



Candidate Brief for Chief Executive Officer



Welcome

Dear Applicant,

I am delighted to extend a warm welcome as you consider applying to join Windsor Leadership as our new CEO.

We believe that complex challenges demand exceptional leadership. Our organisation provides transformational, experience-led leadership development programmes for existing leaders and those with high leadership potential. Some of our alumni who are now counted amongst the most senior leaders in the country first participated in Windsor Leadership programmes as emerging leaders years ago.

We are proud to have clients drawn from the commercial, public and voluntary sectors. We have particularly longstanding relationships with the military and Civil Service who have long demonstrated a trust in Windsor Leadership on behalf of some of the UK's biggest public service employers.

With a purpose to inspire the leaders of today and tomorrow to transform themselves, their organisations and society for the better, our leadership development programmes offer a safe space for open discussion and challenge. By discovering more about their own behaviours and the expectations as a leader at a personal level, participants are characterised by both curiosity and courage. Diversity is also central to all we do so we have been working hard to strengthen our focus on inclusivity.

The Windsor Way ethos is distinctive and we neither teach nor train leaders; we also do not provide accreditation. In a world of growing international tension, unpredictable conflict, economic uncertainty and breathlessly fast technological change, any leadership role can be daunting. Our aim is simply to help leaders move from being good to exceptional, with the inner resources needed to navigate a complicated and challenging world – and try to improve it.

Employers nominate their most promising people at different stages of their leadership journey to participate in our programmes and pay their fees, which are highly competitive. While Windsor Leadership doesn't depend on regular charity fundraising activities, we do raise funds for bursaries for leaders from Faith groups and charities.

And it's heartening to see just how many leaders continue to attend our programmes with such passionate commitment to their work. The fact that our core programmes are populating earlier than ever suggests more and more organisations are recognising the need for this style of personal development, blended with responsible leadership.

2025 marks our 30th Anniversary. In this milestone year for Windsor Leadership, we're seeking our next CEO who will succeed Jonathan Story and take us into the next phase of sensitive growth and development. This is a unique role requiring outstanding leadership, interpersonal and influencing skills, along with the ability to manage and motivate a compact team. You will be as experienced at inspiring cadres of highly capable volunteers, accomplished in their own right, as you will be working with an engaged and interested Board. You might be reading this from any sector, but wherever you've worked, you'll bring a deep understanding of what we do and why this makes our CEO role a bit different to others.

This is a brilliant time to join us, as we explore a broad range of options for future Windsor Leadership. If you believe you have the background, skills and qualities we're looking for, I very much look forward to reading your application.



Helen Boaden
Chair of the Board of Trustees

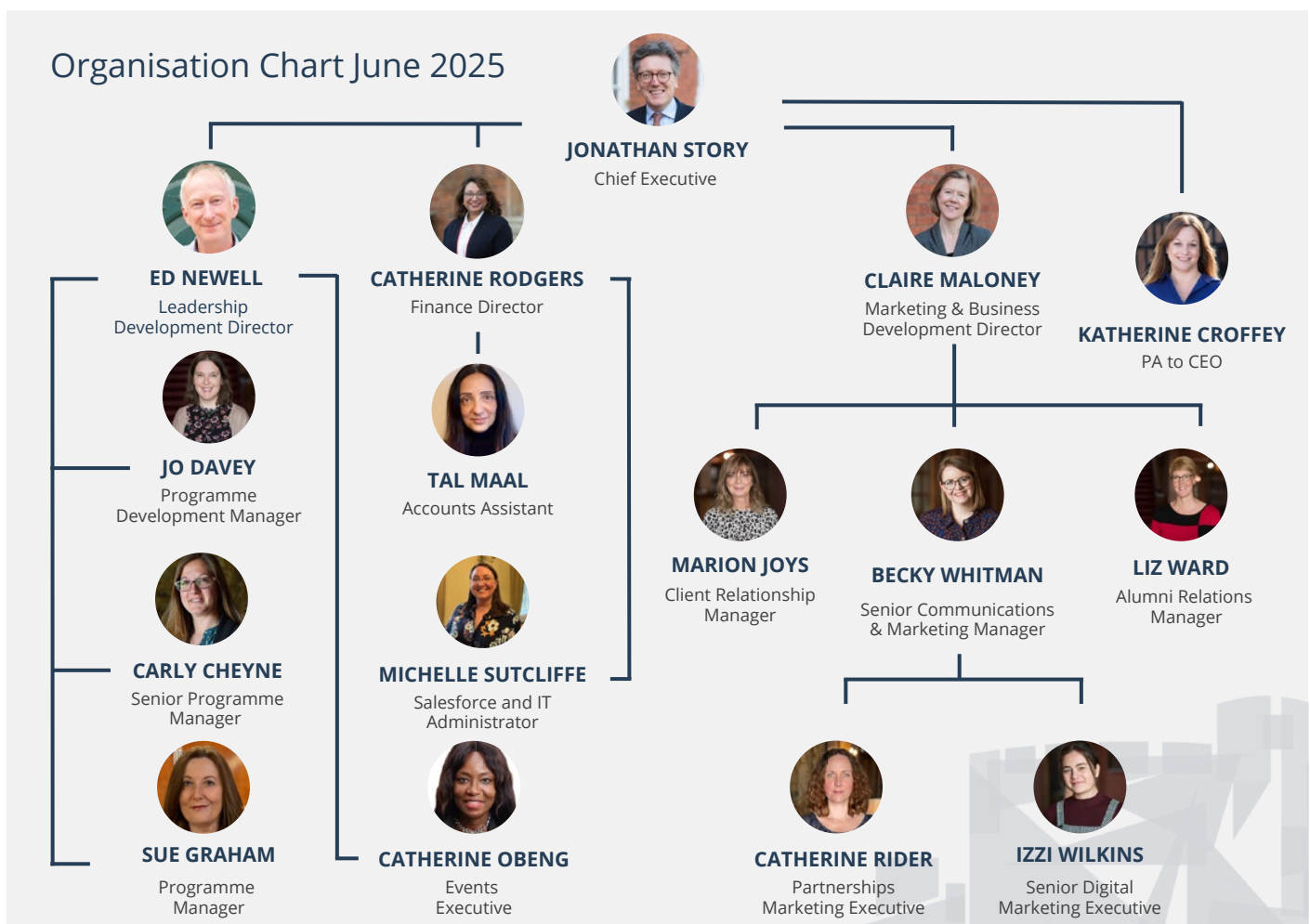
Exceptional Leaders, Leading for Good

Exceptional leadership has the power to change the world. To inspire, challenge and liberate the leaders of today and tomorrow to transform themselves, their organisations and society for the better.

We are a leadership development charity that delivers experiential leadership programmes to leaders across all sectors of society, at different stages of their leadership journey. We provide a safe, confidential environment for participants to reflect, challenge and develop their own leadership styles. We create a peer-to-peer group learning environment facilitated by experienced chairs and facilitators who follow a set of principles known as The Windsor Way. In our own behaviours, we are exceptional, respectful, inclusive, authentic and empowering.

Our aim is to encourage leaders right at the top of their organisations to lead with integrity, responsibility and wisdom, benefiting their organisations, their stakeholder community, and extending their reach to wider society. As we further build up a large community of engaged alumni, we ask this group to encourage upcoming leaders within their organisations to make responsible leadership a part of their experience, so that they too will want to make a difference through their influence in coming years.

How we are organised



Find out more

To learn more about Windsor Leadership please [click here](#)

To read our 2023 Impact Report please [click here](#)

Role Description

Role title Chief Executive Officer

Reports to Chair of the Board

Role purpose To provide strategic direction and leadership of the team responsible for the operation and developments of Windsor Leadership.

Principal responsibilities of the role

- To provide strategic direction and leadership to Windsor Leadership, retaining its recognition and authority within the field of leadership development and ensuring its impact is acknowledged and valued.
- To lead on future proofing and planning, ensuring long and short-term strategies and plans are in place that secure WL's future.
- To ensure that programme and event delivery remains of the highest standard and that the Trust's offer continues to be up to date, relevant and distinctive in a rapidly changing and demanding world.
- To act as ambassador for Windsor Leadership, raising its public profile and effectively engaging a wide network of senior leaders and supporters.
- To be actively involved in any fundraising activity required, such as for raising bursaries for leaders from Faith groups and charities.
- To lead, manage and nurture a compact, highly professional team responsible for the operation of Windsor Leadership.
- To contribute to the development of the Trust's intellectual property and ensure that its work is recognised as being at the forefront of professional leadership development.
- To ensure that diversity, in all its senses, is fully represented throughout our programmes and events.
- To foster productive relationships with a wide range of stakeholders including Trustees, Patrons, volunteers, the corporate sector, our sponsors and donors, alumni and staff, inspiring the goodwill of the Trust's broad circle of fellows and facilitators.
- To ensure Windsor Leadership meets its charitable ethos of Exceptional Leadership, reporting on the impact generated by Windsor Leadership to society, on programmes, events, and development groups.



Person Specification

In your written application, please respond directly to the criteria listed under **Part One** below. Parts Two and Three will be explored with selected candidates at interview stage.

Part One

Knowledge and Experience

- Experience of operating at a senior strategic leadership level within an organisation of comparable reach and stature. Already a trusted and respected leader you will bring a successful track record of achievement as CEO, Chief Officer or Executive Director including practical experience of working with a board.
- With experience of leading and motivating teams, you will bring an excellent track record of delivering high performance through staff and volunteers. Your leadership experience will enable you to set the agenda, monitor deliverables and provide effective oversight.
- You will understand the role that organisational ethos and culture plays and offer experience of engaging effectively with communities drawn from different sectors and backgrounds in a way that is transformative in impact.
- You will understand the leadership and management considerations that are inherent in managing a small organisation that has high profile and broad exposure and influence.
- You will most likely bring some knowledge of leadership development and will offer Windsor Leadership an undisputed personal track record of persuading and influencing a range of stakeholders and partners, including people at the highest levels of public life.

Part Two

Skills and Abilities

- Communication and engagement skills that inspire participation and support: you are someone able to present in an impactful manner with different audiences.
- Outstanding leadership and team management skills with the ability to develop and implement vision and strategic plans, handle challenge from within teams and lead remote teams.
- Interpersonal and influencing skills that secure trust and confidence.
- Sharp strategic planning abilities, with financial awareness and acumen.
- Ability to work in a mature way with Boards, building on ideas for future development.

Part Three

Leadership Style and Personal Attributes

- Credible and approachable leader with presence and who is both trusted and respected; you use emotional intelligence to win loyalty and support.
- Sound judgement with good situational awareness.
- Personally flexible and adaptable style.
- Natural collaborator and alliance-builder who commands respect quickly.
- Committed to the ethos of the Windsor Way.

Terms of appointment

Salary

Circa £125,000.

Contract

The role is offered on a full time, permanent basis.

Location

This role is based at 120-125 Peascod Street, Windsor, Berkshire SL4 1DP. We operate a hybrid working policy.

Our CEO will need to be available for around 15 overnight stays at Windsor Castle or Cumberland Lodge, throughout the year, and to be flexible for occasional evening events. The CEO will also need to be available for early morning meetings in Windsor, while supporting the programmes.

Pension

We currently run a matched contribution policy at 5%.



How to apply

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

- Your CV (no more than three sides).
- A covering letter that sets out your motivation for applying for this role and your knowledge and experience against **Part One** of the Person Specification.

We would also be grateful if you would 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.

Recruitment timetable

Closing date Monday 15th September 2025

Preliminary interviews w/c 29th September 2025

Final Panel interviews Likely to be mid-October (TBC)

