

# ROYAL COMMISSION FOR THE EXHIBITION OF 1851

## Job Description for Post of Secretary

**Job Title**                      **Secretary**

**Organisation**                **The Royal Commission for the Exhibition of 1851**

The 1851 Royal Commission is an educational charity with assets in excess of £140 million. Its annual grant-giving exceeds £4m and will increase in coming years. The Commission is directed by a Board of Management composed of between ten and twelve Commissioners and is managed on a day-to-day basis by the Secretary from offices in the Sherfield Building, Imperial College, London SW7 2AZ.

**Reports to**                      **The Chairman and the Board of Management**

### **Purpose**

- To direct and manage the work of the Commission, its staff of four and its offices, on behalf of the Board of Management.
- To represent the Commission within the science, technology, education and charity sectors.
- To publicise the work of the Commission, raising its profile and influence within its sector.
- As directed by the Board of Management, to ensure the continuing development and evolution of the Commission and its work to reflect both its increasing resources and changes in science and industry.

### **Key Responsibilities**

- Direct the work of the Commission in accordance with the wishes of the Board of Management and the Commission's committees.
- Manage the staff and offices of the Commission and oversee the work of the staff in accordance with their own job descriptions.
- Service, support and attend all meetings of the Board of Management and the Commission's Committees.
- Direct and manage the Commission's award programmes and the administration of all award recipients.
- Direct the marketing and communication of the Commission's award programmes.
- Direct the activities of the Commission's advisers: auditors, investment managers, lawyers and surveyors, on behalf of the Board of Management.
- Oversee the management of the Commission's freehold estate.
- Retain a regular dialogue with the Commission Chairman, Committee Chairs and Commissioners as required to ensure the smooth running of the Commission.
- Maintain a dialogue with the Palace and the staff of the Commission's President.
- Review remuneration and allowances for staff and award holders and make recommendations to Commissioners and committees as appropriate.
- Retain good working relationships with Imperial College and maintain the office Service Agreement.

**Scope and scale of role**

The Secretary's is a part-time appointment at 4 days per week and while nominally expected to be in the office from 10.00am – 4.00pm, it is assumed that the Secretary will work as necessary to meet the requirements of the role. There is flexibility to work from home commensurate with the requirement to provide appropriate supervision to the other members of staff. As it is a representative role, the Secretary is also expected to attend events and meetings where the need for a Commission presence is required.

**Candidate Profile**

As its chief executive the Secretary represents the Commission at every level and needs to have the ability, status, experience and flexibility to fulfil this task, with a successful background of leadership at director or chief executive level. Adaptable, diplomatic, gregarious and energetic, the Secretary should ideally have a background in science or engineering with sufficient knowledge and experience of the science, technology, education and charity sectors to be able to manage the continuing development of the Commission and its activities. With a small staff, he or she needs to be a strong and consistent leader who is IT literate and prepared to do whatever needs to be done, from the strategic to the everyday, to ensure the smooth running and administration of the Commission's activities. As well as becoming fully engaged in the activities of the Commission's legacy cultural estate, the Secretary must also develop an effective working relationship with Commissioners, committee members and Commission advisers to retain their full confidence and meet the requirements of the post.

**Remuneration**

A salary of £100,000, pro rata, with an additional 15% contribution to a personal pension scheme. Holiday entitlement is six weeks pro rata per holiday year excluding Bank Holidays and Imperial College closed periods at Christmas and Easter.

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