



ROLE PROFILE

Chief Executive Officer

THE ROLE

Reporting to the Board of Trustees

To provide leadership, ensure the effective management of the Commonwealth Sport Foundation (the Foundation). The CEO will be responsible for the Foundation's day-to-day running. Ensuring it adheres to its mission whilst delivering against its goals and objectives while staying true to its values. Key priorities will be finalising the operational establishment of the Foundation (ensure the effective delivery of governance, policies and procedures etc.). Working with the President and Board, ensuring the execution of mutually-beneficial agreements between the CSF and the Commonwealth Games Federation (CGF) and CGF Partnerships; negotiating and managing the CSF's interests, obligations and opportunities for the Birmingham 2022 Commonwealth Games. Define and establish the CSF's role, opportunities, and responsibilities in future Games.

1. KEY RESPONSIBILITIES

Key Responsibilities	
Management and Leadership	<ul style="list-style-type: none">• Partner with the Board to develop and establish the direction and strategic priorities for the Foundation post-Birmingham 2022 Commonwealth Games• Collaborate with CSF Trustees and CGF senior management to create and oversee an operational plan for the CSF to realise ambitions with the Victoria 2026 Commonwealth Games• Work closely with CGF CEO to align strategic priorities across CSF and CGF, including the finalisation of a partnership agreement between the two organisations• Ensure accountability for the effectiveness of programmes and maintain high standards for excellence
Fundraising	<ul style="list-style-type: none">• Develop and refine the case for support on an ongoing basis• Create and execute a strong fundraising plan for 2023 - 2026• Ensure compliance, regulatory and any other obligations with regard to the CSF's fundraising campaign are defined and upheld• Manage and strengthen ongoing relationships with donors• Work closely with CGF and CGFP and deliver fundraising opportunities and agreements with the Victoria 2026 Organising Committee
Grant Administration	<ul style="list-style-type: none">• Ensure the Foundation's grant application processes are fit for purpose (including but not limited to due diligence protocols, anti-money laundering and management of reputational risk, safeguarding etc.)• Monitor and evaluate grantees' use of grant funding

Commonwealth Sport Foundation

Registered address: 55-58 Pall Mall London SW1Y 5JH United Kingdom

A company registered in England and Wales (10363544) with charitable status (Charity No. 1173238)



Operations and Compliance	<ul style="list-style-type: none"> • Ensure all policies and contracts are in line with the vision and mission of the CSF and also comply with high standards of English company and charitable law and other relevant bodies and regulators • Ensure the CSF upholds the highest standards of reporting and evaluation and fully meets its reporting commitments to donors, auditors and regulators. • Ensure understanding of policy and emerging political and legislative issues at the local, territory, state and country levels, which will affect the Foundation's social impact activities
Communication and Relationship Building	<ul style="list-style-type: none"> • Build strong, respectful, and productive relationships with all Trustees and staff • Manage the coordination and administration of CSF Trustees meetings • Provide updates to the CGF CEO and Executive Board on agreed timelines • Communicate with a clear, articulate, and persuasive style both orally and in writing
Staff Management	<ul style="list-style-type: none"> • Build a high performing and effective CSF team to deliver the strategic plan
Stakeholder Relations	<ul style="list-style-type: none"> • Understanding the stakeholder's needs and expectations • Effectively communicate and deliver the Foundation's social impact interests and values to broadly diverse stakeholders • Engage and maintain relationships with the Foundation's stakeholders, including grantees, staff, thought leaders, industry peers, governmental entities, and partner organisations
Financial Oversight	<ul style="list-style-type: none"> • Ensure the effective delivery working with the finance function on all financial matters, including maintaining appropriate processes and procedures are adhered to, End of Year Accounts are delivered. Investment plans, annual budgeting promptly, financial planning, and proper governance meet the legal requirements of English corporate and charitable law.
Governance	<ul style="list-style-type: none"> • Establish and maintain good governance under conditions of independence while ensuring compliance with English Charity Law

2. ROLE CHARACTERISTICS

Communication

- Excellent communication skills, comfortable speaking and presenting in any environment.
- Communicates and collaborates confidently using different styles and approaches as required
- Has an excellent ability to understand what is required to ensure that the CSF is communicating well at the highest level, including with the public and media outlets
- Proven experience in people management.

Complexity

- Ability to apply a problem-solving approach. Highly capable of articulating ideas/concepts towards resolving, convincing, negotiating and/or selling others to attain the desired result in the most sensitive and impactful situations. The ability to adapt to the most appropriate approach, strategy and style for the situation is essential.



Impact

- When required, takes personal responsibility for decision making within the governance principles of the CSF. Responsible for devising and implementing short- and long-term Foundation strategies. A committed individual who typically works on their initiative.
- Experienced in dealing with evolving and challenging situations.
- Proven political astuteness essential
- Experienced in collaborating and solution focused management style required.

Governance

- Proven experience in Governance and Administration
- Experienced in managing stakeholders including staff.
- Proven Ability in managing Finance matters, clear ability to undertake financial matters and the financial obligations of the company
- Experienced in UK Governance matters

3. QUALIFICATIONS

Education:

- Undergraduate degree desired
- Advanced degree and training desired in business, sport business, fundraising, public policy, philanthropy, or international development

Experience:

- 7-10+ years of experience in a senior management role at a similar institution, including general sport, sport for development or other foundation backgrounds

Candidates for the CEO role must demonstrate:

- Strong business acumen, sound judgement and experience leading complex organisations
- Strategic planning and fundraising experience with annual campaigns and the securing of grants
- A track record of senior leadership and management of diverse teams in a mission-driven organisation
- Successful track record of nonprofit revenue development, including individual, Foundation, corporate and special event fundraising
- Experience in building effective partnerships and coalitions among organisations and activists, from the grassroots to national levels
- The ability to build and sustain a culture of equity across the organisation provides a sophisticated intersectional analysis. Ensure a diverse, equitable, and inclusive internal culture
- A capacity for change management showing specific experience managing organisational growth and change
- Experience working effectively and collaboratively with a Board of Trustees or similar volunteer leadership group
- Ability to operate with high personal and professional integrity and transparency with a commitment to ethical standards
- In-depth knowledge of the sport for the development and peace sector
- Experience with fundraising campaigns and projects



- Understanding of the cultural, social, political, and policy landscape within the Commonwealth
- A record of success initiating and fostering strategic partnerships proving highly networked
- An engaging presence with political savvy
- A track record of successfully communicating with people from different sectors of society

4. COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

The Commonwealth Sports Foundation strives to embed equality, diversity and inclusion into our charity, not just in our programmes, projects, events and services but also in our workplace.

We value and are committed to the diversity of the Commonwealth of Nations and Territories and aim to have a board and workforce that reflects this. We, therefore, encourage applications from all sections of the community.

We are committed to ensuring that all applicants have equality of opportunity. This commitment is reflected in our appointment policies and practices, recognising the provision of equal opportunities as a matter of good governance.

The aim is to promote equality of opportunity so that no applicant will be subject to unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, religion, disability, sexual orientation, offending background, membership or non-membership of a trade union or political beliefs.

Applications to be sent with the Subject title CEO Commonwealth Sport Foundation to myra@myramcglynn.com by COB on Friday May 14th 2022.