



e-Assessment Association Job Description

Title: Chief Executive Officer (CEO)

About the eAssessment Association:

The eAssessment Association (eAA) is a not-for-profit international membership organisation based in the UK for consumers of, producers of and those with an interest in e-assessment.

The association has been dedicated to furthering technology-enhanced assessment adoption since 2008. It provides professional support and facilitates debate and discussion for people involved in this field of expertise. It creates and communicates the positive contributions that technology makes to all forms of assessment and develops good practice for suppliers and consumers of e-assessment technologies.

The eAA is governed by a board comprising 15 elected individuals drawn from its membership base to develop and implement the strategy and trajectory of the association on behalf of its members. The board has 7 elected officers including a chair, vice chair, treasurer, association secretary, sponsorship secretary and membership secretary.

There is also an Executive Team of four roles: the CEO (this post), the Operations Manager (OMHO), the Project Officer and Administrative Co-Ordinator. The CEO will be responsible for the overall management of this team.

In July 2019 the association established a trading company called eAssessment Services Limited to support and enable the work of the association. The CEO role will be employed by this company.

Information about the e-Assessment Association can be found on its website:

www.e-assessment.com

Role Summary

The work of the e-Assessment Association has grown significantly over the past few years, along with international interest in e-assessment. To sustain this growth and to ensure that we're providing full support to the community the association has appointed an Acting CEO who is already in post. However, the Board of Management of the eAA wishes to make this a permanent, employed position and has decided to advertise the post more widely.

The CEO will be hired by the Chair of the eAA board, working to the Board's direction to develop and implement a sustainable commercial strategy for the association.

It is anticipated that the role will be undertaken by an individual who works within the educational assessment sector and thus have a deep understanding of the industry and has an established network of relevant contacts that can be leveraged to the association's benefit

As a result, it is also anticipated that this role will be appointed on a part-time, employed basis based on a defined number of days per week. This may be reviewed during the term of the contract by mutual agreement.

Terms

The terms of the engagement will be as follows:

- One day a week on appointment (which may be increased by mutual agreement). The way in which this is deployed can be discussed and agreed to suit individual circumstances.
- Permanent employment.
- Notice Period:
 - Within the first three months: One month from either party;
 - From month four onwards: Three months' notice from either party
- The post-holder will work from their own premises and be UK-based.

Salary and Benefits

- £26,000 per annum
- The post holder will work remotely and be UK-based
- Annual leave – 5 days per annum
- Pension – statutory pension contributions

Person Specification

- Proven experience as a CEO or in other managerial position
- Experience in developing profitable strategies and implementing vision
- Good understanding of corporate finance and performance management principles
- Familiarity with diverse business functions such as marketing, PR and finance
- Knowledge of corporate governance and general management best practices
- An entrepreneurial mindset with outstanding organisational and leadership skills
- Analytical abilities and problem-solving skills
- Excellent communication and public speaking skills

Accountabilities and Main tasks

Executive Team and Operations

- To lead and manage the eAA Executive Team staff
- Report on the activities undertaken by the Executive Team to the Board of Management

Strategic Development and Planning

- To advise and guide the eAA Board of Management on the development of strategy
- Oversee and participate in the creation of an annual delivery plan for the eAA based upon the strategy and strategic objectives as determined by the Board
- To be accountable for the creation of annual budget to include all stream of revenue
- Ensure effective delivery of key activities as agreed in the Annual Plan
- Co-ordinate the staff and resources of the eAA to meet the strategic goals set by the Board of Management

Promotion of the eAA

- To motivate industry experts to support the eAA and to engage with membership and sponsors
- To identify opportunities to increase the reach and membership of the eAA in both the UK and internationally

- In partnership with the Chair and other board members, to represent the eAA and be its ambassador at conferences, events and as required other promotional activities undertaken by the association
- In partnership with the Chair to be the official respondent of the eAA to media enquiries
- Work with the wider membership to identify opportunities to extend the reach of the eAA

Financial Management

- To be accountable for the tracking of the budget and adjusting the forecast spend
- Manage the commercial interests of the association
- Identify additional funding sources for the eAA to support growth activities
- To provide regular management financial reports to the eAA Board of Management and to the eAA Finance Committee
- Create budgets for subsequent years with the Finance Committee of the Board
- Monitor budgets and make changes as required based on ongoing activities

Appointment process

In order to make sure that the association follows good governance and transparency in its activities the board has decided that the post will be advertised on its website and through a mailing to members and sponsors. Applications will be sought with a view to receiving them from interested parties by the end of January 2023.

Interviews will be held during February 2023 with a view to offering the position by the end of February 2023. Members of the eAA Board of Management will comprise the interviewing panel. The appointment recommendation will need to be ratified by the Board.

Application process

Applicants should submit the following:

1. A submission of no more than two pages explaining the reasons for making the application, providing details of relevant experience and fit to the person specification and main tasks of the role.
2. An up-to-date CV that provides insight of the applicant in relation to this role.
3. Details of two referees that can be approached prior to an offer of appointment being made.

The applications will be reviewed by the Chair of the eAA and members of the interview panel and candidates for interview will be selected. Shortlisted candidates will be asked to prepare a 10-minute presentation to be given at the interview. The topic will be provided to shortlisted candidates before the interview takes place.

Questions about the role and interview process

Any questions about the role and the interview process should be addressed to the Chair of the eAA at the following email address: chair@e-assessment.com.

Deadlines

Submission of applications:	Monday 30 th January 2023, 5.00pm
Notification of shortlisted candidates:	Friday 10 th February 2023, 5.00pm
Interview to take place:	Week beginning Monday 20 th February 2023



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