annual Leave:** 25 days per annum plus bank holidays

**Location:** Office - based in Malvern with frequent local and national travel

## Overall Purpose

- To lead and shape the development of EIL UK, ensuring that it takes a leading role in delivering transformative study, live and learn programmes for young people from across the world.
- To ensure that as an organisation it will take a leading role as a UK homestay provider and drive forward the application of Safeguarding standards.
- To ensure the proper and effective management of EIL's resources and to provide the necessary accountability for their use.

## Key Accountabilities

- Working closely with the Board of Trustees, provide strategic guidance to the work of EIL UK, developing and maintaining strategic and business plans with clearly identified key performance indicators and outcomes
- To build key strategic partnerships with people and organisations, leading to the development of new funding and business opportunities.
- To raise the profile of the EIL on both a local and national basis, furthering its reputation as a key provider of hosted learning experiences.
- To oversee the delivery of all programmes of work, meeting targets of time, budget and quality.
- To develop new programmes of work, providing both inbound (to UK) and outbound (from UK) services.
- To lead and manage the staff team, providing motivation and direction and ensuring that all HR policies and processes are maintained and followed.

- To be responsible for health and safety in EIL, ensuring regular risk assessment and auditing of all EIL's activities and resources.
- To be responsible for all aspects of safeguarding in connection with the work of EIL , including maintaining a robust database of host families.
- To represent the organisation at the EIL Federation, building strong relationships with country representatives in order to identify and secure new opportunities for EIL
- To develop and maintain positive and productive relationships with the wide-ranging stakeholders of EIL
- To ensure sound financial management, preparing and managing budgets and providing regular reports to the Board of Directors.
- To ensure that EIL works within the regulations in force, including company law, charity law, equal opportunities and models and promotes good practice in all activities
- To manage the organisation so that it delivers its aims and commitments to its stakeholders with probity, openness, transparency, efficiency and effectiveness.
- To investigate the need for new projects and develop them as appropriate.
- To ensure that effective media plans are in place and implemented and that the organisation is always presented in a professional manner; act as the spokesperson when appropriate to do so
- To ensure the sustainability of EIL, developing fundraising plans and achieving objectives for resources in terms of both people and funds.
- To ensure efficient and effective management of EIL's physical resources, including premises and equipment.
- To carry out such other responsibilities as may be required from time to time, under the direction of the Board of Directors.

## Other requirements

The role will require some work outside normal hours as well as frequent travel to other sites for the purposes of meetings etc. The post holder must hold a current driving licence, have access to a roadworthy vehicle and have appropriate car insurance for the purpose of the job role

This job description is not exhaustive and is open to review at any time.

# Person specification

## Experience

### Essential

- Significant experience at senior management level, including strategic planning, financial management and human resource management.
- Experience of negotiating with funders.
- Experience of negotiating and influencing at a strategic level, and building relationships and partnership.
- Networking, interpersonal and collaboration skills and experience of effective partnership working.
- Experience of representing an organisation publicly to the media.
- Experience of presenting to a wide range of audiences.

### Desirable

- Experience of working in the third sector.
- Experience of working with a voluntary Board of Directors.

## Skills

- Excellent leadership and influencing skills, with the ability to demonstrate professional credibility
- Excellent strategic thinking and analytical skills; able to solve complex problems swiftly and effectively
- Excellent interpersonal skills, with an ability to build and maintain effective, co-operative working relationships with people from all communities and backgrounds including key partners, funders and other external agencies
- Excellent written and verbal communication skills.
- Sound IT skills, proficient in Microsoft Office

## Mission and background of EIL UK

The Experiment in International Living UK (EIL UK) is a registered charity which has run transformative programmes enabling people to Study, Live and Learn together for 80 years: broadening perspectives and horizons and breaking down barriers between people. It is a small cultural and educational charity which operates as part of a worldwide Federation and global movement that began in 1932. Together the 23 world EIL branches form a global Federation that is recognised as a Peace Messenger organisation by the United Nations. Our Federation alumni include Nobel Peace Prize winners, founders of international charities and high profile international politicians.

Our strategy for delivering our vision of a more peaceful and understanding world is underpinned by three key work streams.

### Study

We welcome students to the UK each year on our international High School programme, matching students to local schools and families to experience a year abroad, the chance to learn about British culture and share their own.

*"We all keep great memories and absolutely amazing friends from all over the world connected by this simply unique experience."*

### Live

Federation EIL is the oldest Hosting organisation in the world. EIL UK upholds the Homestay tradition with its nationwide hosting network of over 200 families, there to provide a home from home for EIL participants and offering a safe and supportive environment during their stay.

*"Thanks for making this the best experience of my life. You found the perfect host family and made my trip both fun and educational."*

### Learn

As trusted and established providers of non-formal and experiential learning programmes, EIL UK's network of trainers and facilitators run monthly projects for local and global participants exploring social issues including race, culture and civic participation.

*"This was a journey that would be earth-shattering for fourteen eager individuals. Not chemical bonds but bonds much stronger and more deeply rooted would be formed. By the end, a single string would tie us all together."*

**[www.eiluk.org](http://www.eiluk.org)**

**Facebook/EIL UK**