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| chief executive OFFICER |

**RESPONSIBLE TO** DSC Chair and Board

**RESPONSIBLE FOR** All staff

**CONTEXT**

Opening in 2000, Dundee Science Centre (DSC) is an award-winning visitor attraction and educational charity promoting hands-on learning and showcasing the wonders of science through interactive exhibits and an immersive experience for all ages. It plays an active role in promoting STEM across Tayside, Fife and beyond engaging with people from a broad range of communities and audiences.

Led by a Board of Directors and a small, experienced Executive Team, it has c40 employees, the majority of whom are part time and flexible. It has an annual income of some £1.5m from visitor commercial revenues – tickets, catering, retail, events – and through grant funding and partnership working. Its audience reach is 250,000 covering in-Centre, community, festival, and on-line visits.

We are looking to recruit a strategic and commercial thinking CEO who has a broad understanding of science and the commercial vision to drive DSC in this next phase of its development. Who can motivate, inspire, and guide a high-performing team, and provide hands-on leadership when required while focusing on leading by example in setting the organisation’s pace, tone and culture.

**MAIN DUTIES**

Both personally and with our two Heads of functional areas (together forming the Executive Team), you will lead and drive the development and implementation of our Business Strategy, operations, programmes and activities, specifically:

**Board responsibilities** – Build an effective working relationship with the Chair. Provide the Company Secretary function re governance guidelines, Board and Enterprise Committee reporting, and ensuring all legal paperwork is completed. Work with the Board to develop the 3-year Business Strategy in the Spring of 2025, and thereafter set the associated Annual Operating Plan targets and ensure their delivery. Maintain awareness of legislative, operational risks and changes in the external environment that affect DSC.

**Ensuring the running of the business –** As leader of the Executive Team you will be responsible for delivering the Annual Operating Plan by participating in the management of all business activities, programmes and ensuring a shared organisational culture and overall strong vision. Key to this is delivering an increasing sustainable income to support the continuing development of DSC’s ambition and growth.

Your leadership covers all operational services – with one direct report covering the quality of customer experience underpinned by good facilities, exhibition upkeep, IT, Health & Safety, visitor experience, café, retail, routine staffing and finance. And the second direct report covering in-depth STEM engagement, marketing, fundraising and partnerships.

You will be responsible for high level finance and staffing matters by ensuring finances are robust, the Annual Audit is clean and HR procedures and policies are current.

**External responsibilities:** ensuring alignment with local and national government policies; engagement with the Scottish Government’s Chief Scientific Adviser; the Scottish Science Centre Network CEOs; the UK Association of Science and Discovery Centres; and contribute to Dundee City Council initiatives. Represent DSC at external events and publicity opportunities – all aimed at advancing the organisation’s aims.

**Key skills**

* **Leadership skills:** The CEO will be passionate about growing DSC, will have experience of running commercial operations, have delivered national level projects and have an entrepreneurial mindset, demonstrable commercial flair, excellent people and stakeholder management skills, and understand the need to prioritise both the public, charitable and commercial aspects of DSC.
* **Commercial skills:** The CEO will have demonstrable commercial skills, aimed at both growing our business with ambition and vision, and ensuring the Centre’s financial wellbeing on an annual basis.
* **Strong people skills:** The CEO will be able to motivate, inspire and grow the shared organisational culture and overall strong vision internally to ensure ongoing commercial growth and a motivated staff team. And be confident in building relationships with our external partners and senior opinion formers.

**Qualifications/Experience**

* You will have operated within the visitor attraction sector or have experience in building and growing successful commercial operations.
* You will have strong experience of governance and as Company Secretary be able to steer both DSC and DSC Enterprise through the necessary processes alongside the Chair.
* You will have a good and broad understanding of science and related subjects and of widening engagement with STEM given our principal purpose as a family-based visitor attraction, and importantly where it links with communities, academia, and meeting future business skills needs.
* Experience of financial management and budget responsibility commensurate with the scale of the Centre’s operations.
* You will have strong hands-on HR experience of motivating, guiding and conflict resolution through hands-on leadership and leading by example.
* Excellent negotiation skills and act as an ambassador for DSC with key stakeholders at the Scottish, UK and local levels.
* Ability to understand new issues quickly and make wise decisions.
* Ability to inspire confidence and create trust.
* Ability to work under pressure, plan personal workload effectively, and delegate.