



JOB PACK DEPUTY CHIEF EXECUTIVE

RSPH
ROYAL SOCIETY FOR PUBLIC HEALTH
VISION, VOICE AND PRACTICE

DEPUTY CHIEF EXECUTIVE

Salary: up to £90,000 per annum

Full time, hybrid working with approx. 2 days a week in our Central London office

This is an exciting time to join the Royal Society for Public Health to use your passion for policy and communications and your experience of delivering high quality strategic and operational support to help fulfil our mission for everyone to lead a healthier longer life. We have a clear strategy, a great staff team and deliver high quality work. We are looking to move the next stage of our strategy and want someone brilliant to help us do that.

RSPH is the UK's leading public health membership and education charity, and we are looking for the right person to support our Chief Executive in delivering our strategic vision to reduce health inequalities, support the wider public health workforce and make public health everyone's responsibility.

As the world's oldest public health agency and the UK's leading specialist provider of public health qualifications, the Royal Society for Public Health is uniquely placed to make a difference. With health and social care services facing increasing pressure, healthy life expectancy stalling, inequalities increasing and more people leaving the workforce due to ill-health, our remit couldn't be more important.



What you'll bring

- We are looking for someone with experience of working at Director level in an organisation of comparable scale and complexity. You should have a proven track record of representing organisations to interested parties, and of persuading and influencing at senior levels including experience of managing relationships with Government, Parliament, regulators, trade bodies, consumer organisations, firms and the media.
- This role will require experience of developing and delivering organisational strategy. You will have experience in building effective teams of senior staff through people management skills such as leadership, vision, communication, motivation, constructive challenge and delegation.
- An effective communicator, you will excel at engaging with key internal and external stakeholders to achieve organisational goals. Most importantly we want someone who wants to come and work with the organisation to deliver our strategy and make a difference.

What we offer

- 25 days annual leave
- Agile hybrid working structure – 9-day fortnight available
- Pension contributions
- BUPA Cash plan
- Cycle to Work Scheme
- Membership of the Royal Society for Public Health
- Access to public health knowledge and skills training courses and qualifications
- Organisational commitment to supporting the health and wellbeing of our employees
- Welcoming and friendly team of colleagues, and an active Health Champions programme



RSPH values and actively strives to have a diverse and inclusive workforce in a working environment free from discrimination.

Please do let us know if you require any adjustment to allow you to participate in this recruitment process.

RSPH operates an agile working policy with some attendance at our London office according to business need.

JOB DESCRIPTION

- Job Title: Deputy Chief Executive
- Reports to: Chief Executive
- Line reports: 3 x department heads
- Contract: Permanent
- Hours of work: Full time, agile working
- Location: RSPH operates an agile working policy with some attendance at our London office according to business need.
- Salary: up to £90,000 pa

The role of Deputy Chief Executive is to provide strategic and operational support for the Chief Executive including to deputise at key meetings and events when required.

The Deputy CEO will be responsible for the operational areas of Policy, Communications and Programmes. The Deputy CEO will support the CEO in setting overall strategic direction.

Main tasks of the role

- Deputise for the Chief Executive when needed both internally and at external events and presentations.
- Support the Chief Executive in the delivery of the strategic plan.
- Oversight of policy and public affairs.
- Oversight of programmes.
- Oversight of communications and digital.
- Oversight and direction of income generation.

Areas of responsibility

- Responsible for the creation and delivery of RSPH campaigns and policies in line with the strategic and annual plan.
- Responsible for the communications output of the organisation.
- Responsible for the development of new programmes.
- Develop and deliver the income generation pipelines.
- Responsible for performance monitoring and delivery.
- Develop and lead new strategic projects.
- Responsible for the proactive public affairs strategy for communication with MP's, Government departments and other key stakeholders.
- Develop and lead external partnerships.
- Provide RSPH wide leadership in specialist areas.

Knowledge and abilities

- Experience of working at Director level in an organisation of comparable scale and complexity.
- A track record of representing organisations to interested parties, and of persuading and influencing at senior levels including experience of managing relationships with Government, Parliament, regulators, trade bodies, consumer organisations, firms and the media.
- Experience of bidding for and winning contracts.
- Extensive experience of using assessment data to inform decision-making.
- Experience of leading, managing and motivating teams of people, building effective relationships at all levels within an organisation.
- Experience in building effective teams of senior staff through people management skills such as leadership, vision, communication, motivation, constructive challenge and delegation.
- Experience of developing and delivering organisational strategy.
- Proven track record of strategic and successful business planning and financial management.
- Experience of working in either Public Health, Local Government, NHS, Civil society or the charity sector.

Skills and leadership style

- A strategic thinker who can analyse and process complex information and data quickly and rigorously in order to make effective decisions.
- Can think analytically to undertake complex tasks in a systematic way.
- Thinks creatively and imaginatively to solve problems and identify opportunities.
- Celebrates diversity and makes decisions to actively promote inclusion.
- Able to articulate and define a clear vision for the future.
- Able to demonstrate having planned appropriately for future success.
- Highly effective written and verbal communication, presentation and ambassadorial skills.
- Strong skills in persuading, influencing and negotiating internally and externally.
- Ability to secure confidence quickly and establish effective working relationships with key stakeholders.
- Ability to see the bigger picture, make connections (people and ideas) and contribute to wider policy issues.
- Able to work effectively with CEO, senior management team, and trustees.
- Demonstrates a personal and professional commitment to the role, vision and aspirations of RSPH.

How to apply

Please email a copy of your CV and a supporting statement of no more than two pages highlighting your relevant, key experience for the role.

Please send your application to sfletcher@rsph.org.uk

If you would like to have an informal conversation with our CEO, William Roberts, before applying, please contact Sarah Fletcher by email or by calling 0207 265 7315 to arrange.

Closing date: 24 July at 9.00 am

Interviews will be held at our offices in Whitechapel on Wednesday 31 July. If you are unable to attend please indicate this on your application.

Please visit our [website](#) for more information.

We look forward to hearing from you.



RSPH
ROYAL SOCIETY FOR PUBLIC HEALTH
VISION, VOICE AND PRACTICE