



Association of
Democratic Services
Officers

Chief Executive Officer Job Description

Introduction

Formed in 2009, the Association of Democratic Services Officers (ADSO) is a membership organisation that today represents over 1,500 individuals working in the sector (see www.adso.co.uk).

Our purpose is to represent, promote, and develop excellence in democratic services and governance. We do this by providing a full suite of membership services, including events, training, qualifications, communities, and advocacy and representation.

ADSO is at a key point in its development. In consultation with its members, we have recently developed and approved a three-year strategy, and we are now seeking an exceptional operational leader to execute on this strategy, and ensure the organisation provides high quality products and services to its members.

You may have experience managing or leading the operations of membership bodies or trade associations, and exposure to or knowledge of democratic services and local government will be highly advantageous. You will be a natural communicator with high levels of business acumen, be comfortable working independently, and be able to apply your skills and judgement to a diverse range of scenarios and activities.

Working closely with the Board, this is an exciting opportunity to take a leadership role in a membership organisation which is growing in scale, influence, and impact across Democratic Services.

General Objectives

To ensure that:

1. The Association is organised and administered in the most effective and efficient manner.
2. The interests of the Association and its members are properly reflected and promoted at all times.

3. The business practices of the Association are conducted in accordance with all legal requirements and good practice.
4. The ADSO Board is sufficiently supported and resourced to develop and fulfill its functions effectively.

Main Duties & Responsibilities

1. Design and deliver the agreed business strategy and policies which promote the vision and culture of ADSO.
2. Develop and implement the Association's business processes and oversee the daily operations of the organisation, including the provision of support and guidance to colleagues.
3. Develop and maintain relationships with ADSO members and key stakeholders, playing an active role in developing and extending ADSO's networks across the wider democracy sector.
4. Promote and be the 'voice' of ADSO when required, representing the Association at regional, national and international events, and highlighting the positive outcomes of our members' work.
5. Advise the Board and act as the interface between the Board and ADSO members.
6. Manage and monitor the Associations accounts and financial procedures.
7. In conjunction with the Company Secretary, ensure compliance with all statutory requirements, policies and procedures relating to the activities of the Association and its status as a company.
8. Develop, implement, and support strategies and initiatives that promote diversity, equity and inclusion within the organisation and throughout its membership.
9. Represent the Association on appropriate Committees and similar bodies.
10. Pursue development opportunities for the Association, as appropriate, including increasing income and membership.
11. Ensure that appropriate liaison arrangements are in place with ADSO's Regional Branches.
12. Ensure that the Risk Management assessment is reviewed and updated on an annual basis.

Person Specification

Our Values:

We are Accessible:

ADSO will ensure it is accessible for everyone working in Democratic Services, through fair pricing and wide offering of products and services, and meeting the needs of a diverse membership.

We are Collaborative:

ADSO will maintain and develop a strong professional community by creating opportunities for members to connect, communicate, and share best practice.

We are Advocates:

ADSO will foster strong relationships with policymakers and stakeholders to ensure the interests of its members are promoted and advanced.

We are Forward Thinking:

ADSO will identify and realise opportunities for growth and development in a sustainable manner, for the benefit of its members.

Person Specification Requirements			Assessed by: A = Application I = Interview
	Essential	Desirable	Assessed
Knowledge			
Good working knowledge of legislation, guidance and good practice in local authority governance.		X	A/I
Understanding of ADSO's purpose, goals, and objectives.		X	A/I
Knowledge of how trade associations and representative bodies operate and achieve outcomes.	X		A/I
Experience			
Demonstrable experience of management and leadership in a comparatively sized organisation, team, or department.	X		A/I
Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting.	X		A/I

Driving & achieving strategic objectives, including the reporting of deliverables / outcomes / KPIs to Board.	X		A/I
Experience of successfully leading and implementing changes in a service and / or working practices to deliver positive outcomes.	X		A/I
Experience of successfully managing budgets and generating income.	X		A/I
Experience of not-for-profit management, especially gained in a membership body or trade association environment.		X	A/I
Skills	Essential	Desirable	Assessed
Excellent oral and written communications skills to provide clear and concise messages in a variety of internal and external contexts.	X		A/I
Ability to analyse and interpret complex written material.	X		A/I
Ability to constructively challenge and debate, fostering an environment of openness and accountability.	X		A/I
Good judgement and discretion working in a political environment and supporting elected Members appropriately in their various roles.		X	A/I
Innovation in service delivery, including the development of new proposals through to implementation.	X		A/I
Volunteer leadership & management.		X	A/I
Implementation and execution of operational processes.	X		A/I
Commitment to professional growth and development.		X	A/I
Proficiency with IT packages (especially Microsoft Office) required to carry out the role.	X		A/I
Proficiency with digital marketing tools, content development, and social media.		X	A/I

Working Arrangements

This role is offered on an initial fixed-term contract basis, with the option to extend or become permanent. This is a part-time role, equal to 3 full days (24 hours) per week.

ADSO is a flexible and inclusive organisation. We welcome applications from a variety of backgrounds. We are committed to taking appropriate measures to enable persons with disabilities to access employment opportunities. If applicants need reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process, please submit your request in your application.

ADSO does not have a physical office, and this role will be principally remote and home-based. Regular travel in the United Kingdom and occasional international travel may be required.

Salary & Benefits

- Salary: £50,000 to £65,000 (pro-rata) depending on experience
- 8% Employer Pension Contribution
- 30 days annual leave (pro-rata)
- Health / Life insurance contribution
- Flexible working

How to Apply

To apply for this role, please send a copy of your CV, and a covering letter outlining your experience and interest in the role (max. 500 words) to info@adso.co.uk

If you would like to arrange an informal conversation to find out more about the role, please contact john.austin@adso.co.uk