

MATHSWORLDDUK

Post: Chief Executive Officer

Salary range: £35,000 - £60,000

One-year Fixed Term Contract

Full-Time

MATHSWORLDDUK is a charity and registered company which has been set up for the ultimate purpose of establishing in the UK the first National Exploratorium of Mathematics – an interactive museum space devoted solely to Mathematics and its applications. Many countries now have very popular interactive museums of mathematics. Whilst Germany, the USA, Spain and many other countries have at least one such public museum space devoted solely to Mathematics, the UK has none. We hope to rectify this serious omission.

MATHSWORLDDUK (MWUK) is managed by an Executive Committee, whose members have considerable experience in mathematics education, in mathematics curriculum development and in the popularisation of the subject. Information about MWUK and short biographies of the Executive Committee are provided on our web site <http://www.mathsworlduk.com>. We have an Advisory Panel whose members can be drawn on to advise the Executive Committee.

At present, progress towards our mission has been achieved solely by volunteer effort, working in partnership with a number of individuals committed to improving public engagement in mathematics and with very supportive organisations. These include the University of Leeds, professional mathematics organisations in the UK, mathematics outreach networks in the UK and elsewhere, and the international network of those managing mathematics museums and visitors' centres across the globe. In September 2016 we jointly organised (with the National Museum of Mathematics in New York (also known as MoMath) and the University of Leeds) the second international MATRIX Conference for people involved in mathematics museums and mathematics outreach. The conference attracted over 100 delegates from 16 countries.

MWUK has developed several exhibits, shown at a number of science and mathematics festivals. The next target is to plan, design and construct a touring exhibition devoted to mathematics which can be housed as a temporary exhibition within science centres, museums and galleries. .

We are now looking to appoint a Chief Executive Officer (CEO) to provide additional momentum to our programme. The CEO will be a key member of the management group, reporting to a Chairman of the Executive Committee. Your primary responsibilities will be to actively lead working towards the overall mission, to represent MWUK with a range of strategic partners and contacts, to manage a comprehensive fund-raising programme, to lead on the development of a Touring Exhibition, and to further MWUK's reputation for Mathematics engagement.

This role offers an excellent exciting opportunity for someone looking for a challenging but rewarding senior executive role with a fledgling national organisation, passionate about popularising Mathematics. We are poised to make a significant impact in shifting public attitudes to Mathematics, and contribute to stimulating interest in mathematical ideas and in careers requiring mathematical skills.

An anonymous donor has made it possible for us to recruit a Chief Executive Officer for a fixed term of one year. Renewal of the post will depend on generating further funding.

To apply, please contact Professor Margaret Brown at the email address below providing a CV, and a letter of application, explaining why you are interested and what you can bring to the role, plus name and contact information for at least two referees, one of whom must be a recent employer or senior colleague. The deadline for applications is 22nd March 2018. Initial inquiries may be made to Margaret Brown via email to margaret.brown@kcl.ac.uk.

Chief Executive Officer - Job description

Objectives of the post:

The Project Director is a key strategic post within **MATHSWORLDDUK** and the post holder will have a leading role in the development of the organisation. The post holder will be responsible through Professor Margaret Brown, to the **MATHSWORLDDUK** Executive Committee leading on the implementation of the strategy and business plan, including, in particular, major fund-raising activity, coordinating work leading up to the creation of a touring exhibition, and working more generally towards achievement of the firstUK Mathematics Exploratorium.

Duties and responsibilities:

- Be an ambassador for **MATHSWORLDDUK** to potential partners and funders
- Lead on the development and delivery of the fundraising strategy and to produce revenue and capital budget bids for grant aid
- Manage externally funded projects to deliver identified outcomes and outputs within time scales and budgets; a major project will be to establish the design, feasibility and exhibition venues of a touring exhibition with a sustainability plan
- Provide a strategic overview of the relevant regional and national agendas and liaise with organisations and partnerships to ensure the Executive Committee are aware of potential opportunities considering them in the light of MWUK's aims and objectives
- Liaise effectively with mathematics, academic, commercial and industrial, and national and local government organisations
- Liaise with Science Discovery Centres in the UK and with other mathematics museums around the world to learn and benefit from best practice
- Contribute to the **MATHSWORLDDUK** strategic plan and business plan
- Provide a management and a facilitator role, as appropriate, to MWUK and its members and volunteers
- Write and present reports as required by the Executive Committee
- Support the co-chairs and relevant director/trustee in liaising with Companies House and the Charity Commission, and provide support for the annual general meetings
- Budget and manage accounts liaising with the organisation's accountant and treasurer as required
- Have overall responsibility for the website, newsletter and social media pathways coordinating other paid services and volunteer support
- Liaise with supporters in coordinating and arranging participation in Science Fairs and similar events as prescribed by the Executive Committee
- Develop and maintain professional and volunteer networks within the sector in support of the organisation's objectives, including developing and providing services for the Friends of **MATHSWORLDDUK**
- Undertake such other duties as the co-chairmen may from time to time determine commensurate with the designation of the post

Person specification

	Essential	Desirable
Qualifications and Training		
First degree in Mathematics or in a closely related subject	✓	
A recognised management or leadership qualification or have demonstrable experience in a management/leadership role at a senior level	✓	
Experience		
Experience in a similar role	✓	
Management experience, including the ability to delegate, motivate and to guide volunteers and supporters.	✓	
Experience of fundraising and funding streams; drafting business plans and grant applications; knowledge of the funding organizations and structures in the UK	✓	
Budget management experience.	✓	
Mathematics Outreach experience or museum experience		✓
Cultural sector experience		✓
Sound working knowledge of the use of IT, in particular Microsoft Office including Word, Excel, PowerPoint and Access. A good understanding and working knowledge of social media	✓	
Experience and a creative flair for website development, or alternatively proven ability to manage externally provided website development	✓	
Knowledge of local government systems and strategic and environmental context within which cultural organisations operate		✓
Proven experience of project management	✓	
Skills		
Ability to analyse situations, think creatively and strategically and able to see linkages between areas of work	✓	
Excellent oral and written communication and presentation skills.	✓	
Strong inter-personal communication skills, with the ability to deal effectively with a range of contacts and people at all levels.	✓	
Good listening skills and able to enquire about and identify opportunities	✓	
Ability to work under pressure, to tight deadlines.	✓	
Positive approach, with the ability to find creative solutions	✓	
Self-starter with the skills and ability to work on own initiative	✓	
Able to deal with information of a confidential nature	✓	
Competent in financial management	✓	
Excellent time management skills	✓	
Decisive with the ability to implement decisions	✓	
Political awareness and sensitivity	✓	

Personal Qualities		
Representative qualities, able to command respect and to create and sustain a high profile role within and outside the organisation	✓	
Enthusiastic	✓	
Flexible	✓	
Goal-orientated	✓	
Sense of humour and sense of proportion	✓	
Able to think outside the box and make connections	✓	