

**JOB SUMMARY AND PERSON SPECIFICATION**

**Job Title:** *Managing Director / Executive Director*

**Reports to:** Group CEO and Board

**Based at:** Mission Motorsport HQ, Wantage

**The Role**

An exciting role requiring sound leadership, excellent organisational and communications skills, compassion, a sense of humour and a sense of fun, ideal for an entrepreneurial individual looking to be responsible for leading a successful charity which is over 10 years old into the next phase of its development.

The *Managing Director* is responsible for all day to day operations at the charity including the beneficiary journey, events, all primary and secondary purpose trading, fundraising, real estate, health and safety and HR, working closely with the Finance Manager to ensure the financial viability and development of the charity and leading the Mission Motorsport team.

The *Managing Director* needs to work closely with the Group CEO and has primary responsibility for all liaison and reporting to grant giving organisations, the trustees and other stakeholders of Mission Motorsport, including the MoD. This is an exciting role with a broad range of responsibilities, opportunities, and growth potential and is ideal for an entrepreneurial person who is able to motivate and lead a team in this successful charity.

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| **Job Purpose** | * Owns the responsibility for running of Mission Motorsport * Is responsible for all activities of the charity, including financial health - including, but not limited to, identifying and generating sustainable streams of income and profitable events * Embodies and represents the charity internally and externally * Ensures clear understanding of deliverables arising from vision and aims and provides a robust sounding board for Group CEO. * Creates, manages and inspires a diverse operational team with relevant skills to deliver. * Ensures that all expenditure is correctly approved before spent in conjunction with policies written and maintained by the *Charity Leader* and team. |

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| **Main Responsibilities** | * Setting and delivering on goals related to identifying and generating new sustainable streams of revenue * Internal and external stakeholder management * Operational management   + Motivation and management of a dedicated team to deliver the objectives of Mission Motorsport   + Sport/Events – oversight and delivery of all motorsport experience activity including future strategy and event planning   + P&L responsibility including the analysis of the income and cost of each event   + Oversight of forecasting of income from donations and events   + Estate management   + HR   + Maintenance and adherence to internal policies, including Health and Safety * Commercial Management (Trading entities) * Ensures all internal policies that are required to safely deliver the objectives of Mission Motorsport are maintained and adhered to. |
| **Knowledge, Skills & Experience** | **Required:**   * Motivated self-starter with a commitment to delivering beneficiary outcomes, and the ability to lead, motivate and work cooperatively both within an integrated team and with externally stakeholders * Proven ability to deliver outputs against demanding schedules * Excellent verbal and written communications skills * Strong organisational and administrative skills. * Experience operating in a resource constrained environment and skills in maximising impact of limited resources * Have an understanding of budgeting, budget management, forecasting, financial statements and cash flow * Able to analyse information quickly and communicate in a concise and articulate manner   **Desired:** * An empathy with and a good understanding of Armed Forces personnel * Veterans and their transition, resettlement and employability. * An interest and understanding of Motorsport * Small business ownership, business development and commercial retail experience. * Competent user of MS 365/Office suite of applications |
| **Key Competencies & Behaviours** | * Strong partnership working and relationship building abilities * Personal integrity and a natural confidence in dealing with all levels of public sector, and commercial organisations * Leads and drives work forward with minimal direction * Demonstrates the ability to build a rapport quickly and to understand needs, wants and expectations * Displays a positive, empathetic, patient, polite and friendly manner * Manages challenging situations in a calm and appropriate manner * Able to work within a range of environments and working cultures, adapting personal style accordingly * Ability to work as part of a team and be a flexible team player |
| **Ts&Cs** | * Workplace pension scheme * 25 days holiday + bank holidays * 5 days a week - A minimum of 3 days in Wantage HQ with the balance hybrid working from home. Occasional weekend work to support events with time off in lieu. * Notice period [2 months] |