

Job Title:	Chief Executive
Reports To:	Chair and Wikimedia UK Board
Responsible For:	All staff
Location:	London, with occasional travel overseas
Salary:	circa £70,000 per annum

Purpose of the Role

- To provide dynamic, strategic leadership, enabling the organisation to grow whilst ensuring its vision, mission and values are adhered to
 - Work with the Board, staff, members, volunteers and the Wikimedia community to deliver an ambitious strategy for growth and sustainability, with corresponding business plans and objectives
 - Increase the organisation's resources and income through proactive relationship building and developing strong propositions
 - Ensure long term sustainability, through effective governance, sound finance and delivery of services
-

Main Duties and Responsibilities

Strategic leadership

- Work with the Board, staff, members, volunteers and the Wikimedia community to develop a strategic plan to deliver our strategic aims
- Develop relationships with the Wikimedia Foundation, partner organisations and major funding bodies to ensure future funding
- Increase the organisation's profile and impact using sound business planning
- Work in line with our values to create a positive and transparent culture

Income Generation

- Take responsibility for driving the organisation's income and growth
- Build relationships with trust and foundation partners to convert them into financial supporters
- Develop propositions for funders and donors

Staff management

- Provide management and leadership to the Wikimedia UK staff team
- Manage personal development objectives, appraisals and training and support.
- Manage all personnel issues including recruitment, payroll, training, absence, disciplinary and grievance processes

Financial and operational management

- Oversee the development of Wikimedia UK's programme work
- Ensure appropriate consultation and engagement with volunteers and the Wikimedia community in the development of the charity's work
- Position the Charity to develop technology in support of its aims
- Take responsibility for the financial health of the charity, reporting to the Board and mitigate financial and operational risks facing the charity as they arise
- Identify and mitigate reputational risks, ensuring the charity is an effective steward of the reputation of the Wikimedia movement

Governance & Compliance

- Ensure that the Charity acts at all times in compliance with its governing documents, all relevant legislation, regulatory codes and partnership agreements (including those with the Wikimedia Foundation)
- Support the continuing development of the Charity's board and governance
- Attend all meetings of the Board, Governance Committee and Audit & Risk Committee and ensure high-quality reports are provided to them on a timely basis

Person Specification

The role requires the rare combination of strengths needed to be an effective CEO: leadership, drive, determination and the skills of management; strategic planning, relationship building, and practical judgement.

We are looking for an exceptional individual with the following experience and skills:

Essential Experience

- Experience of developing and implementing strategies for growth
- Proven track record of building personal relationships with high profile organisations, trusts and foundations in order to secure income
- Experience of successfully developing sound propositions to secure income
- Experience of managing significant change
- Senior management experience and experience of working with a Board
- Significant involvement in building profile and reputation
- Proven experience of collaboration with the ability to build excellent relationships with internal and external stakeholders, preferably with volunteers
- Experience of working in a similar sized operation
- Experience of managing budgets and maintaining the financial viability of an organisation

Desirable Experience

- Personal experience of the open knowledge or open source movements, or of participating on any of the Wikimedia projects.

Skills, Qualities and Knowledge

- Strong leadership, interpersonal and people management skills with the ability to bring together and inspire a range of stakeholders
- Highly articulate with strong written and verbal communication skills.
- Strong influencing and negotiating skills
- Strong strategic and hands on abilities
- Energetic and passionate with a high level of adaptability and resilience
- Highly organised and with business and financial acumen.