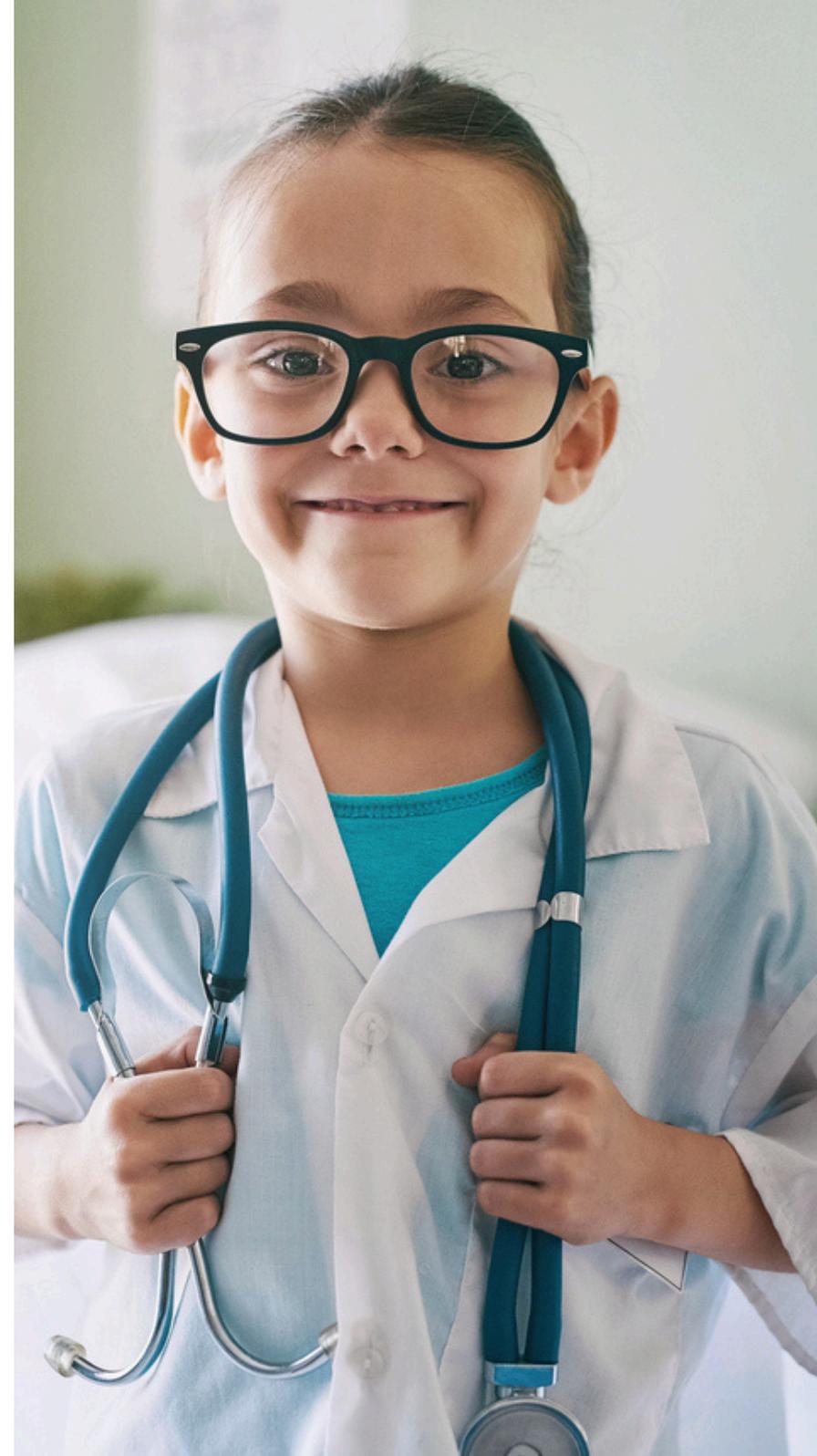




**CANDIDATE PACK FOR
CHIEF EXECUTIVE OFFICER**



Welcome

Dear Candidate,

Thank you for your interest in this role. I hope that as you read through this pack, you will come to share our sense of what is possible for Action Medical Research and for the children and families whose lives will be improved by the medical breakthroughs that we fund.

Action Medical Research exists for one reason: funding the highest quality research to give children a better chance at life. Behind every grant we award are families navigating something deeply challenging – an unborn baby at risk, a premature baby in intensive care, a child diagnosed with a rare condition or a teenager whose life expectancy has been significantly altered by illness. The research we fund helps to save and change the lives of babies, children and young people and it is a genuine privilege to fund this groundbreaking work.

What distinguishes our charity is not just the quality of what we do, but the consistency with which we have done it. For more than 70 years we have been at the forefront of children's medical research. From our early years, helping to develop the first polio vaccines in the UK, we have been funding discoveries that will benefit generations of families around the world, often without our name being widely known. Our sustained commitment to scientific excellence remains central to our identity and our standing in the research community.

And yet the opportunity ahead is considerable. Too many children are still waiting for the scientific and medical advances that can transform their lives. As we look to the future, we are committed to funding more of the high-quality research that defines our reputation, broadening our supporter base and raising our profile. I have had the privilege of working with this organisation for nearly two decades – first as fundraiser and event participant, then as a Trustee and more recently as Chair since 2021. From my first-hand experience I can vouch for the singularity of our focus on the highest quality research at leading research institutions across the UK, the high quality of our operations and processes, the dedication and commitment of our team across the organisation, our resilient financial position, the rigour of our science and the respect that it has in the wider medical scientific community, and the significance of our work and the breakthroughs our research has made.

The ambition for Action is clear: to grow our fundraising and financing base to fund more of the projects that we see and successfully appraise, so that Action Medical Research can help save and change the lives of even more babies, children and young people.

This is an opportunity to lead this strong and robust organisation with a distinguished heritage and standing in the research community. We have real potential – building on our strong foundations, grow our reach, and make a meaningful difference to medical science to improve lives of children across the UK and around the world.

If that prospect appeals to you, we would very much welcome your application.

Regards,
Luke Bordewich
Chair of Trustees

About us

Action Medical Research has been funding medical breakthroughs for over 70 years.

Amongst many of our breakthroughs, we have helped to beat polio, fight meningitis, prevent stillbirths and develop ultrasound scanning in pregnancy, helping to save thousands of children's lives and change many more.

Today, our children's charity continues to tackle the challenges disease and disability present by funding high quality research across the UK to save and change children's lives.

We rigorously select projects and research training fellows through peer review, with the focus on the health of babies, children and young people.

The research we support focuses on child health including problems affecting pregnancy, childbirth, babies, children and young people. Within this we support a broad spectrum of research with the objective of preventing disease and disability.

Action only works with leading research institutions where this helps move forward important medical research for children. Our gold standard peer review process is highly regarded and other charities often join us to fund research recommended by Action's expert [Scientific Advisory Panel](#).

We are fortunate to work with many families who share their heartwarming and sometimes heartbreaking real-life stories with us, helping to raise awareness of the importance of our work in medical research for sick babies and children.

You can find out more about our [Research Strategy here](#)



Role description

Job title:	Chief Executive Officer
Reports to:	Chair of the Board and Trustees
Direct reports:	Director of Research, Director of Finance, IT and Operations, Director of Fundraising and Director of Communications

Role purpose

The Chief Executive is accountable for providing strategic leadership and direction, enabling Action Medical Research to fulfil its purpose and thrive.

As Chief Executive, you will ensure the organisation continues to fund high quality research across the UK to save and change children's lives by growing our income, building our brand and ensuring our financial stability. In doing this, you will ensure Action Medical Research remains a great place to work and volunteer, and a fantastic charity to support.

Main duties and responsibilities

Overall organisational performance

- Leadership and management of the charity in the execution of its activities within the framework set by the Board of Trustees.
- Ensuring organisational performance is to agreed standards and measures.
- Ensuring the organisation effectively discharges its governance, constitutional and legal responsibilities.

Leadership and strategy

- Lead the development and delivery of Action Medical Research's strategic plan, ensuring alignment across research, operations, fundraising and communications.
- Lead and manage the executive leadership team, collectively and individually, ensuring performance against agreed measures and supporting the ongoing professional development of the team and individuals within it.
- Engage the board, supporting strategy, risk management, and governance.
- Be a visible and accessible leader across the organisation, accessible to staff and volunteers and working to inspire, motivate and support them in experiencing Action Medical Research as a great place to work.

External engagement and advocacy

- Act as an external ambassador for the charity to funders, research communities, clinicians, patients, industry partners and the media, building effective networks and relationships which will further develop the growth and profile of Action Medical Research.
- Actively seek opportunities to expand the influence of Action Medical Research's role with key individuals and groups such as Government, relevant Agencies, academic institutions, industry partners and other charities.
- Take an active role in establishing effective engagement with potential and existing donors and represent Action Medical Research at relevant events with external stakeholders and the media.

Culture and people leadership

- Cultivate a high-performing, diverse, and inclusive executive team and organisation.
- Promote leadership development, succession planning, and continuous improvement.
- Be a clear leader for issues of diversity and inclusion, personally role modelling our commitment to this.
- Act as visible ambassador for Action Medical Research's values internally and externally.

Governance and accountability

- Ensure rigorous governance and compliance with statutory and regulatory obligations.
- Oversee impact measurement, reporting, and organisational transparency.
- Safeguard the charity's reputation, integrity, and ethical standards.
- Build and maintain a positive working relationship with the Chair and other Trustee members of the Board and subcommittees.
- Undertake any other duties commensurate with the post of Chief Executive.



Person specification

Knowledge and experience

- Successful track record of strategic leadership and management, including working effectively with a board and leading across different disciplines, teams, projects and responsibilities. This may have been gained as a Chief Executive, or as a Director operating at a strategic level within a larger organisation.
- Deep understanding of fundraising or income growth, with experience of building high value alliances that secure financial and wider support.
- Proven track record of strategy development and execution, organisational development, and change management.
- Strong and successful experience of influencing and developing partnerships with a range of senior external stakeholders.
- Financial literacy and commercial acumen.
- Experience in health, research, or patient-focused organisations is desirable but not essential.

Skills and abilities

- Inspirational, authentic, and accessible leadership.
- Commercial acumen and an ability to effectively utilise this in a charity context.
- Outstanding communicator and relationship builder.
- Strategic thinker with operational delivery focus.
- Inclusive leader promoting diversity, equality, and inclusion.
- Strong governance and risk management capability.

Attributes and behaviours

- Commitment to Action Medical Research's mission and values.
- Integrity, resilience, courage, and humility.
- Enterprising and innovative mindset, able to think creatively and take calculated risks.
- Collaborative and flexible; works together with colleagues to achieve the common goals of the organisation, and is pragmatic about the need to be flexible.
- High emotional intelligence, empathy with affected families.
- Agility and adaptability in a complex, changing environment.

Terms of appointment

Salary:

The salary for this role is c.£115,000 per annum on a full-time permanent basis.

Location:

Action Medical Research is a virtual organisation. All staff are home based coming together at regular points across the year.

Working patterns:

Open to flexible working patterns.

Pension:

Group Flexible Retirement Plan, in accordance with our auto-enrolment obligations. The charity contributes 6% to the scheme on the basis of an employee contribution of a minimum of 3%.

Full details will be given when you are enrolled including your right to opt-out if you do not want to be a member of the plan. While participating in the plan, you agree to worker pension contributions being deducted from salary.

Annual leave:

Full time equivalent 33 days (inclusive of three days closure between 27 and 31 December), plus Public and Bank holidays.

Additional benefits:

BUPA Cash Plan.



How to apply

We hope you will consider making an application. To do so, please go to <https://starfishsearch.com/jobs/amr-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet 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.

Closing date:

Tuesday 5 May 2026
(following bank holiday weekend)
w/c 18 and w/c 25 May 2026
early to mid-June 2026

Preliminary interviews with Starfish Search:
Interviews with Action Medical Research:

