

Job Description

CHIEF EXECUTIVE OFFICER (CEO)

Job Title	Chief Executive Officer
Reporting	to the Board of Trustees (the 'Council') through the President (Chair of Trustees)
Salary	competitive for the charity sector; full time
Location	Bristol (but as a UK-wide organisation, national travel will be necessary)

Outline of the Role

The Chief Executive Officer (CEO) is the principal executive officer of the Royal Photographic Society (RPS). They have responsibility for informing and supporting the governance work of the Board of Trustees, including the Board's setting of the Society's vision and strategy.

The CEO is responsible for delivering the strategy agreed by the Board; for overseeing all operations of the RPS including enabling organisational improvement at scale; ensuring sustainability, compliance, and the mitigation of risk; providing member benefits and opportunities for engagement with photography which make membership of the RPS an attractive proposition for the widest and most diverse representation of the 'emerging hobbyist', amateur, student, semi-professional, professional, arts, scientific, academic and research photographic sectors; and building strategic partnerships with a wide range of stakeholders to ensure the RPS is able to deliver on its charitable objects (as defined in its Royal Charter) and achieve sustainable growth and development of the RPS.

The President (Chair of Trustees) and the CEO are the principal ambassadors for the RPS. They work together - with other Trustees and managerial staff as appropriate - to promote the RPS at local, national and international level, attending events, building relationships and encouraging others to engage with the RPS; ensuring that the RPS has an external focus by promoting our image via media, online and in-person events.

The post-holder will be expected to demonstrate a professional and flexible approach to delivering the role. The RPS is going through a period of considerable change and development. The post-holder will need to contribute to this in accordance with the changing needs of the RPS and as agreed with the President (Chair of Trustees). Note that the job description described herein is not exhaustive.

Terms and Conditions

The RPS is based at RPS House, at Paintworks, Bristol. We operate a hybrid working environment allowing staff to work between home and office in agreement with their line manager. This is a full time post (35 hours per week, Mon-Fri, 9am-5pm with an unpaid hour for lunch, with some requirement for out-of-hours working). Holiday entitlement is 20 days per year (Jan-Dec) plus statutory bank holidays. There is a probationary period of 6 months.

How to Apply

Please email a cover letter (of no more than 2 pages) setting out how your skills and experiences are relevant to the role, together with your CV, by midday on 9 December 2022 to the President (on behalf of the Board of Trustees) at simon.hill@rps.org

You can download our strategy 'Photography for Everyone' at www.rps.org/strategy

Information on our governance is available at <https://rps.org/governance>

If you have any questions, or wish to discuss the role, please email our President, Simon Hill HonFRPS, at simon.hill@rps.org

Strictly no agency enquiries.

Inclusion for Employment

Don't meet every requirement of the Job Description? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification or requirement. At the RPS we are committed to building a diverse, inclusive and authentic workplace. So, if you are excited about this role but your past experience doesn't align perfectly with every criteria, we encourage you to apply. You may just prove to be the right candidate for the role.

The Royal Photographic Society

The RPS was **founded in 1853** with the objective of making the **art and science** of photography more widely available, increasing the knowledge and understanding of photography and film, supporting photographers, and inspiring public engagement. Queen Victoria and Prince Albert were its patrons and granted the use of the title 'Royal' by decree in 1894. **It was registered as a charity in 1963.** It is a Learned Society with an open membership of (currently) some 10,000 - comprising amateur photographers, student photographers, art photographers, professional photographers and photographic educators from around the world. **It was granted a Royal Charter in July 2004**, implemented 1 January 2005.

The governance of the RPS is defined in its Royal Charter, By-Laws and Regulations which provide for a **Council (Board of Trustees)** comprising up to **twelve Trustees** drawn from the membership of the Society via election and appointment. The Board is elected biennially and is chaired by the President (Chair of Trustees).

The **Chief Executive Officer** (CEO) is appointed by the Board of Trustees and reports to the Board via the President. The members of the Senior Leadership Team are appointed by the CEO with input from representatives of the Board of Trustees. All other staff are appointed by the CEO with input from the Senior Leadership Team and, where necessary, from representatives of the Board of Trustees. The SLT currently comprises the Director of Finance & HR, Director of Development (this post will exist only until January 2023 when it will be replaced by the Director of Marketing & Membership) and the Director of Programmes (responsible for member-focussed, public-facing, and education sector activities).

Manager-level staff currently cover the key areas of Awards, Communications, Data and Digital Development, Distinctions, Education, Exhibitions, Membership, Volunteers and RPS House (Building Services) although a 'top-to-bottom' **organisational restructure** process is currently underway and will be completed by the new CEO. The RPS could not achieve its objectives without substantial help from volunteers who, in addition to those serving as Trustees and on committees, organise events and support activities through Regional Hubs, International Chapters and Special Interest Groups. There are currently **16 Regions** (including the Republic of Ireland), several **International Chapters** and **16 Special Interest Groups** (although none of these currently have any formal alignment with our Distinctions genres).

The RPS offers a diverse education programme which includes talks, workshops, symposia and exhibitions - including the **International Photography Exhibition** (now in its 164th edition and the longest-running photographic exhibition in the world), and the **RPS Summer Exhibition** of members' work - which are held in a world-class gallery, auditorium and education space in our headquarters building (located at Paintworks, Bristol), as well as at venues across the UK, internationally and online. Internationally-recognised qualifications (**Creative Industries Qualification** and **Imaging Science Qualification**) and our internationally-respected Distinctions (**Licentiate**, instituted 1972; **Associate**, instituted 1924; and **Fellow**, instituted 1895; encourage our members to set personal photographic goals, enhance skills and stimulate personal creativity. The RPS published an award-winning **RPS Journal**, the longest continuously published photographic publication in the world and also the respected **Imaging Science Journal**.

At the heart of our charitable endeavours is a commitment to supporting young and emerging photographers. Alongside visits and resources, an annual **Bursary Scheme** offers sponsorship for environmental, postgraduate and social documentary projects. The **RPS Awards** are an annual celebration of excellence and innovation in photography. The eighteen categories (reviewed and approved by Trustees in 2022) recognise those who have made outstanding contributions in their fields - spanning the art and science of photography; education; film; curatorship and publishing.

Key Responsibilities of the CEO

In overseeing the overall operational direction of the Society, the CEO is responsible for developing and implementing strategies and policies to ensure that the Society will meet the objectives set by the Board of Trustees. The CEO must lead, develop and grow the Society to become an ever more impactful and efficient organisation for its members and for the public. There are six key responsibilities necessary to achieve this:

- (1) Develop a **leadership narrative** that articulates the Board's vision and values in practice and shapes the **inclusive development** of the Society in furtherance of its charitable objectives, and for the benefit of its members and the wider public (including international, young and culturally-diverse members and audience groups).
- (2) Build an **open, transparent and effective relationship** with the Board of Trustees (through the Chair of Trustees) and the Society's various Committees* (including attendance at and reporting to Board and committees) to maximise their collective co-ordinated contribution towards growth and success for the Society. This will involve the development of short-, medium-, and long-term plans each presented with a business case and a management/reporting protocol to track effectiveness and to identify opportunities for improvement.
- (3) Ensure that the Society is an '**employer of choice**' and is staffed by **talented and skilled** individuals at all levels working in an inspired, creative and motivated environment; ensuring the Society recruits, grows and retains within the organisation the skills and experience necessary to meet the changing needs of the membership and the growth of the Society delivering organisational objectives through an integrated offering of workshops, publications, qualifications, education, exhibitions, public events and activities.
- (4) Enable **improvement and disciplined innovation** as an organisational culture to generate greater **member involvement** and satisfaction** including but not limited to the development of education in, and approaches to, photography produced for and disseminated through social media channels.
- (5) Secure and maintain **organisational and financial sustainability** and **regulatory/statutory compliance** (Privy Council, Charity Commission, HMRC, GDPR, HR, etc); ensure that all physical and intellectual assets are protected, secured and maintained.
- (6) **Raise the profile** of the Society and **build relationships** with stakeholders, other organisations and the wider public to ensure **environmental and social responsibility** in all its activities.

* Existing committees are: Nominations; Members; Representatives; Finance & Audit; Equality, Diversity & Inclusion; Environmental & Social Responsibility; Awards; Education; Science; (note that the Distinctions Committee was recently disbanded).

** Note that a membership growth and retention programme is currently being designed which employs our new CRM system as a key tool to reducing churn, and reach and convert untapped photographer segments into a growing, diverse membership.

Requirements

Essential Criteria	Desirable Criteria
Qualifications	
Educated to first degree level or equivalent	MBA or post-graduate qualification in Leadership
Demonstrable practice and commitment to photography	Photographic qualifications
Experience	
Track record of effective executive leadership resulting in strong growth and effectiveness in a business or third sector organisation	Knowledge and critical understanding of photography in its diverse forms, past and present
Experience implementing digital marketing strategies resulting in strong growth in customer base / membership	Experience of leading complex multi-faceted consumer-focussed operational functions
Strong evidence of successfully managing transformational change to deliver improved performance	Proven track record of delivering high customer/ member satisfaction results
Evidence of ability to manage a wide range of stakeholders with conflicting goals	
Skills, knowledge and competencies	
Inspirational and visible leader, with first class communication skills, capable of engaging audiences at all levels, and with a passion for exceptional customer service	Ability to think and act strategically, developing practical, innovative and creative solutions to the management of issues and complex problems
Ability to identify opportunities to improve business outcomes through partnerships and networking at all levels; having a 'commercial mindset'; highly motivated to lead an organisation through change and transformation	Demonstrable commitment to ensuring equality, diversity and inclusion throughout organisation
Well-developed management skills, with the ability to build and lead teams with various specialisms and across multiple locations; highly developed team building skills; experience of objective (target) setting and appraisal of senior staff members; ability to collect, interpret and act upon performance information	Outcome focused, with the capability and tenacity to drive the agenda forward while maintaining integrity and compassion to staff and consumers
Extremely well-developed understanding of digital capabilities	
Financially literate and commercially astute, with a sophisticated understanding of commercially orientated performance and financial management including contract management	