



**Job Description: Interim Chief Executive Officer – London**

**The London Transformation Project**

**Salary: Senior Executive Level**

**Hours: 0.7-1.0 FTE**

**Contract Length: Approx. 9 months – Fixed Term or Secondment**

**Start Date: Immediate (Mid-May 2013)**

**Office base: Central London at Sport England (Victoria House, Bloomsbury Square, London WC1B 4SE) – with extensive travel across London.**

**Job Purpose: On behalf of Sport England and the Greater London Authority (GLA), working in partnership, with key stakeholders (e.g. London Boroughs), to lead the establishment of the new single community sport partnership in the capital city.**

This is a challenging interim role, working within a complex political, sporting and physical activity environment in London. The Interim CEO will play a pivotal role in laying the foundations for a major step change in community sport in London.

Experience of 'change management' within the Public Sector is essential to this role. Sound commercial and business acumen is also critical to success.

The starting point for the Transformation of the community sport infrastructure in London is moving from five unincorporated Sub-Regional Partnerships (called Pro-Actives) to a new single organisation.

The aim of a new, simple and coherent community sports system in London is to encourage more people to take part in frequent sports participation and to continue to deliver the strong legacy off the back of the home Olympic and Paralympic Games.

The change will support the simplifying and strengthening of the collective 'voice' of sport in London, will seek to attract investment partners, will drive efficiencies in back of house functions and will allow more resource to be channelled into local relationships and front line service delivery.

The successful candidate will be required to establish the appropriate legal status of the new organisation (which is replacing the five Pro-Active Partnerships) and to put in place a governance and staffing structure in line with key stakeholder wishes.

A key element of the role will be to manage the recruitment and appointments process for the new organisation's Board members, and developing this key platform to shape policy and oversee delivery.

The initial task is to manage the amalgamation of the five current sub regional partnerships into a new single organisation for London. This will involve the transfer of existing staff (circa 30-35), whilst maintaining business delivery.

The Interim CEO will work to support the new Board members in developing and defining the ambition, purpose, vision of success and values of the organisation in supporting its strategic purpose.

Once staffs are transferred, the Interim CEO will be responsible for all individuals that are being integrated into a new single organisation from five predecessor hosted organisations.

This is a major change management task and the creation of a single united team focused on delivering the benefits of sport and physical activity for the wider London community is a top priority

The Interim CEO will be required to develop strategic plans and objectives for approval by the Board with appropriate supporting financial and budgetary controls and measures. The post holder will also be required to develop, and agree, a medium term business plan for the new organisation.

A key challenge will be to ensure there are the necessary human and financial resources available, and in place, to maintain business delivery during this transition period.

The successful candidate will draw upon the extensive work on Transformation already undertaken over the last 18 months and move the project into implementation stage.

The ability to hand the new business over to a permanent post holder, with solid foundations and internal and external commitment, is a key success criteria.

### **Abilities, skills and knowledge**

- Strong evidence of handling a change management process, within the Public Sector.
- Strong evidence of understanding different legal entities and their respective governance arrangements.
- Strong evidence of operating in a high profile political environment and having influence and impact.
- A proven ability to respond quickly and on own initiative to changing complex circumstances, maintaining a clear view of overall strategic pictures.
- Highly developed written and oral communication skills including the ability to present complex messages at the highest level.
- A proven ability to build and manage a high performing team including the ability to improve team and individual performance.
- A well developed ability to manage budgetary and financial issues.
- An understanding of 'London' is desirable.
- An understanding of 'Community Sport' is desirable.

**Interested Applicants** should send an up-to-date CV and single sided covering letter to: [proactiverecruitment@sportengland.org](mailto:proactiverecruitment@sportengland.org)

**Closing date: Thurs 09 May 12 noon.**

**Interview date: Tues 14 May.**