

Secretary

Job Description

1. Summary

Job Title:	Secretary	Civil service pay grade equivalent:	6/7
Employer:	Public Chairs' Forum	Salary:	£65,000 per year
Post:	Secondment (up to 24 months)	Date Issued:	May 2025
Work pattern	Full time or part time (min 3 days)	Closing Date:	18 June 2025

2. Background

Public Chairs' Forum (PCF) and Association of Chief Executives (ACE) are two separate membership organisations. PCF provides support to chairs and non-executive directors, ACE for chief executives, executive directors and senior executive officers of public bodies.

Both organisations exist to support executives and non-executives as they seek to strengthen UK public bodies by offering peer support, insight, inspiration, education and improvement towards the efficiency and effectiveness with which public services are delivered.

With over 300 public bodies in the UK operating at 'arm's-length' from government, PCF and ACE provide the opportunity for leaders to discuss cross-cutting government issues, share good governance and leadership practice and engage with the centre of government on key aspects of public service delivery.

3. Organisational values

PCF and ACE are **member-led** organisations.

Both organisations exist to **provide support to members**.

Funded by membership subscriptions, both PCF and ACE are **independent** organisations.

PCF and ACE are politically neutral and offer **impartial** advice.

4. The Team

The Secretary will work as part of a small, dedicated Secretariat function for **Public Chairs' Forum & Association of Chief Executives**. The Secretary will work with a Membership Officer and part-time Programme Officer.

The Secretariat, led by the Secretary, is responsible for the providing an outstanding membership experience for PCF and ACE members.

The Secretariat for PCF and ACE is based at the **Institute for Government, 2 Carlton Gardens, London, SW1Y 5AA**. This is a hybrid role, the successful candidate will be required to split their time between the office and a remote location.

Fully independent organisations, PCF and ACE work closely together and with the Institute for Government. The Secretary will be part of a small and friendly team, benefiting from being based as part of the wider Institute for Government community, an impartial policy think tank that provides advice to Government.

5. The Role

Role purpose

The Secretary leads the PCF and ACE Secretariat, responsible for the compelling membership experiences which attracts high levels of membership engagement and subscriptions.

Key responsibilities

1. Secure a sustainable future for PCF and ACE.

- Design and deliver a membership experience strategy and plan which is responsive to the needs of highly experienced governors and leaders and political context.
- Introduce a product strategy and plan which enables growth of membership offering.
- Introduce membership campaigns to sustain and grow membership.

2. Shape and oversee delivery of a wide range of member activities.

- Introduce periodic and regular member research to evidence member needs and priorities.
- Secure an outstanding annual programme of events and member conversations reflecting the member and political context.
- Grow aspects of membership support offering including learning exchange, masterclasses, mentoring and special interest groups.
- Develop member networking across physical, virtual and hybrid spaces.

3. Secure the reputation of PCF and ACE as a credible voice for public bodies.

- Lead relationships with key stakeholder relationships, including Cabinet Office, government departments and select committees, public bodies and Institute for Government.
- Provide regular member briefings on Whitehall and Westminster developments ensuring timely, engaging and relevant content.
- Ensure PCF and ACE are equipped with new mechanisms by which they can leverage membership and expert perspectives to inform policy developments.
- Establish a research programme for PCF and ACE, enabling quantitative and qualitative analysis and research to evidence issues facing public bodies and government.
- Ensure the effective use of communication channels (web, socials, trade press) to increase the profile of PCF and ACE.

4. Ensure smooth and effective operations of PCF and ACE.

- Provide regular reporting to the Chairs and governing bodies of both PCF and ACE on the state of business, including financial reporting and membership updates.
- Oversee finances and managing PCF and ACE budgets.
- Ensure PCF and ACE maintain careful handling of information, enabling effective and appropriate member targeting.
- Ensure smooth and effective management of PCF and ACE operations.

Engagement touchpoints

- The Chair and members of PCF Management Committee and the Chair and members of ACE Board.
- The Chairs of PCF and ACE special interest groups.
- PCF members.
- ACE members.
- Civil Servants, including Permanent Secretaries, Chief Operating Officers, Directors, Deputy Directors, Heads, Advisors etc.
- CEOs, Consultants, Academics and subject matter experts.

6. The Person

Behaviours

Need to have:

- Excellent delivery focus and self-starter with ability to work independently.
- Demonstrated diligence, attention to detail and organisational skills.
- Works collaboratively with a pragmatic and diplomatic approach.
- Sensitive and adaptive to different audience needs.

Nice to have:

- Creative approach to problem solving.

Skills

Need to have:

- Excellent relationship building skills.
- Excellent written and oral communication skills.
- Strong event management skills.
- Strong research skills.
- Strong intellectual capacity.

Nice to have:

- Experience in product development.

Experience

Need to have:

- Proven successful track record in shaping membership experience.

- Proven ability to handle senior stakeholder engagement.
- Experience of managing people, programmes and projects.
- Budget and financial management experience.
- Project and campaign planning and execution experience.

Nice to have:

- Experience and /or empathy with public bodies and their contribution to public service.