

JOB DESCRIPTION

Executive Director - Genetic Alliance UK

Job role: Executive Director

Salary: Competitive salary negotiable for an outstanding candidate.

Terms: Full time; competitive pension terms; annual holiday allowance of 25 days

Office based: Genetic Alliance UK, Level 3, Barclay House, 37 Queen Square, London, WC1N 3BH

We are the national charity working to improve the lives of patients and families affected by all types of genetic conditions. We are an alliance of over 180 patient organisations.

Our aim is to ensure that high-quality services, information and support are provided to all who need them. We actively support research and innovation across the field of genetic medicine.

We are looking for a new Executive Director who can deliver successful high impact projects together with the drive to lead the Genetic Alliance UK team, sustain our successful financial performance including fundraising and help shape future strategy.

Over the last 25 years Genetic Alliance UK has built a strong reputation for patient advocacy, making this a high profile role that needs strong interpersonal skills as well as the empathy to represent our 180 member groups to the NHS and the health departments of the UK, industry, government and politicians.

If you have the charisma, national contacts in the world of genetics and the ability to influence policy makers we would like to hear from you.

Principle responsibilities

You will:

- Work with the Trustees of Genetic Alliance UK to develop the future strategy of Genetic Alliance UK in line with the mission, aims and values of the charity.
- Maintain and strengthen our position as a credible voice for patients and families with all types of genetic conditions.
- Provide leadership and represent the patient voice in all four nations of the UK within the genetic and rare diseases environment.
- Take on board the differing views of our 180 patient group members and reflect this in our research, policy and engagement work.
- Communicate complex ideas to a wide range of stakeholders and public audiences.
- Effectively represent the positions of Genetic Alliance UK at external meetings to further the aims and objectives of the charity.
- Develop, maintain and harness strong networks to achieve the aims of the organisation.

Genetic Alliance UK

contactus@geneticalliance.org.uk

www.geneticalliance.org.uk

Registered charity numbers: 1114195 and SC039299

Registered company number: 05772999

- Lead, support and motivate staff and supervise senior management staff, cultivating a positive and supportive working environment.
- Provide financial oversight: this will be an important part of the role and requires someone who understands and has experience of financial management.
- Oversee and monitor an effective programme of income generation.
- Have an understanding of the need for good governance.

Person Specification

Responsibility	Knowledge and skills
Strategy development	<ul style="list-style-type: none"> - Excellent understanding of the genetics environment both nationally and internationally - Awareness and understanding of the charitable sector - Understanding of relevant issues facing patients with rare, genetic and undiagnosed conditions in all four nations of the UK - Ability to engage with and influence stakeholders - Proven track record of successful organisational strategy development - Ability to think strategically and to communicate the strategic vision to staff and external stakeholders.
Leadership	<ul style="list-style-type: none"> - Substantial existing contacts, nationally and internationally within the world of genetic medicine including Government, NHS, academia, and the charitable sector - Demonstrable history of honesty and integrity in dealing with other parties.
Membership management	<ul style="list-style-type: none"> - Good understanding of issues that affect small patient groups (which make up our membership) - Ability to build relationships with a wide spectrum of patients and civil society organisations, including patient groups - Excellent interpersonal skills and ability to communicate complex ideas to a wide range of stakeholders and public audiences.
Policy development	<ul style="list-style-type: none"> - Significant experience of influencing the development and implementation of policy. - Experience developing policy positions that benefit people affected by rare, genetic and undiagnosed conditions. - Ability to take on board the differing views of our 180 patient group members and reflect this in our research, policy and engagement work. - Ability to effectively represent the positions of Genetic Alliance UK at external meetings to further the aims and objectives of the charity.

Stakeholder engagement	<ul style="list-style-type: none"> - Ability to effectively communicate with target audiences – including member organisations, the All Party Parliamentary Group on Rare, Genetic and Undiagnosed Conditions, policy makers e.g. NHS England, SMC and WHSSC. - Ability to develop, maintain and harness strong networks to achieve the aims of the organisation.
Managing and developing staff	<ul style="list-style-type: none"> - Senior management experience in the charity sector - Flexible approach to providing leadership to staff that will benefit from greater support - Evidence of leadership experience and success - Evidence of dealing with poor performance effectively - Ability to lead, support and motivate staff and supervise senior management staff, cultivating a positive, enabling, supportive and values-focused working environment.
Financial performance	<ul style="list-style-type: none"> - Clear understanding of charity financial management - Ability to ensure that appropriate financial and auditing systems are in place in order to ensure continued financial sustainability.
Fundraising	<ul style="list-style-type: none"> - Ability to oversee and monitor an effective programme of income generation - Recognition of the importance of networking and stakeholder relationships for fundraising within the charitable sector - Experience of successful fundraising.
Governance and compliance	<ul style="list-style-type: none"> - Clear understanding of the need for good governance - Experience in working with the Chair and board of trustees in applying good governance - Examples of improvements to governance in previous organisations.
Communications	<ul style="list-style-type: none"> - Proven ability to represent the views of the organisation on and offline - Ability to represent organisational views through press and media work - Strong ability to communicate with a wide range of people.
Other	<ul style="list-style-type: none"> - Ambitious and passionate about the aims of Genetic Alliance UK - A willingness to travel across the UK if and when required - Working occasional evenings and weekends - Consider the potential to use goodwill of current Director in future public engagement.

Personal characteristics

- Strategic thinker
- An inspiring leader
- Strong interpersonal skills
- Strong sense of integrity
- Excellent in influencing and negotiating
- Empathetic, collegiate style
- Good listener
- Confident and inspiring public speaker
- Creative approach

How to apply

Applications (CV and covering letter) to our Chair, Chris Goard by email to chris@goard.demon.co.uk

Closing date: Friday 18th November

Preliminary interviews: Tuesday 29th November in central London.