

**CENTRE FOR LOCAL ECONOMIC STRATEGIES (CLES)
JOB DESCRIPTION**

Position: Associate Director

Reports to: Chief Executive

Prepared: November 2019

MAIN PURPOSE OF JOB

To add new ideas, and practical policy action to the work of a vibrant organisation. Specifically, this senior role involves taking responsibility for securing, managing and delivering research, policy advice and consultancy activity, and ensuring membership services are delivered effectively.

MAIN DUTIES

Strategic management

- Work closely with the Chief Executive and other Senior Management Team members to ensure the organisation achieves its strategic objectives
- Development of new policy ideas and relationships with a range of organisations
- External representation of CLES at external conferences and events

Work

- Take responsibility for securing, managing and delivering strategic research/policy advice and applied practice as a Project Manager as well as part of a wider team
 - To be responsible for budget control, timetable and deadlines and client relations
 - Monitor the performance of projects
- Build networks of funders and partners to secure future contracted work
- Manage and work with other members of staff to ensure quality output
- Deeply collaborate with other CLES staff, ensuring policy messages for wider CLES are co-produced and advanced

Human resources

- Monitor the performance of project team staff including workloads and capacity
- Work with the Director of Operations to keep the project planner up to date
- Work with the Office Manager to ensure the implementation of appropriate HR policies

To undertake all other duties as may reasonably be required by the Chief Executive.

CLES actively welcomes applications from all sections of society. Our aim is that we are truly inclusive, and we are committed to a culture where diversity is celebrated.

This job description is current at the date given. However, in order to reflect organisational or procedural changes, it may be subject to variation by management, following consultation with the post holder.