# Alpha*Plus* Ltd: Chair of the Board (part-time)

# Job description

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| **Overview** | Alpha*Plus* is a limited company and education consultancy specialising in the design, development and deployment of qualifications and their underpinning assessment, and in the evaluation of their performance and impact.  We are looking to appoint a part-time non-executive Chair of the company. The individual we are seeking will have experience at a senior level in both education and the commercial world, and ideally with knowledge of educational assessment.  The Chair will provide inspiration, leadership and direction to the Board in determining company strategy and monitoring the achievement of the organisation's objectives. |
| **Key roles** | * To be an ambassador for the company, acting as a spokesperson where appropriate and representing the company at occasional external meetings, functions and events. * To chair Board meetings and manage the business of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process and ensuring a consensus. * To carry out appraisals of the functioning of the Board and its members. * To ensure that the Board adheres to all its responsibilities and fulfils all its duties in line with company law. |
| **Typical responsibilities** | * Providing leadership, support and advice to the company and its Board. * Ensuring that the Board operates within its stated objectives, and provides a clear vision and strategic direction for the company. * Ensuring that the Board sets out a suitable strategic plan and monitors that timely progress is made against the plan. * Ensuring that the Board regularly reviews major risks and associated opportunities, and satisfies itself that systems are in place to take advantage of opportunities, and manage and mitigate any risks. * Fostering and maintaining constructive relations between Board members, addressing any conflict within the Board. * Monitoring the implementation of decisions taken by the Board. * Chairing meetings of the Board, ensuring it has accurate and clear information. * Acting as a company spokesperson when appropriate. * Representing the company at relevant external events and meetings.   *The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.* |
| **Key relationships** | |
| **Internal** | * Directors |
| **External** | * Key members of relevant agencies and groups * Key sector influencers |
| **Person specification** | |
| **Personal attributes** | * Commerciality: participating actively and willingly in activities to generate new business. Creative and innovative in approaching the winning of new work. * Embodying and sharing company values. * Demonstrating strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role. * Demonstrating tact and diplomacy, with the ability to listen and engage effectively. * Strong networking capabilities that can be utilised for the benefit of the company. * Ability to foster and promote a collaborative team environment. * Ability to commit time to conduct the role well, including travel and attending events out of office hours. * Significant experience of chairing meetings and events. * Excellent written and spoken communication skills. * Excellent analytical capabilities. |
| **Relevant experience** | * Operating successfully in a senior strategic leadership role with a substantial track record of high achievement throughout career, securing partnerships and business opportunities, and delivering company strategy. * Several years' experience at a senior level in the education management sector with a thorough understanding of the sector. * Experience of external representation, delivering presentations and management of a diverse range of stakeholders. * Significant experience of chairing meetings and events at a senior level. * Strong commercial and customer service awareness and experience in the sector. * Working knowledge of company law and data protection legislation. |
| **Time commitent** | Up to 5 days, but typically on average 3 days / month |
| **Remuneration** | £500 / day |