



Managing Director Job Description

Job Title:	Managing Director
Department:	N/A
Line Manager:	N/A

Job Purpose:
The Managing Director is responsible for the success of TechFest within the mission and values of the Company. The Managing Director is responsible for the day to day operations of the Company and has the authority to carry out these responsibilities, in accordance with the policies and processes established by the Board.

Key responsibilities and accountabilities:
These will include, but not limited to: <ul style="list-style-type: none">• To be responsible for all activities and operations of the Company• To report to the Board on a regular basis on current activities and planned future developments• To report to the Board on the financial performance of the Company by providing up to date, accurate financial reports on a regular basis – this includes budget setting• To be proactive when planning and seeking new business and funding for the Company• To foster and develop productive partnerships with industry, academia, registered charities, government and related organisations• To be responsible for all staff appointments, assignments of duties, staff development, performance management and staff discipline• Ensure that the operating objectives and standards of performance are not only understood but owned by everyone employed or volunteering with Techfest.• To convene and fully participate in regular staff meetings• To foster team building and encourage good working relationships with staff• To ensure all statutory and legal obligations/requirements are met by the Company;• To ensure your actions at all times uphold the good name of the Company and to ensure that at no time steps are taken by you which could bring the Company into disrepute; and• To undertake duties which, from time to time, are requested by the Board

Skills & Knowledge requirements: (either essential or desirable)
<ul style="list-style-type: none">• Knowledge of and experience of working for a Science based organisation. (essential)• Knowledge of and/or experience in working with a Charity (desirable)• Knowledge of and/or experience in working with children (essential)• Knows how to influence and enable others. (essential)• Experience of managing teams. (desirable)• Excels in Project Management (essential)

Personal Qualities:
<ul style="list-style-type: none">• A self starter and team player• Able to act and react to pressurised working environments• Has a flexible approach to working• Has an ability to sell a concept• Action orientated and innovative.• Able to motivate their team.