



Association of Graduate Careers Advisory Services

EXECUTIVE DIRECTOR

Appointment Brief

AGCAS
Millennium House
30 Junction Road
Sheffield
S11 8XB

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Contents

Message from the AGCAS President

About AGCAS

Organisational structure

Role description and person specification

Terms of appointment

Application process

Job advert

Message from the AGCAS President

I welcome your interest in AGCAS and am delighted that you are considering applying for the post of Executive Director at what is an exciting time for the Association.

AGCAS has been an integral part of the higher education careers sector for over 45 years. The Board of Directors wish to reinforce and increase that impact within the sector and more widely for the benefit of both our growing membership and, ultimately, for the benefit of the students and graduates who rely on the services and expertise that AGCAS members provide.

To enable that step-change to occur we are looking to appoint our first Executive Director, whose principal aims will be to increase AGCAS's visibility and position the Association at the forefront of all HE careers and employability related debates.

To achieve those aims, the individual we are looking for will be an excellent communicator with the skill and gravitas to influence the key players in the HE sector: Institutions, graduate employers, related membership organisations, regional assemblies and national government, and the media.

The role involves more than the external facing aspects: we are seeking an individual who can lead and manage the organisation ensuring it is fit for purpose and financially secure and sustainable.

If you wish to take on this challenge and believe you can have a significant impact on AGCAS's presence and our direction of travel we'd be delighted to hear from you. Supporting the Executive Director will be an experienced senior management team, committed staff and a fully supportive Board of Directors.

I very much look forward to receiving your application for what will be a stimulating, challenging and professionally fulfilling role. Please do not hesitate to contact me if you require more information.

Yours sincerely,



Eluned Jones

AGCAS President

About AGCAS

AGCAS' current mission and aims were reaffirmed and agreed by the Board of Directors two years ago and are as follows:

AGCAS mission 2013-16

The Association of Graduate Careers Advisory Services (AGCAS) is the professional body for careers and employability professionals working with higher education students and graduates and prospective entrants to higher education.

AGCAS aims to:

- Provide a lobbying voice for its membership.
- Be the focal point for sector-wide research and expert opinion.
- Provide a range of support and development opportunities for its members.

To achieve this, AGCAS:

- Promotes standards for ensuring excellence in service delivery.
- Conducts, gathers and disseminates research intelligence on higher education and the graduate labour market.
- Delivers high-quality training, development opportunities and events.
- Offers peer support, mentoring and networking.

AGCAS operates as a charity and company in accordance with best practice.

AGCAS's current budget and strategic plan are aligned to the aims and objectives outlined above.

Current membership stands at 150 UK Member Services, with 5 International Service Members, which results in almost 2,300 Full Members and 300 Affiliate and Conference Members. Retention rates are excellent. Our large and engaged membership base helps explain the success of the growing training, events and conference programme, all of which contributes to the professional development of our members.

AGCAS's publications division, supported by member input, creates career-related content which is published by Graduate Prospects and GTI through commercial contracts with those organisations.

A fledgling research programme addresses internal research initiatives for direct member benefit, while an external programmes been designed to educate, income generate and raise AGCAS's profile.

Last year's near record surplus of £105,000 reversed a loss making trend, thanks to the actions and planning of the AGCAS Board, and represented the first year in a three year plan to deliver surpluses in the coming years. Those plans, as modified by the current Board of Directors, confirm a sound financial base from which AGCAS can develop and grow.

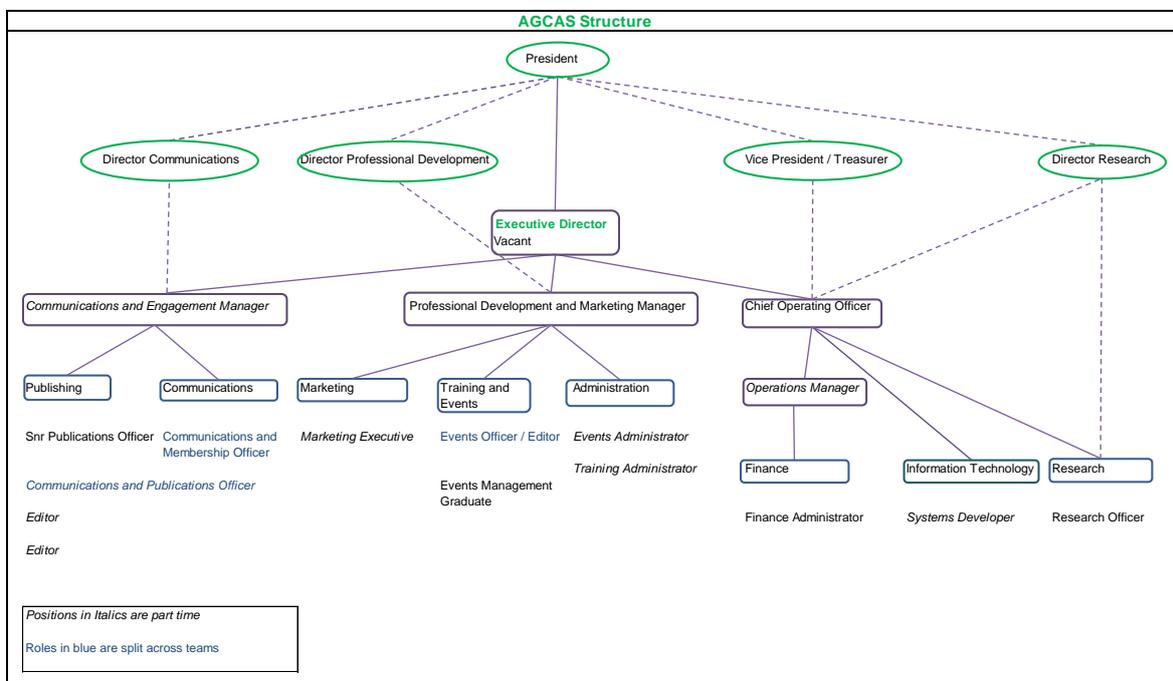
Strategy – future plans

To increase AGCAS's voice and influence, backed by a growing research agenda, with a broad, engaged and representative membership and an international reach and reputation.

Embrace a collaborative approach where appropriate, and where mutual benefit increases our impact.

Deliver continued excellence in training, professional development and events to support our financial sustainability and influence, developing non-member participation/appeal, establish effective partnerships, support for and provision of appropriate resources to members.

Organisational structure



AGCAS's stable and committed work force comprises of 13.6 FTEs, most of whom are based in our office in Sheffield.

Role Description and personal specification

Job title: Executive Director

Accountable to: AGCAS President

Location: Flexible, with one day a week in Sheffield

Job Summary:

The Executive Director, working with the Board and senior management team, will inform, develop and deliver the AGCAS strategic plan, including the associated change agenda. They must therefore embrace organisational development and change, inspiring confidence from direct reports and wider internal and external stakeholders.

He/she will be required to communicate and influence government, media and the wider HE sector. External relations should be seen as operating through both formal and informal routes of engagement and relationship building, to ensure AGCAS is a key contributor to policy development prior, during and after consultation, and cements its position as the authoritative/expert voice in the field.

The Executive Director will also be commercially astute and a prime income generator for AGCAS ensuring its ongoing commercial and business development.

He/she will lead the management team in the delivery of the operational aims and objectives of AGCAS, under the guidance of the Board and its head, the President, who is elected for a two-year term.

Main responsibilities and duties:

- Work in partnership with the Board and senior management team to inform, create and deliver the strategic plan, paying particular attention to membership needs and external relationships, through the development of a high performing and motivated team with clear key performance indicators (KPIs) and accountabilities.
- Develop and deliver KPIs, ensuring the association delivers on agreed strategic goals, the business plan and budgets.
- Promote and represent AGCAS externally, including:
 - Work closely with the President, Board and senior management to ensure that external messages are clear, consistent, targeted and have impact
 - Ensure that AGCAS views are presented appropriately and effectively in the media in relation to all aspects of HE careers and employability
 - Establish effective partnerships with organisations across the UK and abroad, as appropriate, that help AGCAS to achieve its strategic aims and objectives
 - Liaise effectively with relevant government bodies and organisations across the UK to inform them of the value AGCAS and HE Careers Services bring to the HE sector

- and the labour market, and to influence policy as it affects those areas
 - Liaise informally with relevant government bodies and associated organisations to effectively lobby those groups on behalf of AGCAS members and its organisational aims and objectives
 - Monitor, in conjunction with the Communications and Engagement Manager, the effectiveness of AGCAS external promotion to ensure maximum impact
 - Contribute to major AGCAS events and external events, alongside the AGCAS Board as the voice of AGCAS
- Work with the President, Board and Senior Management Team to review, develop and deliver new income generating streams, including:
 - Review existing revenue streams and identify opportunities to maximise and enhance their effectiveness
 - Develop a range of new income streams, including corporate supporters and through commercial activities
- Ensure that AGCAS remains relevant to the current and future membership, including:
 - Provide a visible lead to the membership on matters of importance to the profession and to represent and respond to their interests appropriately
 - Develop AGCAS policy in line with guidance from the Board to ensure this reflects the views of the membership
 - Ensure that AGCAS strategic aims and objectives, and the plans to ensure their achievement, align with the needs of AGCAS members and to support members in their daily operations
 - Inform the membership of AGCAS strategic aims and objectives and key developments in the sector
 - Report to the membership on progress against AGCAS goals and targets
 - Work with the President, Director for Membership and appropriate management in reviewing retention, engagement and growth of AGCAS membership
- Inform the aims, policy and strategy of AGCAS, including to:
 - Keep abreast of, and report on, the latest developments of relevance to the guidance, employability and HE sector (in the UK and overseas) and advise the Board of the implications for AGCAS and its strategic aims and objectives
 - Produce papers and reports for consideration by the Board on issues of importance and their potential impact on careers guidance, employability and delivery in HE
 - Research and keep abreast of good management practice as it relates to charitable bodies and professional membership organisations, and to advise the Board on the implications of such good practice for running AGCAS
- Work with the Board, present to the Board and serve on required committees:
 - Work with the Company Secretary to ensure the Board fulfils its legal, financial and strategic responsibilities
 - Internally ensure good information flows to the President and into the Board
- Provide strong, supportive and enabling leadership to all staff, including:
 - Direct line-management of the senior management team
 - Ensure that sound human resource policies, procedures and practices are in place
- Demonstrate an active commitment to ongoing professional development

Flexibility:

Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the Board, through the President.

UK travel and overnight stays will be expected in the role, as will occasional international travel.

PERSON SPECIFICATION

Title: Executive Director

Accountable to: AGCAS President

Location: Flexible, with one day a week in Sheffield

The Executive Director will be an effective leader and excellent communicator, with the gravitas to inspire and influence AGCAS’s internal stakeholders, together with the external stakeholders including the government, media and wider HE sector.

Criteria:

Skills, knowledge and experience

Ability to forge excellent, lasting/productive/effective relationships with a range of people, especially those in government, senior members of HE institutions, NGOs and the AGCAS membership

E

A background within HE, careers or graduate recruitment or a strong understanding of these areas based on other relevant experience

E

An understanding of the specific requirements involved in running a charity and/or a professional membership organisation

D

Strong political and business awareness in order swiftly to recognise and highlight areas that might affect AGCAS and its membership

E

Commercial acumen and the ability to capitalise on commercial opportunities and deliver income targets to successfully sustain and grow the organisation

E

Excellent communication skills to engage different audiences appropriately both through writing and speaking

E

Ability to inspire confidence and to establish credibility

E

Effective leadership skills to engage both AGCAS staff and its membership

E

Experience of operating at Board level, ideally with Trustees and within a board and committee environment

E

Ability to plan and organise time and activities effectively	E
Self-starting, self-motivating and flexible with the ability to cope under pressure	E
Creativity and an innovative approach	E
A first degree or relevant professional qualification	E
Excellent strategic planning and project management skills	E

Terms of Appointment

The role is permanent full time position. A significant amount of travel is envisaged, and while location is flexible, one day a week will be at the AGCAS office in Sheffield.

Given AGCAS's close links with the HE sector, many of the terms and conditions are closely related to that sector, with a salary of circa £70,000 matched by entitlement to join the USS pension scheme and 31 days holiday.

Application process

Applications should be sent by email to: ian.ford@agcas.org.uk

Alternatively they may be sent by post to:

Ian Ford, AGCAS, Millennium House, 30 Junction Road, Sheffield, S11 8XB

Closing date for applications is midday Wednesday 23rd September 2015

Applications should consist of:

- A full CV
- A covering letter of not more than two pages summarising your proven ability related to the person and job specification and why you are interested in the role.

If you would like to arrange an informal discussion about the role with the AGCAS President, Eluned Jones, before submitting your application, please contact her via Ravinder Chall, Executive Assistant to Eluned Jones (Director of Student Employability), University of Birmingham on 0121 415 9023 (direct dial) or via email on r.chall@bham.ac.uk

Interviews will be held in Sheffield on Monday 5th October.

August 2015

Job Advert

Executive Director

Location: Flexible, with one day a week in Sheffield

Salary: circa £70,000

The Association of Graduate Careers Advisory Services (AGCAS) has been an integral part of the higher education careers sector for over 45 years and the current Board of Directors wish to reinforce and increase that impact both within the sector and beyond. To enable that to happen, we are looking to appoint our first Executive Director, whose principal aims will be to increase AGCAS's visibility and position the Association at the forefront of all HE careers and employability related debates.

To achieve those aims and to lead and manage the organisation, ensuring AGCAS is fit for purpose and financially secure, the individual we are looking for will be:

- An excellent communicator with the capacity to influence and inform key players in and beyond the sector
- Commercially astute and a significant income generator
- A strong, supportive and enabling leader
- Strategically focussed, able to both develop and deliver strategic plans

We anticipate candidates will have a background within HE careers, graduate recruitment or a closely related field, as a strong understanding of those areas will be a distinct advantage.

Supporting the Executive Director will be an experienced senior management team, committed staff and a fully supportive Board of Directors.

If you wish to take on this challenge and believe you can have a significant impact on AGCAS's presence and our direction of travel we'd be delighted to hear from you.

An information pack and detail of how to apply are attached.

Interviews will be held in Sheffield on Monday 5th October.

The closing date for completed applications is midday Wednesday 23rd September 2015.