

THE ACADEMY OF URBANISM

The Academy of Urbanism

Managing Director Job Description

April 2022

The Academy of Urbanism

The Academy of Urbanism is a politically independent, not-for-profit organisation that brings together both the current and next generation of urban leaders, thinkers and practitioners.

It was founded less than 20 years ago, but in that time has established itself as a leading advocate of place-making and the benefits deriving from good practice.

Our mission is to understand, promote and celebrate what makes great places and to apply these lessons to the improvement of towns and cities across Europe and beyond.

We do this by supporting, through access to expertise and knowledge of places, the people and organisations that create and sustain them.

Our membership comprises Academicians, Young Urbanists, Individual Members, Group Members and Academic Group Members.

Summary

This is an opportunity for a determined person to mould the future of the Academy over the coming years.

Managing Director's role

The Managing Director (MD) will be responsible for the organisational, operational and strategic management of the business. The candidate will lead the small executive team, reporting to the Academy Board, and will oversee all matters, taking responsibility for both internal and external facing communications with our Members, other organisations, and public statements.

The MD will be responsible for managing the support and attraction of new Members, dealing with senior staff with Group and Academic Group Members, and assisting with the promotion and running of events throughout the year.

The MD will lead the small executive team taking responsibility for all staff matters and recommending the future personnel structure.

The MD will co-ordinate and where necessary initiate strategies, overall planning and organisation of the business. They will take overall responsibility for reporting to the Board and the Work Groups on a quarterly basis. They will design and implement systems for financial control, establishing budgets, monitoring the expenditure and financial statements of the business. They will be responsible for managing all HR and H&S matters. The MD will also contribute towards the implementation of software systems to maximise the efficiency of the business.

Management Structure

The Board of the Academy is made up of 12 Directors with one of those designated as the Chair. There are also four Work Groups:

- Finance and Governance
- Membership and Sponsorship
- Events and Marketing
- Policy

Each Work Group is chaired by a Director.

The MD would be expected to attend all Work Group and Board meetings, taking responsibility for the executive's reports, oversight, and implementing any executive actions.

Requirements

The candidate is likely to have a degree, preferably in a subject that would benefit the understanding of the organisation's objectives.

The candidate will have proven skills in managing staff and finances, representing the interests of an organisation and being its ambassador with good presentational IT skills.

Salary and Terms

Salary will be in the range of £50,000 to £60,000 depending on experience and qualifications, and assuming a full-time position. If less than full-time is preferred and acceptable to the Academy the salary would be calculated pro-rata.

Holiday entitlement is 31 days per annum including public holidays, increasing by 1 additional day per year for each year of service for the first 5 years.

The Academy's office is located at 70 Cowcross Street London EC1M 6EJ.