

Job description and person specification

Job title:	Head of ProShare
Contract:	Permanent
Hours:	35 hours per week.
Location:	London, EC1N
Department:	ProShare
Reports to:	Policy and Research Director – Chartered Governance Institute

About the role

ProShare has been the voice of employee share ownership since it was established in 1992 by HM Government, a group of FTSE 100 companies and the London Stock Exchange to promote wider share ownership. Today, as part of the Chartered Governance Institute UK & Ireland, ProShare focuses solely on helping to promote employee share ownership in the UK and is the voice of employee share plan practitioners and professionals.

More information about ProShare can be found at www.proshare.org.

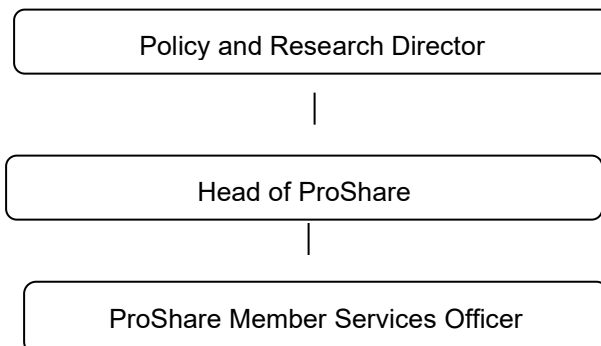
The Chartered Governance Institute is the professional body for governance. We have members in all sectors and are required by our Royal Charter to lead ‘effective governance and efficient administration of commerce, industry and public affairs’. With 125 years’ experience, we work with regulators and policy makers to champion high standards of governance and provide qualifications, training and guidance.

Our Values

Our values are important to us and ingrained into everything we do.

- We find solutions through innovating, learning and collaborating.
- We are invested in our future.
- We take pride in what we do.

Department structure – ProShare



Purpose of job

To manage the growth and development of the ProShare business.

Main responsibilities/accountabilities

Business development and relationship management

- Lead relationship management for all ProShare members in relation to membership matters and the identification and recruitment of new ProShare members.
- Represent ProShare externally and around the UK
- Review membership offering and work with sponsorship team to develop attractive opportunities for sponsors and secure sponsorship for agreed aspects of the ProShare programme in line with targets. Manage major sponsorship package allocation processes with Gold members.
- Prepare the annual draft budget and business plan and deliver ProShare programme in line with budget.
- Act as an escalation point for complex, technical or sensitive invoice/membership queries.

Technical expertise and promotion

- Act as a subject matter expert on share plans technical matters.
- Oversee the convening of and attend focus groups. Ensure the groups have a competent chair, cover relevant issues and that all notes are published in a timely fashion. Manage and attend the advisory panel.
- Support the delivery of ProShare's agenda for policy and external affairs and the constructive dialogue with MPs and relevant government departments, e.g. HMT, HMRC, DWP, DBT.
- Set and oversee project plan for production of Annual SAYE & SIP Report.
- Attend and where appropriate speak at ProShare functions and external events.
- Liaise as required with other industry bodies such as GEO, the IAFP and other key stakeholders
- Oversee the preparation of, and sign off, a regular member newsletter for which the post holder will write, commission or solicit articles on technical matters from members
- Work collaboratively with other Chartered Governance Institute colleagues to help improve the general understanding of the work of ProShare.

Event oversight

- Lead on the programme development of the yearly programme of conferences, events and the awards dinner and support the delivery of these events with the CGIUKI Events team.
- Oversee project plan for the Annual SAYE & SIP and other report launch events, Celebrating Excellence and Next generation events and seminars and support the delivery of these events by the CGIUKI Events team.
- Oversee and work with the training team on Introduction to ESO training course and other training events, including relationship support for the ESP Certificate course, and the development of additional training courses for ProShare members.

Line management

- Manage and develop team assistant, overseeing and setting objectives.

Other

- Ensure that health and safety requirements are met in the areas for which the jobholder is responsible.
- Occasional early mornings/evenings and travel involved.
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

Person specification

Knowledge	• Knowledge of Employee Share Plans • Understanding of the structure, operations and strategy for a membership body • Technically proficient especially using spreadsheets and powerpoint
Experience	• Experience of managing and motivating a small team • Track record of experience in the share plans industry - experience of the management of share plans would be beneficial • Experience of business development and brand and event management desirable
Skills	• Ability to be a public voice and a highly visible presence • Excellent organisational, planning, prioritisation and time management skills • Relationship building, networking and negotiating skills Ability to work both independently and as part of a team • Excellent verbal and written communication and research skills • Proven people management and leadership skills and experience • Ability and willingness to problem solve and innovate.
Behaviours	• Recognise the particular challenges, opportunities etc. that come with working for a membership organisation • Resilience • Act in accordance with our values: ○ Transparency ○ Integrity ○ Authority • Adaptability • Demonstrate flexibility and open mindedness