

institute of
imagination



Chief Executive

Welcome

Dear Applicant,

Thank you for your interest in becoming our next Chief Executive Officer at the Institute of Imagination (iOi).

From the first mark on a cave wall to the first footsteps on the Moon, our greatest developments have begun with leaps of imagination. The Institute of Imagination is a charity creating physical and temporal spaces to re-imagine our world, together. Our goal is to spark imaginations everywhere through our events, training, partnerships, and research.

We are conveners; we bring people together to explore, imagine, create. We have achieved real impact in key areas of our work since we set up over 10 years ago and have touched the lives of well over 100,000 children and their families. Yet there is so much more for us to do, and so much opportunity to make it happen. We want to take stock of our success to date and use this to develop and implement the plans that will accelerate the tangible results we are achieving on the ground. We want to scale up our activities in the UK and further afield, while ensuring we have a secure and sustainable long-term future.

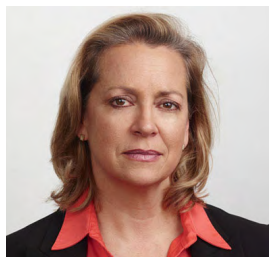
The iOi works its magic in a variety of settings, in semi-permanent buildings, pop ups, and via partnerships with other cultural and educational entities. No matter where we are, we create a place for everyone, with children and families at heart. A place to make, create, play and explore together. During lockdown, our in-person model was severely tested, yet we successfully adapted our activity to online delivery. It made us realise that what we do is more important than ever.

Our next CEO will be someone who combines energy and enthusiasm with the experience, capability, insight, and presence required to lead the iOi through this ambitious era of growth. With practical experience of translating new concepts and ideas into tangible impact on the ground, you will bring both strategic clarity and operational nous, and will complement the strengths of our existing team. A strong, contemporary yet grounded leader, you will quickly become a trusted source of insight, guidance, and support for our staff and Board.

The Institute of Imagination is a charismatic, fun, and compelling organisation that is going places. It is the best story few have heard of. If you believe you have what we are looking for and want to make this story known, we very much look forward to hearing from you.



Basil Demeroutis
Chair



Michelle Dorion
Vice Chair and Co-Founder

The Institute of Imagination in brief

The Institute of Imagination is a charity creating space to re-imagine our world, together. Our goal is to spark imaginations everywhere and encourage creative learning through our events, training, partnerships and research.

We champion new ways to develop future generations of makers, not just consumers. We run activities for children and young people, families, schools, adults, and educators under our 'Imagination Lab' programme in a variety of locations across London and beyond. Find out what activities are coming up on our What's On page <https://ioi.london/whats-on-page/>

Our mission

Every child is born with the capability to imagine – bursting with curiosity, wonder, and an unquenchable thirst for knowledge. But today, there is less time and space than ever to flex this essential human skill. The recent pandemic crisis has highlighted the critical importance of imagination as we navigated the difficulties of lockdowns, home schooling, and just getting by.

That's why we have expanded our programming to reach even more young people and families and develop vital future skills, connect people through experiential learning across the arts, sciences and digital technologies, and deepen our research into imagination's importance as a seminal human trait. We are creating exciting, new cultural spaces for everyone, with children and families at heart. Part of the role of the incoming CEO will be to help define what these spaces look like – one or many, what size, where, and of course what they look like.

And we are not alone. We are working with experts, teachers, parents and – most important of all, children – to ensure we provide a space they want and need. We already work with 20,000 people a year through programmes such as our Imagination Lab and a series of spaces, places and opportunities to imagine across London and beyond.

Our approach

Rather than seeking to change the world, we recognise that the world is already changing rapidly. Our focus is on ensuring that children, young people, families, adults, and educators are supported to develop the skills they will need to thrive in an undefined, rapidly changing future. That means creating a radically new approach to learning and development.

We are:

- *Collaborative.* We believe in working together, sharing ideas, and problem solving as a community, across generations.
- *Inter-disciplinary.* We believe in the fundamental need for inter-disciplinary learning, combining the arts, sciences and digital technologies.
- *Failure positive.* We believe in ideas and imagination and think the best learning opportunities come through an iterative, interrogative approach.
- *Playful.* We believe there is enormous value in learning through play, and that through play, vital skills for the future are developed.
- *Participant-led.* We believe in experiential learning environments that strongly encourage participants to lead their learning, avoiding pre-determined outcomes.
- *Practical.* We develop tangible skills. From coding and engineering to making and electronics, combined with the intangible skills needed throughout our lives like imagination and creativity, collaboration, and problem solving. Underpinning this, we focus on wellbeing, so children and adults have the confidence and resilience to shape their futures together.

Find out more

Find out more about the Institute and how we work
<https://ioi.london/>

See the iOi in action on YouTube
<https://www.youtube.com/channel/UCSnjldV0wT-H7eDIbLZMNzw>

Read about our collaboration with Sir Ken Robinson
<https://www.imaginationmatters.org/>

Get the whole story about the Institute
<http://ioi.london/ioi-campus/>

Meet the people behind the iOi
<https://ioi.london/about-us/people/>

Role Description

Role title	Chief Executive Officer
Accountable to	Chair of the Board of Trustees
Job purpose	Accountability for the overall strategic leadership, development, and management of iOi, from vision and strategy, to implementation and execution.

Strategic and Visionary Leadership

- Develop an ambitious and achievable strategic vision for the iOi and work in collaboration with our senior leadership team, staff, trustees, volunteers, and other stakeholders to make it happen.
- Uphold and embody the key values of our organisation, placing children and young people at the heart of everything we do.
- Ensure that the Charity's operational plans and activities are aligned to our strategic aims, and that we achieve the targets we set out in our strategy.
- Provide strong and effective direction to the Charity, leading the senior management team. Engage, support and motivate the team to achieve high performance and ensure that iOi is a diverse, inclusive and fair organisation.
- Be a thought-leader for iOi and the sector as a whole by being an active and sought after authority on our areas of expertise, publishing articles, using social media, giving speeches at conferences.
- Design a clear plan to deliver on organisational priorities and report on performance.

Stakeholder Engagement, Communications and Revenue Generation

- Act as the iOi's main spokesperson, raising its profile formally and informally.
- Design and implement effective stakeholder engagement and communications strategies and ensure there is a strong user voice in communications.
- Maintain, promote and foster strong and effective relations with government, statutory and voluntary bodies, and with other relevant organisations. Ensure that iOi is influential with a strong presence on relevant international, national, and local levels.
- Engage with and shape local and national policy agenda around imagination through play, demonstrating the value of the iOi locally, nationally, and internationally.
- With the senior management team, design and implement a fundraising strategy that has a mix of grants and commercial revenue streams, and that achieves and maintains healthy reserves to fund running costs.
- Oversee the development of robust funding propositions and partnerships and ensure that fundraising and commercial marketing strategies for the Charity are developed and delivered.

Financial Leadership and Governance

- Oversee and manage the good governance and management of Charity, strengthening and investing in internal systems and staff to ensure long-lasting success.
- Lead on developing a commercial business strategy that will generate greater income diversification through fundraising and capitalising on the iOi's intellectual property.
- Oversee the Charity's financial position, develop its long-term financial strategy and ensure financial reporting and management information systems are transparent, accurate, and timely.
- Work with the Director of Finance to prepare and gain approval for iOi's annual budget.
- Ensure that the iOi meets all its constitutional, regulatory, and legal obligations.
- Work with the senior management team to ensure effective risk management throughout the organisation and provide effective reporting (including risk management) to the Board.

Person Specification

Please respond to Part One in your written application. Attributes listed under Part Two will be explored with selected candidates at interview.

Part One

Knowledge and Experience

- Outstanding track record of achievement as a leader with strong experience of leading, managing and influencing ideally at board level.
- Strong track record of driving and managing organisations and teams and of ensuring organisational effectiveness and financial sustainability during periods of ambiguity, volatility or change.
- Sound knowledge of working with Boards to deliver strategic and organisational priorities.
- Deep experience of persuading, influencing and negotiating with a wide range of stakeholders, from government and funders to service users, employees and volunteers.
- Proven expertise in shaping, developing and motivating diverse, inclusive and high-performing teams.
- Familiarity with the children and young people's sector and / or education sector and / or the arts and museums sector would be an asset.
- Sound understanding of and commitment to equality, diversity and inclusion.

Part Two

Skills and Abilities

- Outstanding networking and interpersonal skills; able to build and foster high-value alliances and relationships and inspire passion and engagement.
- Able to identify, bring about, and build on high performance within teams.
- Able to secure trust and confidence quickly in order to influence policy agendas and create partnerships that deliver meaningful change.
- Highly effective communication skills: present with flair and is both clear and confident in delivering messages to a wide range of audiences.
- High analytical capacity; is able to move from the strategic to the detailed with ease.

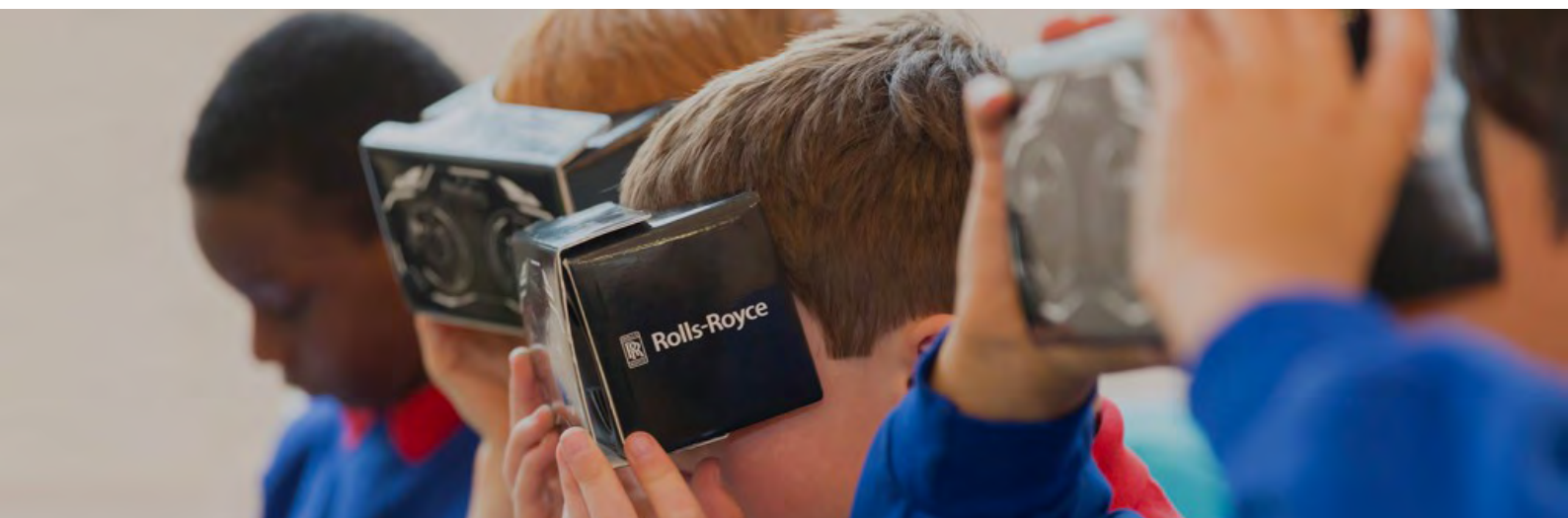
Part Three

Personal Style

- A blue-sky thinker with sharp commercial acumen.
- Mature and grounded leadership style.
- Tactful and diplomatic with capacity for self-reflection.
- High integrity with a personal demeanour that generates trust and confidence.
- Resourceful; uses initiative and is a strong problem solver.
- Committed to upholding iOi's mission and values.

Terms of Appointment

Remuneration	Competitive salary.
Contract	The role is offered on a full-time basis.
Location	The Institute of Imagination's offices are located at F1, Expressway 1 Dock Road, London E16 1AH. This post has a flexible location until permanent offices are secured; most of the team currently work from home.
Working hours	Standard hours are 40 hours per week, which may include weekends and school holidays. Some flexibility and occasional out of hours working will be required by the CEO in order to fulfil the responsibilities of the role.
Pension	Contributory scheme for all staff who have not opted out.
Annual leave	25 days plus bank holidays and any days that would be working days between Christmas and New Year.
Equality, diversity & inclusion	<p>We are committed to equality and valuing diversity within our Trustee Board, workforce, and visitors. We will not tolerate discrimination on grounds of:</p> <ul style="list-style-type: none">• Age• Disability• Ethnicity (including race, colour and nationality)• Sex• Gender re-assignment• Religion or belief• Sexual orientation• Marriage and civil partnership• Pregnancy and maternity <p>Neither will we tolerate either direct or indirect behaviours that are intended to bully, harass, isolate, or victimise for reasons connected to individual differences. A full copy of our equality, diversity, and inclusion policy is available upon request.</p>



How to apply

We hope you will consider this role.

To make an application, please go to <https://starfishsearch.com/jobs/ioi-ceo/> and click on the apply now button, with the following prepared:

- Your CV or equivalent biographical information
- A covering letter (3 pages max) that sets out:
 - » your motivation for applying for this appointment
 - » your suitability based on Part One of the Person Specification
- Details of two people you have worked with previously who we could talk to at shortlist stage (with your permission)

Closing date is **Friday 30th April 2021**.

Longlist interviews are likely to be held by Zoom in week commencing 10th or 17th May 2021.

The final shortlist will be agreed by the end of May 2021.

Informal meetings or telephone calls with key stakeholders including selected staff and trustees will follow confirmation of the final shortlist.

Formal interviews for shortlisted candidates are expected to take place in person in early June 2021. The day may also include informal sessions with key staff and stakeholders.



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