



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

UKMT Executive Director, UK Mathematics Trust, School of Mathematics



Salary: Grade 9 (£50,132 - £58,089)

Reference: MAPMA1112

Closing date: 26 August 2019

Full-time - We will consider job share / flexible working arrangements

School of Mathematics, Faculty of Mathematics and Physical Sciences

Do you have substantial experience in leading effective service delivery and the ability to inspire and motivate a team of staff and volunteers? Would you like to work in a varied Executive Director role, supporting the running of a charity that inspires young people to engage with mathematics? Do you have exceptional communication skills and experience of managing people to provide the highest level of quality and service?

The United Kingdom Mathematics Trust (UKMT) aims to advance the education of young people in mathematics, in large part through the organisation of mathematics competitions and events. The UKMT is a national charity based at the University of Leeds and you will be jointly employed by the University of Leeds and the UKMT.

Working in close collaboration with the UKMT Chair and Board of Trustees, the Executive Director will take responsibility for effective delivery of UKMT policy, producing and implementing plans for achieving UKMT strategic objectives, developing effective working relationships with a wide range of people both inside and outside the UKMT, and planning activities against budgets to ensure proper financial and organisational management of the Trust.

You will have a STEM degree and a good understanding of mathematics and its teaching at school level and preferably beyond, together with a sound understanding of the UK school system and its teaching profession. You will also have significant managerial experience and a clear understanding of governance within the framework of charity and company law.

What does the role entail?

As a UKMT Executive Director, your main duties will include:

- Chairing and working with the Executive Board to ensure proper planning, implementation, evaluation and development of the Trust's activities, strategic objectives and goals as set by the Board of Trustees in line with the Trust's charitable object;
- Planning, forecasting, monitoring and controlling Trust activities against budgets, taking overall responsibility for proper financial and organisational management, for overseeing the annual audit, and for ensuring that activities are accounted for in a transparent manner and that the Trust continues to be viable, in accordance with Charity Commission guidelines and company law;
- Leading on fund-raising, sponsorship and income-generating activities;



- Leading and managing all UKMT employees in line with University of Leeds policies and procedures, and oversee the work of UKMT volunteers in line with UKMT policies and procedures, communicating clear standards and expectations, delegating tasks effectively and appropriately, encouraging initiatives, promoting excellence and innovation, and ensuring our people are valued;
- Building and nurturing strong relationships between UKMT Trustees, staff, and volunteers, and a wide range of people and organisations outside the UKMT;
- Working with other key members and staff of the UKMT (including the Chair, the Secretary, the Treasurer, and the Deputy Director) in implementing change, in ensuring proper organisational management, in identifying and managing areas of risk, in ensuring compliance, and in keeping up to date with policy changes and the educational context of the UK;
- Promoting the UKMT's activities to teachers and young people, schools and colleges, volunteers, external organisations, the media, government and other stakeholders, and representing the UKMT at meetings, conferences and events, locally, nationally and internationally;
- Providing overall direction of the operations of the UKMT, ensuring high quality across all activities and events.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a UKMT Executive Director you will have:

- A STEM degree and good understanding of mathematics and its teaching at school level and preferably beyond, together with a sound understanding of the UK school system and the teaching profession;
- Significant managerial experience with an ability to lead, develop and motivate staff towards the achievement of objectives, and excellent team-working skills at a senior level;
- A clear understanding of governance within the framework of charity and company law;
- Enthusiasm for the Trust's aim and the ability to lead others in its pursuit;
- The ability to respond flexibly and with resilience to the demands of delivering a complex management role in a pressurised environment, along with a commitment to your own professional development;
- The ability to inspire, motivate and manage a diverse team of staff and volunteers, to ensure their continued goodwill and commitment;
- The ability to give professional support and direction to others;
- The ability to seek, review and apply best practice from elsewhere;



- The ability to form plans to implement long-term strategic objectives, and experience of developing, communicating and delivering against strategic plans;
- Proven ability to apply sound judgement to a variety of challenges and situations, to take decisions on time even in uncertain circumstances, and to take accountability for own actions and consequences;
- Commercial awareness, vision and professionalism to ensure UKMT's success as a viable organisation, along with significant experience in developing and managing budgets in excess of £1million a year;
- Strong negotiation skills and the ability to influence and to listen to others, along with the ability to lead and effect change;
- Excellent communication, presentation and interpersonal skills with the ability to vary the leadership style to suit the situation, and experience of writing and presenting papers and policy documents;
- A willingness to work flexibly and to travel to UKMT events.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Alastair Rucklidge, Professor of Applied Mathematics and UKMT Trustee

Tel: +44 (0)113 343 5161

Email: A.M.Rucklidge@leeds.ac.uk

Additional information

The UK Mathematics Trust



United Kingdom
Mathematics Trust

Find out more about the UK Mathematics Trust: <https://www.ukmt.org.uk/>



A diverse workforce

The Faculty of Mathematics and Physical Sciences is proud to have been awarded the [Athena SWAN Bronze Award](#) from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our [equality and inclusion webpage](#) provides more information.

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information](#).

