

THE BLACK BRITISH BUSINESS AWARDS

Role Specification & Candidate Profile

# Executive Director



These notes provide information on the search for the Executive Director of the BBB Awards. Section 7 provides details on how to apply. Please note that applications must be received at [partnerships@thebbbawards.com](mailto:partnerships@thebbbawards.com) on or before 30 June 2019.

## 1. The Company

The Black British Business Awards (BBBAwards) is the only premium awards programme of its kind in the UK. The BBB Awards celebrate the often-unsung contributions of exceptional Black professionals and entrepreneurs, focusing on commercial excellence and business impact. The BBB Awards have been endorsed by past and present Prime Ministers, Secretaries of State for Business, the Mayor of the City of London and other significant business leaders and public officials from its inaugural year to the present day. Press coverage has been national with coverage in leading broadsheets including the Financial Times, The Times, The Telegraph and the BBC. The BBB Awards recognise outstanding professionals and entrepreneurs in six industry categories:

- Arts and Media
- Consumer and Luxury
- Entrepreneur
- Financial Services
- Professional Services
- Science, Technology, Engineering and Mathematics

## 2. More than a ceremony and impacting all minority ethnic talent

The BBB Awards is more than an annual awards ceremony. Our ambition from the outset was to become a powerful change agent by creating a coalition of businesses that impactfully collaborate to create working environments for Black, Asian and other Minority Ethnic (BAME) talent to succeed and ascend into senior executive roles in greater numbers. All profits from the BBB Awards ceremony are reinvested into the development of the BBB Awards BAME initiatives, all of which are designed to support sponsors of the BBB Awards to take meaningful action to address barriers to the progression of BAME talent. The BBB Awards initiatives include:

- The Middle Manager Talent Accelerator
- BAME in the Boardroom
- BAME Advisory Services
- BAME Action Research
- Mentor Mondays

All BBB Awards programme designs are evidence based and require that we track, measure and report impact with rigour.

## 3. The Team

The BBB Awards were co-founded by Melanie Eusebe and Sophie Chandauka as a passion project in addition to their substantial portfolio and international executive careers. Since the launch of the BBB Awards in 2014, both women have continued to pursue their respective careers whilst the success and the growth of the BBB Awards has been steadily impressive. Under Melanie and Sophie's leadership, and with the support of part time freelancers, the organisation has matured well beyond the BBB Awards ceremony with a growing portfolio of strategic partners programmes in which sponsor companies have a substantial interest in. The business is a small enterprise that is experiencing rapid growth, and now needs a strong Executive Director who is 100% focused on the development of the business. It is hoped that, in time, the BBB Awards could be established as an international brand and business. The Executive Director will be supported by a strong and personally invested Board, including Melanie, Sophie and Maxine Benson MBE and Karen Gill MBE, co-founders of everywoman, who have been strategic advisors and delivery partners of the BBB Awards from inception.

## 4. Job Description

This role allows for a great degree of autonomous, flexible working with a high performing team. This person will be responsible for the following, with the support of staff from everywoman, the BBB Awards strategic and delivery partner:

- Strategic planning and organisational development – define the direction of the organisation in a strategic plan that is approved by the Board.
- Leadership and general management – provide leadership for the BBB Awards and be responsible for its performance and the achievement of its objectives through the management, development and motivation of staff and co-opted collaborators.
- Business development and sales – develop and execute a sustainable multi-year business strategy that enables the BBB Awards to diversify income sources, increase its client base and leverage existing partnerships.
- Finance – manage the BBB Awards budget to ensure that the money is spent effectively and be responsible to the Board for the financial health of the organisation.
- Governance – create the structures and processes that ensure that the organisation is run to the very highest standards and that the resources of the organisation are, and are seen to be, maximised in favour of driving profitability and positive social impact. Ensure that the constitutional, legal and regulatory requirements of BBB Awards are met.

- Client and stakeholder management - develop strong and reliable lines of communication to the Board, clients and other strategic partners; ensuring measurable client satisfaction.
- Public relations - develop a strong public relations strategy, including social media, for the BBB Awards serving as an ambassador and advocate for the BBB Awards to all external parties.

## 5. Person Specification

The BBB Awards is seeking candidates with the following experiences, skills and attributes:

### *Professional Experience*

- Senior general management experience ideally in an organisation that has a strong social impact ethos and purpose.
- Experience of working in an environment with demanding governance requirements and experience of building the systems and processes to service those requirements.
- Commercial leadership - track record in sales and marketing, ideally with some breadth across organisations of varying scale.
- Knowledge of key themes relating to diversity and inclusion, with an emphasis on understanding the challenges and opportunities faced with respect to attraction, retention and promotion of ethnic minority talent in the UK throughout the talent pipeline, including at Board level.
- Ideally strong knowledge of the key players in the UK diversity and inclusion arena.

### *Skills and Attributes*

- Motivated by our purpose and able to inspire others
- Nimble, proactive, highly strategic entrepreneurial approach
- Strong revenue origination and transaction closing capability
- Highly developed leader with strong team player skills
- Excellent written and verbal communication skills
- Self-aware and professionally confident with the gravitas to be a "trusted partner"
- Disciplined, rigorous, organised and able to prioritise

The role will periodically require meetings with potential sponsors at their offices, mostly in London, but sometimes in other cities beyond London. Except in exceptional circumstances, office visits will be arranged well in advance.

## 6. Terms of appointment

This appointment is part time, allows for flexible working and will be based in the offices at everywoman in central London.

This job description is not prescriptive; it merely outlines the key tasks and responsibilities. The job description may change but any changes will be made in consultation with the post holder.

## 7. How to apply

Applications should be sent by email to [partnerships@thebbbawards.com](mailto:partnerships@thebbbawards.com).

The closing date for applications is 30 June 2019.

Your application should comprise:

- a full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, relevant achievements and latest remuneration including all benefits;
- a covering note of not more than 1.5 pages summarising your proven ability related to the person specification and job description; and
- daytime, evening and/or mobile telephone numbers (to be used with discretion).

Please also note in your covering letter your availability for the interview dates (see below).

## 8. Process

- A selection of candidates will be invited to interviews with the Board on in July 2019.
- The appointment will be made subject to the receipt of satisfactory references.
- The successful candidate will be expected to take up the post as soon as is reasonably possible.

## 9. Further Information

The 2018 BBB Awards ceremony video is on YouTube: <https://www.youtube.com/watch?v=8FSyCE1vE8>

More information can be found at:

- Website: <https://thebbbawards.com/awards/>
- LinkedIn: <https://www.linkedin.com/company/the-black-british-business-awards/>
- Facebook: <https://en-gb.facebook.com/bbbawards/>
- Twitter and Instagram: @thebbbawards



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