

JOB DESCRIPTION			
Job title	Associate Director	Department	Ada Lovelace Institute
Job holder	Vacant	Reports to	Director
Job type	Permanent, Flexible hrs Fixed term, or secondment considered	Date created/amended	March 2019
Job aim	<p>The primary responsibilities of this role are to:</p> <ul style="list-style-type: none"> • Work with the Director as part of a small leadership team to develop the Ada Lovelace Institute, creating the infrastructure and building the resources to deliver the mission • Support and enable the delivery of key projects • Lead on aspects of the following key agendas <ul style="list-style-type: none"> ○ Scoping and procuring research projects ○ Partnership support, stakeholder engagement and convening ○ operations/governance and impact 		
Resources	The job holder will be responsible for managing a small team, and will work closely to the Director and with the newly appointed Board.		
Responsibilities, including but not limited to:			
1. Work with Director to develop and Lead the Ada Lovelace Institute as part of senior leadership team			
	<ul style="list-style-type: none"> • Develop plans to deliver on the Institute's strategy and mission. • Establish and implement governance arrangements • Contribute to the development, planning and implementation of the work plan • Build capacity and support recruitment of staff according to the growth needs of the Institute 		
2. Lead or contribute to one or more of the following work streams			
2.1 Lead the operational and governance 'stream'			
	<ul style="list-style-type: none"> • Identify governance and operational priorities • Develop a success framework to monitor and evaluate progress • Work with the Director of the Institute to enable effective strategic and resource planning • Manage budgets and ensure that there are effective papers for Board meetings • Develop and cost project plans for future years • Draft, tender or commission briefs for specific projects and partnerships • Develop costed institutional models for Ada (including working groups) and exemplar priority projects 		

2.2. Develop and lead the stakeholder engagement and partnership ‘stream’	
	<ul style="list-style-type: none"> • Scope and work with the Communications team to further develop branding, website and general communications output • Draft, tender or commission briefs for specific projects and partnerships • Develop wide networks of key audiences and stakeholders • Work with the Director to nurture key stakeholders and partnerships • Plan, develop and deliver key events and engagement activities to showcase projects and increase engagement • Develop ideas for potential future funding models
2.3 Research agenda	
	<ul style="list-style-type: none"> • Work with the Director and Trustees to agree workplan of initial projects and research priorities • Scope and procure initial research projects and data • Oversee research and project teams as assigned by the Director • Work with the wider team to consider dissemination and key target audiences

Person specification	Essential (E), Highly Desirable (HD) or Desirable (D)
Experience	
Experiencing of handling development of start-up organisations or stand-alone projects	E
Significant delivery and operational management experience	E
Running multi-stakeholder projects and programmes	E
Budget development and management	E (For one post only)
Stakeholder engagement experience, developing partnerships and convening events	E (for one post only)
Experience working with a variety of different groups, from across private, public and third sectors	HD

Some experience working with the technology industry; civil society groups relating to technology and rights; researchers/learned society engaged in technology	HD
Experience of managing people	HD
Knowledge and Skills	
A good degree	E
Knowledge and or interest in technologies ethical and social impact on society	E
Strong communication skills with ability to write clearly and accurately for different audiences	E
Highly developed influencing skills	E
Strong data management skills	E
Methodical with strong planning/organisation skills	E
An understanding of good governance	D
Personal Qualities	
Ability to work both independently and as part of a team	E
Confidence and comfortable working to develop new initiatives in the absence of established guidance and structure	E
Well organised and able to set clear directions for others	E
The ability to solve problems, and to investigate, initiate and evaluate solutions without much guidance	E
Ability to develop collaborative relationships across different sectors and stakeholders	E