

Appointment of

# Chief Executive Officer

*June 2023*

**UK:**  
**100**

In partnership with

**quarter**5  
fundraising recruitment

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# Welcome

Thank you for your interest in becoming UK100's next Chief Executive.

The board and I are incredibly grateful for the astounding work Polly Billington has done to set up and establish UK100 as the critical and effective organisation we now know. She and the team have done remarkable work to grow UK100 from an idea into the £1.2m turnover organisation it is today.

2022 was an eventful year – from COP27 to the cost-of-living crisis – which made clear the key role innovative and ambitious local leaders play in tackling the urgent issues facing the country. As an organisation we have continued to grow in size and stature – with over 100 local authorities signed up for our urgent Net Zero pledge by the end of 2022, with membership representing 57% of the population.

But now we look to the future and recognise that UK100 is more important than ever. Our hope is that 2023 will be a year defined by ambition and innovation, with UK100 continuing to make the case to the Government that climate action is an answer to crises we face, not a contributory factor.

Our vision is that when pitched correctly, designed intelligently and supported sufficiently, local Net Zero can make lives better and more comfortable across the UK – growing local economies, supporting jobs and averting the worst effects of the climate crisis.

We are looking for an exceptional individual to lead UK100 into its next stage of development. The successful candidate will need to be a well networked and credible player in the climate space with good knowledge of local and national government. They will be a persuasive and influential communicator, with the ability to help us achieve our goals, further strategise and lead our next phase of championing and campaigning for Net Zero.

We look forward to receiving your application.

**Jo Rogers**  
Acting Chair  
UK:100



# About

UK100 is the only cross-party network focused solely on climate, clean energy and clean air policy for UK local authorities.

## Background

In 2019, the UK parliament passed legislation to bring all greenhouse gas emissions to Net Zero by 2050. This was to keep in line with international commitment in the Paris Agreement to limit global warming to 1.5 degrees. *But science tells us we need to start now and make rapid reductions much sooner.*

It is now our shared responsibility to solve the climate emergency in a way that has a positive impact on our communities. *We need to ensure our future is better than our past.*

Locally elected leaders have a crucial part to play in designing and delivering cleaner air and Net Zero economies and communities with powers or influence over 82% of the UK's emissions. Because of their existing powers and responsibilities they have the potential to transform places through planning, procurement, resource management and delivery of public services. They also have convening power across their communities, meaning they can build consensus and support residents and businesses to act on climate and clean air. *Local leaders know their communities better than distant decision-makers in Whitehall.*





## Mission

UK100's primary purpose is to support a locally-led rapid transition to Net Zero and Clean Air.

### **We do this through collaboration.**

To accelerate action, we believe in bringing together the most influential leaders across the country to learn together and agree on priorities for legislative and regulatory change while empowering them to engage with national decision-makers. We provide our network with the knowledge, tools and connections to make this happen.

Our membership network of over 100 highly ambitious local leaders have pledged to lead a rapid transition to Net Zero with Clean Air in their communities ahead of the government's legal target.

## How do we support our members?

We bring members together to share their experiences to generate and promote evidence of *what works, what is missing* and *what needs to change* – all with the aim of building their confidence and expertise to do more and act faster to achieve a fair transition to Net Zero.

We involve experts and like-minded businesses to build a broader consensus for ambitious action. We connect local leaders with national decision-makers so that regulatory and legislative change is designed to facilitate local action on climate and clean air.

By sharing knowledge and agreeing priorities, UK100 increases the influence and capability of local leaders. Alongside this, UK100 identifies what needs to change nationally to unleash more climate and clean air action locally.

*(continued)*

## UK100 supports its members in fulfilling their commitments to tackling the climate emergency and delivering local Net Zero by:

- Facilitating dialogue with national politicians and senior officials across Whitehall, amplifying the voices of local leaders via collective advocacy to national government.
- Enabling knowledge sharing between members including meetings, webinars, roundtables and workshops, and promoting best practice via social media (Twitter and LinkedIn) and newsletters.
- Providing tailored insights, evidence and recommendations on the challenges and solutions to local Net Zero, inviting members to inform and participate in our research.
- Connecting members with world-leading business and industry to help them plan and implement the solutions needed to reduce emissions in your local area.



“

We are known for being one of the most ambitious councils in the country on climate action - planting thousands of new trees, boosting walking and cycling, and cutting energy use from our buildings through Hackney Light and Power”

“I’m delighted we will be signing up to the new UK100 pledge and rejoining the network, which I hope will foster even more collaboration between councils committed to tackling the climate crisis.”

**Mayor Philip Glanville**

Mayor of Hackney

“

Political colours were conspicuous by their absence, with everyone respectful of fellow participants' ideas and contributions ... I have already used knowledge and contacts I acquired from the Academy to aid my work on climate change and biodiversity in North Yorkshire”

**Cllr Greg White**

North Yorkshire County Council



# Impact

From COP27 to the cost-of-living crisis, 2022 demonstrated — yet again — the key role innovative and ambitious local leaders play in tackling the urgent issues facing the country. Issues from which the climate crisis cannot be separated.

Across an eventful year, UK100 continued to grow in size and stature. In 2023, we will step up support for our members to show the government we stand ready to deliver ambitious Local Net Zero targets.

## 2022 at a glance



**105** local authorities sign up to our Net Zero Pledge

A 13% increase in membership across 2022, and an almost tripling of membership since the pledge launched in 2020.



**38** Reports, insight briefings, consultation and call for evidence responses published

Our research continues to contribute to and influence the national evidence base on the role of local authorities in delivering Net Zero.



**21** UK100 members commit to meeting tough WHO air pollution standards for PM2.5 by 2030

The local leaders also write to the Government calling on Ministers to match their Clean Air ambition.



**2** new Co-presidents

UK100 was delighted to appoint the Mayor of West Yorkshire, Tracy Brabin, and the Leader of Wiltshire Council, Cllr Richard Clewer, as our new Co-presidents.



**3** major UK100 local Net Zero wins

Ofgem acknowledge the importance of local in decarbonising the energy system

UK Government acknowledges UK100 and importance of local action in its report to UNFCCC

UK Infrastructure Bank launches a series of pilot projects to inform its local advisory function

To read UK100's Annual Review 2022, please click [here](#).

## UK100 in the media (click to open):



# Job Description

## Overview

**Job Title:** Chief Executive Officer  
**Reports to:** UK 100 Board  
**Salary:** £85,000 - £100,000, dependent on experience  
**Location:** London/Hybrid  
*1 day per week in London office, with UK travel for meetings/events as required*

## Aims and Objectives

- Leadership of the organisation, creating and articulating a compelling vision and strategy to achieve the aims of UK100.
- To nurture external relationships with policy makers and political influencers to help UK100 achieve its political outcomes.
- Act as a public figurehead, representing UK100 and working with external organisations and individuals, building an environment for the development of networks, partnerships and strategic alliances and ensuring a strong brand for the organisation.
- Actively cultivate UK100s reputation and relationships to strengthen its fundraising capability.





# Responsibilities

## 1 - Strategy and Governance

- Working closely with the Board to ensure clear strategic leadership and direction for the organisation
- Regularly report on progress against strategy and key objectives to the Board
- Ensure the Board have the right information and advice to support them in their roles and responsibilities, in accordance with current best practice and legislation
- Ensure that risks are regularly reviewed and managed and reported to the Board

## 2 - Leadership and Organisational Development

- Provide visible leadership to the Senior Management Team and all staff, ensuring clear priorities, that values are upheld and that the organisation is as effective as possible
- Support UK100's Assistant Executive Chief Executive in their line management of Senior Leadership Team members and with the development of UK100's strategy, ensuring it is regularly reviewed in light of changing external context
- Lead and develop the staff team to ensure high performance and standards, ensuring appropriate organisational resources and activities to deliver the organisation's strategic objectives

- Maintain and continuously strive to develop a culture which attracts, retains, motivates and develops excellent staff and volunteers
- Ensure overall responsibility for the well-being of the staff and other resources of the organisation
- Ensure systems are in place to ensure good financial management and monitoring and be accountable for organisational budget setting and prioritisation

## 3 - Communications and Brand

- Take ultimate responsibility for the UK100 brand, organisational messaging and communications, ensuring strategies and plans are in place to meet strategic objectives
- Be a public figurehead, representing UK100 and working with external organisations and individuals, building an environment for the development of networks, partnerships and strategic alliances
- Act as key spokesperson for the organisation, with regular public speaking events opportunities and media interviews

*(continued)*

# Responsibilities Ctd.

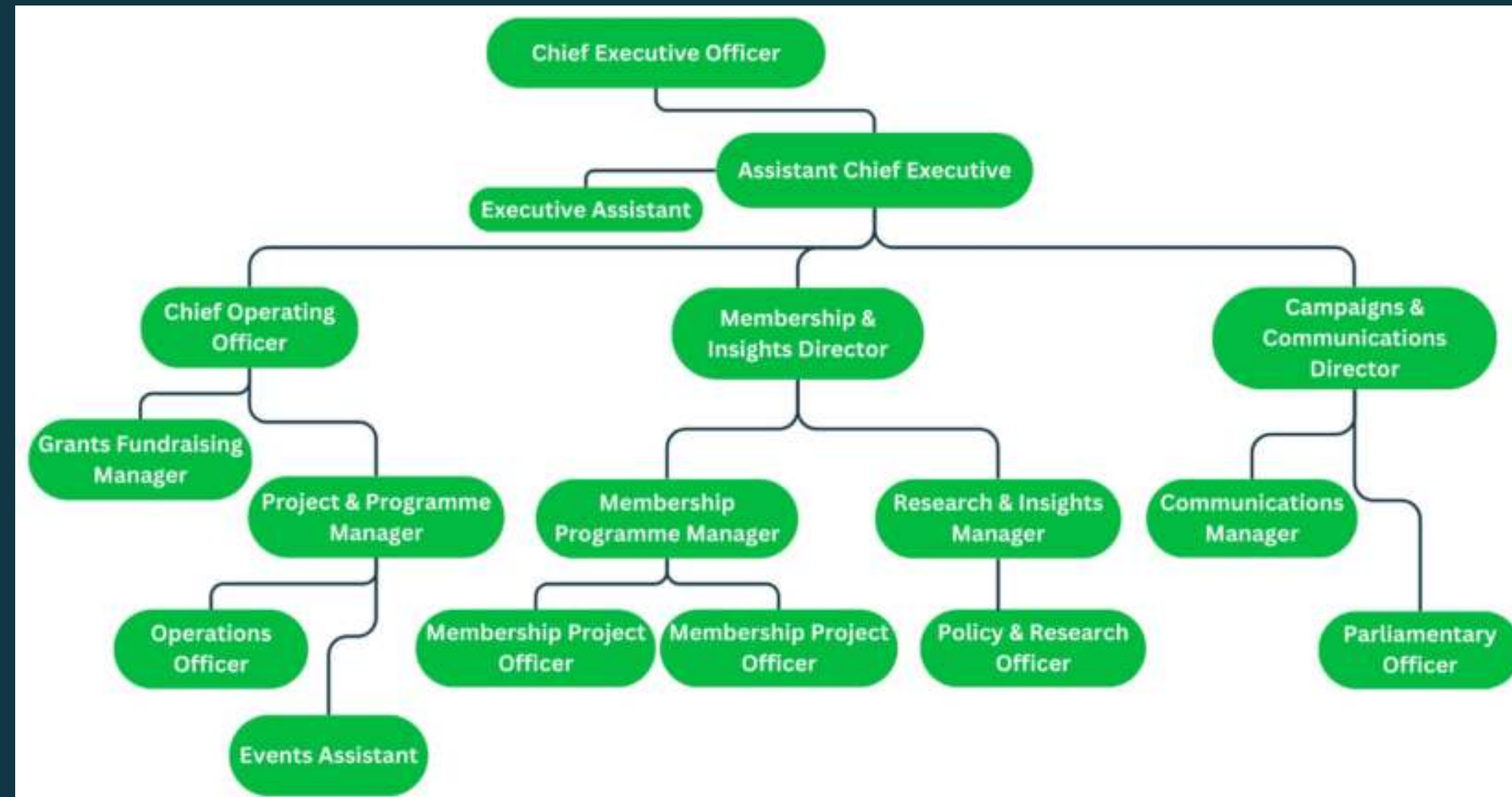
## 4 - Income Generation

- Take overall responsibility for the financial health of the organisation, ensuring strong income generation plans are in place and lead work with high value partners and prospects.
- Ensure a strong income generation focus, working with staff to maintain and grow key income streams and develop new leads for future income as well as taking a lead on relationships with high value partners and donors.

## 5 - Influencing and Campaigning

- Ensure strong plans are in place for campaigning and advocacy and that resources are in place to deliver these mission critical activities
- Where appropriate to front any campaigning activity and mobilise members, partners and stakeholders to deliver campaign objectives
- Champion the role of members within the organisation and ensure that views, insights and experience of our members shape the priorities of our campaigning, advocacy and convening work

## UK100 Organisation Chart



## Key Relationships

**Internal:** UK100 Board, Senior Leadership Team, Executive Assistant

**External:** Senior local government leaders, councillors and officers, UK Government Parliamentarians and Ministers, Senior UK Government officials, Senior individuals in NGO's and partner organisations, Funders, Business partners

# Essential Knowledge, Experience & Skills

## Knowledge

- Deep understanding of relevant policy and politics regarding air pollution and Climate Emergency
- Deep understanding of the structures of local government

## Experience

- Proven strategic leadership skills, including developing and implementing organisation-wide strategy
- Significant experience in policy and advocacy
- Experience of high-profile media representation for an organisation, including through broadcast media
- Proven track record of organisational, financial and HR management and leadership relevant to the scale of UK100
- Significant experience of building and maintaining effective collaborations and partnerships with multiple individuals and organisations
- Significant experience of management at a senior level and in leadership roles
- Proven track record of growing organisations and successful income generation

## Skills and Abilities

- Ability to successfully lead and motivate staff and manage effective relationships
- Excellent emotional intelligence to build effective and mutually-beneficial relationships within UK100 and at all levels and across sectors
- High level of diplomacy and strong political acumen
- Engaging public speaker and strong networker
- Strong commercial acumen, with the ability to spot and develop business opportunities
- Ability to negotiate effectively, diplomatically and with integrity
- Excellent communication skills; able to communicate complex ideas in simple language
- Develop productive working relationships and establish credibility with a wide range of individuals and organisations
- Motivating and able to encourage and inspire collaboration, with a track record of forming partnerships and alliances

## Other

- Ambitious about and committed to UK100's vision and values

# Apply

## Application process

UK100 are partnering with Naomi Carruthers at [QuarterFive Fundraising Recruitment](#) for this appointment.

For a confidential discussion of this role and to make an application, please get in touch with Naomi.

✉ [naomi@quarterfive.co.uk](mailto:naomi@quarterfive.co.uk)  
☎ 07538 576637

The deadline for applications is Thursday 6th July 2023. Application is by CV and cover letter.

First interviews will take place between 12th-14th July 2023.



## Employee Benefits

- Flexible working arrangements
- 25 days annual leave plus 3 days paid leave over the Christmas period (in addition to statutory bank holidays)
- Enhanced pension offering & access to professional pension advice
- Competitive Parental Leave policies
- Subsidised gym membership
- 2 paid volunteering days per year
- Opportunity to request a Sabbatical after 1 year of service
- Company MacBook Air



## Accessibility

If you require access to this document in alternate formats, or any other adjustments, please contact Naomi Carruthers by email [naomi@quarterfive.co.uk](mailto:naomi@quarterfive.co.uk) or call 07538 576637.

## Equality, Diversity and Inclusion

UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this. UK100's Diversity and Inclusion Policy can be found [here](#).

QuarterFive and our clients know fundraising could better reflect the diverse backgrounds and experiences of the people the charity sector supports. If you think you meet some of the criteria for a role and would like to discuss how your other experience might transfer, please ask us for a chat. We're here to support you. Appointments will be made on merit alone and we will gladly make reasonable adjustments to always ensure a fair process. QuarterFive's Equality, Diversity and Inclusion Policy can be found [here](#).



**This job pack has been created by QuarterFive, in collaboration with UK:100.**

QuarterFive Fundraising Recruitment is a specialist agency for charities and fundraisers. We provide clients with access to the best fundraising talent in the sector, and offer candidates expert support in securing their next fundraising role.

