

## Physics Partners Chief Executive – Background

### Physics Partners – who are we?

We are a dynamic and expanding educational charity with a mission to improve physics teaching in state schools. Most physics at GCSE level is taught by non-specialists; we work with them to build confidence and improve subject knowledge. Our highly qualified and experienced trainers support newly qualified teachers, and teachers without a physics qualification, to give better and more exciting lessons, and to inspire students to reach their scientific potential. They lead bespoke workshops in schools, or in school-based hubs with teachers visiting from local schools. The trainers also help technicians and sometimes work with small groups, offer one-to-one mentoring and even virtual support.

Founded in 2007, Physics Partners has until now been run by two of its founders, Tommy Cookson and Sir Michael Jenkins, together with a Board of Trustees and an annual turnover of less than £100k. A team of Ambassadors (regional managers) has recently been appointed with the remit of coordinating training within their respective regions. The Trustees are active in their support of the charity and give generously of their time assisting with operations.

We are accredited by the Independent Schools Inspectorate (ISI) and work closely with the Institute of Physics, academy chains and the Girls' School Association. We partner with independent schools, many of whom are hub schools operating networks of local schools whom we support.

Read more in our [brochure](#).

### Appointing a Chief Executive – why now?

Physics Partners has expanded dramatically in recent years and our expert trainers currently support over 170 schools through our new structure of regional Ambassadors. We now need a Chief Executive to lead the charity through its next phase of expansion.

The demand for our support is more urgent than ever, as physics teachers are increasingly hard to recruit, and the dearth of STEM graduates is ever more apparent. As one of few organisations offering fully-funded bespoke physics support in school science departments and with sympathetic and generous donors, Physics Partners is well-placed to make a real difference.

## Physics Partners Chief Executive – Job Description

**The Chief Executive is responsible to the Board of Trustees for the day-to-day management and development of the charity.**

The role is part-time, 3 days a week or its equivalent (i.e. the hours could be spread across 4 or 5 days) and supported by an administrator. The location is flexible, though Trustee meetings are in London. Some travelling will be expected because of the nationwide nature of the charity's work.

The salary is £25k - £30k (by negotiation) for 0.6 FTE (£42k - £50k FTE). Ideally, we would like our new Chief Executive to start in April 2019, but we could consider a September 2019 start.

Your principal responsibilities would include:

### 1. Planning

- Preparing strategic development plans for the charity on a two-year rolling cycle;
- Ensuring that Ambassadors produce ambitious and achievable plans for their regions and advise where necessary;
- Preparing and reviewing a risk register, taking steps to reduce unwanted risk.

### 2. Finance and Fund-raising

- Preparing annual budgets for the implementation of development plans and obtaining Board approval, ensuring that the charity has sufficient resources in place to meet planned commitments;
- Identifying potential sources of funding and preparing applications to grant-giving bodies, corporate or other donors as appropriate, with Board support;
- Overseeing financial record-keeping and filing returns to HMRC;
- Negotiating and monitoring contracts with third parties including any out-sourced functions.

### 3. Operations

- Establishing and reviewing administrative and financial systems
- Overseeing Ambassador appointments;
- Line managing the Ambassadors in their work of liaising with trainers and schools, and in organising training sessions and recruiting new schools;
- Monitoring the performance of all representatives of the charity;
- Reporting to Trustees Board meetings (3 times a year) and organising regional and national meetings of Ambassadors and Trainers;
- Developing and implementing systems for measuring and analysing impact;
- Keeping abreast of developments in physics education and its provision in schools;

- Developing and maintaining links with associate organisations, e.g. the Institute of Physics, and considering new links that could be advantageous to the charity.

#### 4. Marketing and Communications

- Developing a marketing and communications strategy;
- Overseeing the management of the website, output on social media and the production of marketing materials.

#### 5. Governance

- Ensuring compliance with all legal obligations, including acting as Company Secretary
- Ensuring that the charity meets the regulatory requirements of Companies House and the Charity Commission, and that the requirements of the Articles of Association are observed;
- Ensuring that standards and policies relating to the privacy of information and safeguarding are implemented.

## Physics Partners Chief Executive – Person Specification

The post of Chief Executive would suit a woman or man from a wide range of possible backgrounds, looking for a role which is challenging although part-time, with national influence and an opportunity to make a real difference.

You **must** be:

- A strategic thinker, able to take an overview and high-level decisions, yet pragmatic in your approach to challenges
- Used to working at a senior level in an organisation, managing professional staff and involved in strategic decision-making including preparation of budgets and analysis of data
- An excellent communicator orally and in writing; resilient and diplomatic when dealing with a wide range of people, including school heads and staff; trustees, Ambassadors and expert trainers working for Physics Partners, staff from associated bodies and donors
- Experienced in Board membership or meetings
- Knowledgeable about and interested in the English state education system
- A self-starter, able to work independently setting own targets and a confident representative of the charity
- Willing to travel across the country on occasion
- Happy to take on a range of functions from administration and people management to fund-raising and development
- Of strong personal integrity

In addition, you would **ideally** have:

- Experience in developing income streams, whether from grant-making foundations or corporate or individual donors
- A passion for improving education in the state sector and an interest in repairing educational disadvantage
- Experience of schools, e.g. as a teacher or governor
- Experience of the charity sector
- Some knowledge of science

## Physics Partners Chief Executive – Applying for the job

Please send us, by 18.00 on 21st December 2018:

1. a letter of application addressed to Tommy Cookson (Chairman) and
2. your CV

You should email these as attachments to: [office@physicspartners.com](mailto:office@physicspartners.com) with the subject as **CE application [your name]**

We will invite shortlisted candidates to an interview in January after which references may be requested. We are committed to safeguarding. Successful candidates will be required to abide by the charity's safeguarding policy and to undergo an enhanced DBS check.

If you have any questions or would like an informal chat about the position, please contact Christina Astin (Trustee) at [office@physicspartners.com](mailto:office@physicspartners.com)

*November 2018*