



BRITISH
SCIENCE
ASSOCIATION



Recruitment of a
Chief Executive



Starfish

Welcome from Council

Now is an exciting time to join the British Science Association (BSA) as our next Chief Executive. We have just launched a bold new 10-year strategy, have a stable and diverse income portfolio and have an amazing team of people – our staff, partners, suppliers and funders. We need you to put all the elements together to take us forward to achieve our exciting goals.

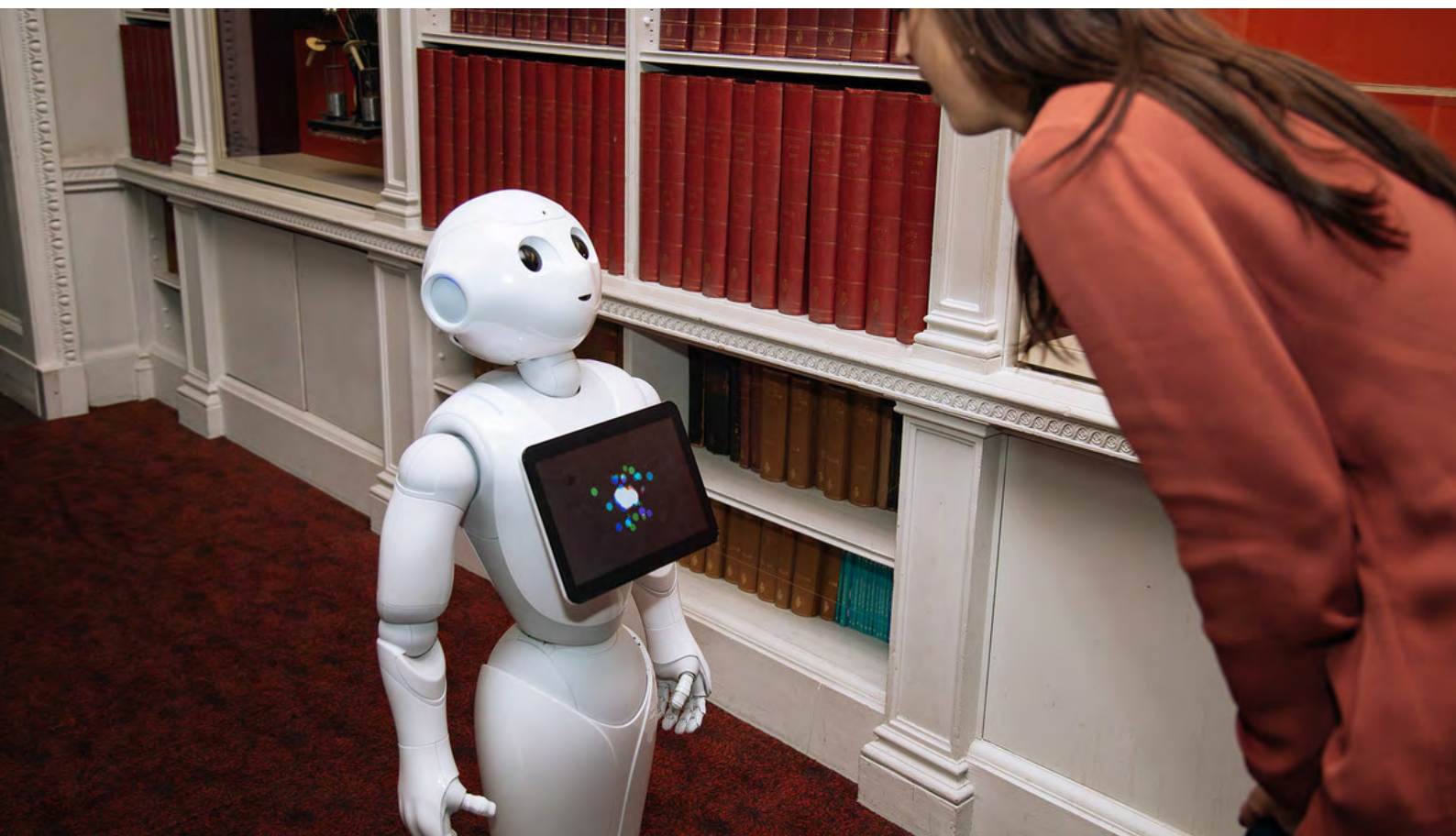
Our vision is a future where science is more relevant, representative and connected to society. To realise this, we deliver inspiring programmes, as well as convening scientists, policymakers, business and community influencers to contribute thought leadership and ensure science remains relevant in today's world.

After 13 years of successful leadership our current Chief Executive is leaving and we need a strategic, visionary and inclusive leader to take us to the next level; driving forward our new strategy, growing and developing the organisation, and maximising and demonstrating our impact and ensuring that we engage with new communities across the UK.

We are a Royal Charter charity with a long history and a modern outlook. We are committed to improving the diversity and inclusivity of our organisation and the sectors in which we operate.

We are well-regarded in the science and research sector. But really, we're proud to help bridge the gap between science and other industries – and our relationships beyond science, with non-science organisations, are key to our success. You don't need a science background or career experience to work at the BSA, you need a clear passion for our goals and a clear vision of how you can enable us to achieve them.

We look forward to hearing from you.
British Science Association Council (trustees)



Our purpose

Science is more than a body of research, people working in a lab or even the wider industry that surrounds that. It's also a way of asking questions, making decisions, and understanding the world. Science is a tool that everyone in the UK can, and should be able to, use. In fact, for us to grow as a society, it's essential that they do.

We want a future where science is more relevant, more representative, and more connected to society.

In that future, everyone has the potential to contribute, whether it's through the ideas they engage with, the jobs they do or the lifestyles they lead.

In that future, scientists understand and include different perspectives, help more communities, and make even more breakthroughs.

In that future, society shapes science.

And society is all the stronger for it.

Our vision and mission

Let's break down barriers...

The science sector has many structural and system-wide barriers that it's time to remove. In particular, we're working with business leaders, policy makers, scientists, community leaders, teachers, and many others to say goodbye to the old stereotypes of who a scientist 'should be'. With their help, we're bringing more voices into the conversation, to help more people see science (in all its forms) as a relevant part of their lives.

...So good ideas can thrive

The UK is bursting with potential. We're unlocking it. And we won't stop until people and communities who've typically been overlooked by science can confidently play their part.

We're striving for a future where everyone is represented and has their voice heard on the issues that matter to them. So, science goes beyond being a lesson at school and becomes a way of thinking and making decisions – about looking after your health, protecting the planet and choosing and using new technology.

Our work

The BSA has three core pillars of work:

1. Education – engaging students and educators, through programmes including British Science Week & CREST Awards;
2. Engagement – engaging public audiences, through programmes including British Science Festival, Community Leaders, Community Buddies and The Ideas Fund;
3. Thought leadership – we seek to influence and collaborate with stakeholders from across science, business and policy through events including For Thought and bespoke activities for policy makers, business leaders and the science engagement sector.

Our commitment to EDI

For the BSA's vision to come to fruition, we need to make science relevant and welcoming for everyone. That's why equality, diversity & inclusion (EDI) is central to our strategy and activities.

Our target audiences are people who say they don't have an active relationship with science or say "science is not for me" - and who are underrepresented in science. This includes people from minoritised ethnic backgrounds, people in faith/religious communities, disabled people, women and non-binary people, and many others.

We work directly with our target audiences and with a wide range of partners, networks and influencers to improve the diversity and inclusion of the BSA and the wider UK science/research sector.

Join our team

The BSA is an equal opportunities employer and a champion of equality, diversity and inclusion.

We are committed to the fair and equal treatment of potential and existing employees in line with legislation including the Equality Act (2010) and the Rehabilitation of Offenders Act (1974).

We recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD and other forms of neurocognitive variation. We also seek to actively support employees' wellbeing and mental health. We have colleagues trained as mental health first aiders. We also offer a reasonable adjustments passport.

We aim to recruit the person most suited to the job and welcome applications from candidates in different sectors, and from people who've gained their skills outside formal employment.

We would particularly welcome applications from people and communities who are currently underrepresented in our staff team, which includes people from minority ethnic groups, disabled people and men.

Your role as Chief Executive

You will be responsible for championing our vision and goals with colleagues, trustees, funders, partners and other stakeholders. Under your leadership, our mission will come to life through our activities, communications and programmes. You will lead on maximising and demonstrating our impact.

You will lead our exciting new 10-year strategy and set out your vision for its delivery, working with colleagues and funders to develop teams, plans, budgets, income and communications that will take us to the next level. You will ensure that our organisation continues to grow and develop. You will nurture our positive & inclusive working culture. You will oversee our reporting and monitoring obligations, and our policies and procedures.

You will champion our values and our ways of working – including our commitment to improving our diversity and inclusivity, and to finding ways of enabling our target audiences to take a leading or co-producing role in what we're seeking to do.

Reporting to:	Council
Responsible for:	Director of External Relations, Director of Programmes, Director of Finance (outsourced), Committee Secretary
Based:	British Science Association, 165 Queen's Gate, London SW7 5HD or at home with regular (e.g. once a week or fortnight) travel to office and to our events
Terms:	Full-time (37 hours per week), permanent. Requests for part-time or flexible working will be considered.
Salary:	Up to £90k pa (full-time equivalent, subject to experience)

Your responsibilities

You will be responsible for:

- Developing and advancing our ten-year strategy, working closely with colleagues, stakeholders and our communities;
- Communicating the BSA's vision and strategy internally and with external stakeholders, policymakers and funders;
- Acting as a visible, inspiring leader in the field including being a figurehead for the BSA at events, with the media and with senior stakeholders;
- Establishing and monitoring measures of our performance and impact;
- Developing and maintaining relationships with key partners, policymakers and funders;
- Supporting Council and its subcommittees including developing and modelling effective relationships between staff and trustees (especially the Chair), preparing meeting papers & agendas, approving minutes, and arranging & providing briefings;
- Leading the senior management team and wider staff team;
- Authorising payments & salaries;
- Overseeing our financial performance to grow our income and ensure a sustainable financial position;
- Developing our People and Culture Strategy to deliver an effective and inclusive workforce;
- Championing our EDI change programme;
- Understanding and acting on changes to our environment that present risks or opportunities;
- Ensuring the BSA operates ethically and fulfils its legal, statutory and regulatory responsibilities.

What we're looking for

You will be an **experienced leader** with experience of working in complex environments and with senior **stakeholders**. You will be able to develop and nurture partnerships with a range of organisations.

You will have experience of working with, for or on **boards** and a demonstrable understanding of the role of a Chief Executive. You will be able to demonstrate your understanding of the principles of charity governance (or your ability to develop that understanding swiftly) and how to apply that understanding within the charity sector

You will be comfortable **fundraising** from government agencies and trusts & foundations.

You will have excellent verbal & written **communication skills** and be good at public speaking and networking, and able to inspire the BSA team.

You will have well-honed **analytical skills** and be able to interpret complex and incomplete information.

You will have successful experience of **leading** teams and managing and developing staff, and in particular, you will embody the BSA's inclusive leadership behaviours.

You will have experience of managing **budgets**, understanding management **accounts** and annual accounts, and making decisions using financial information.

You will be able to communicate your passion for **engaging communities, the public and policymakers** with the issues that affect them. You will be familiar with professional practices for engaging public audiences, such as co-production. You will have a commitment to social justice, societal change, and equity, diversity and inclusion, and a demonstrable sense of purpose that aligns with the BSA's goals.

It would be desirable, although not essential, to be familiar with the science engagement/STEM inspiration sector or have experience of working in the voluntary/non-profit sector.



Benefits and Information

Employee benefits

- Agile Working policy enabling you to work at home or in another UK location up to 4 days per week, if office-based, and to vary your working hours outside our 10am-12pm and 2pm-4pm core hours, subject to the needs of the BSA;
- 27 days holiday per annum plus bank holidays (pro-rata for part-time employees), and option to buy or sell up to 3 days' leave annually;
- Up to two days paid leave per year for significant voluntary commitments in support of professional and personal development, such as being a trustee of a charity or a school governor;
- Auto-enrolment pension scheme (4% paid by employer);
- Up to five days' unpaid leave per year (this is down to the Manager's decision and ensuring it does not affect work);
- Life assurance from your first day, subject to scheme rules;
- Occupational sick pay: up to six weeks' full pay per year (pro-rata for part-time employees);
- Confidential telephone counselling service, offered by our legal insurance;
- Interest-free loan for season ticket, bike to work, and assisted study;
- Discounts may be offered on Science Museum tickets and in the shop.

Our office

We work in a modern office building on the Science Museum site. We are 5-10 minutes' walk from Gloucester Road & South Kensington tube stations.

Our office is on the 3rd floor, accessible by stairs or lift. We have floor-to-ceiling windows on two sides of the office, so we have plenty of natural light. On our office floor, we have a kitchen, breakout area and standing desks.

Parking for cycles and motorbikes is available. Parking for cars is limited and prioritised for disabled people.

We have two all-gender toilets, one suitable for wheelchair users. Shower facilities are available on another floor.



How to apply

If you would like further information about the before making an application, please contact: Rebecca.OConnor@starfishsearch.com

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

- An up-to-date CV (maximum 3 pages)
- Cover letter or supporting statement that tells us why you are interested in applying for this role and how you meet the experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date for applications: Monday 28th February 2022

Final panel interviews with BSA: 11th/12th April 2022

The British Science Association supports the principle that everyone should have the same opportunities for employment, development, and progression. All applications will be considered on their own merit and our recruitment process is competitive and transparent. We are committed to widening diversity across the organisation and we actively welcome applicants living with a disability and those from underrepresented and diverse communities and backgrounds to help us achieve our strategy

