Chief Executive Officer – Role Specification

Background to CFE
The Centre for Entrepreneurs (CFE) is the UK’s leading entrepreneurship foundation. Our journey began in 2010 as the New Entrepreneurs Foundation (NEF), founded by Oliver Pawle. In 2017 we acquired the Centre for Entrepreneurs think tank and integrated its people, activities and operations with NEF. In early 2019 we re-branded the foundation as the Centre for Entrepreneurs, to better express our combined entrepreneurial vision.

The aim of the charity is to make Britain more entrepreneurial. We achieve our aims firstly by conducting research into areas where entrepreneurship could help under-represented areas and communities and managing two communities that have emerged from that research – the incubator and accelerator Network (IAN) and the Refugee Entrepreneurship Network (REN) – and secondly by running the highly acclaimed entrepreneurial skills development programme, NEF+.

CFE has been remarkably successful in its 10 years of operations: Our flagship entrepreneur development programme, NEF+, has gone from strength to strength: The 11th cohort started in September 2021; there are now 350 alumni of the programme who have created 200 businesses and have raised £200m+ in investment, with a collective valuation of £630m; these ventures have created 5000 jobs.

Our research and policy team has published several acclaimed research reports, conducted a Home Office-funded pilot programme for entrepreneurship support for resettled refugees and built two active communities of incubators and refugee support organisations, which are a first of their kind in the UK and internationally, respectively.

Following a curtailment of some of our activities due to Covid-19, the organisation is once again poised to re-establish itself as the pre-eminent entrepreneurship organisation in the UK, with an exciting series of initiatives planned for 2022 and beyond.

Neeta Patel, the current CEO, is looking to step down in early/mid 2022 after leading the organisation for 10 years. This is a superb opportunity for her successor to assume the reins to design and lead the organisation for the next 3-5 years.

Role Specification

The role of the incoming CEO is to advance CFE’s position within the UK’s entrepreneurship ecosystem, and more specifically to re-start our research and policy activities and take forward our ambitions to establish the NEF+ programme at a national level.

Principal Responsibilities of the CEO

1. **Strategic leadership**
   - Provide strategic leadership to the charity and its board, ensuring maximum impact of all its programmes for all those involved in the organisation
• Re-establish the new programme of research and policy activities by quickly building the capacity (internal or externally commissioned) to deliver the key research agenda for 2022/23
• Provide strategic input and guidance to the design and delivery of the NEF+ programme or its successor programmes
• Review plans and activities to launch NEF+ in another region with a view of the programme scaling to become a national programme
• Accountable to the board for the delivery of CFE’s financial and operational goals
• Instigate regular strategic reviews to ensure the organisation fulfils its charitable objects, remains current, and continues to deliver impact

2. **External Representation**
   • Develop and maintain relationships with key influencers and stakeholders within the entrepreneurship ecosystem
   • Act as a spokesperson for the organisation to external media, government, and the industry
   • Act as an ambassador for the organisation through conferences, talks and events

3. **Fund Raising and Donor/stakeholder relationships**
   • Work with the Chair and trustees to source new income and donations, leveraging personal networks and stakeholder connections
   • Manage relationships with our donor and sponsor organisations
   • Identify potential events, networks and activities for donor engagement opportunities

4. **Team Leadership**
   • Provide guidance and support to the deputy CEO/COO and the wider team on programme direction and delivery
   • Approve annual budgets and operating plans, and work with the deputy CEO/COO to ensure effective financial, operational and risk management processes are maintained
   • Communicate and gain buy-in for strategic plans and delivery imperatives
   • Regularly review the team’s overall performance against objectives

5. **Governance and trustee relationships**
   • Work closely and maintain good relationships with the Chair and board of trustees and the external advisory board members
   • Provide timely guidance, information, and recommendations on strategic issues to the board
   • Ensure the charity operates within its governance rules, consulting with the charity commission, accountants and lawyers as required

**Person Specification**
In addition to an understanding of the governance requirements of the charity, we anticipate that the incoming CEO will have:

• A passion for and a belief in the positive impact of entrepreneurship on the UK’s economy, people, and communities
• An exceptional understanding of the UK’s entrepreneurship ecosystem coupled with the energy and enthusiasm to ‘make things happen’ – a delivery focused mindset
• A good understanding of how research and programmes can feed into government policy and into the growth of the wider ecosystem. This will entail an understanding of what works in other countries.
• Will be a recognized and an established player in the sector coupled with extensive and relevant experience
• A proven track record of previous programme leadership in the sector with evidence of measurable impact
• Will bring extensive networks to CFE including corporate, industry, academia and government contacts and proven fund raising abilities
• A good collaborator who can connect the dots and work effectively with different organisations to deliver impact
• A good team player who will engender respect and buy in from the CFE team and all our stakeholders
• A diplomatic but determined mindset and approach
• A desire to make change happen and someone who wants to be part of the overall success of UK entrepreneurship

**Terms and Benefits of appointment**

The CEO will serve for a 3–5-year term with an initial 6-month probationary period. This is a full-time appointment.

Salary: Competitive – £80-100K depending on experience
Company Pension scheme (with employer contribution)
Up to 28 days of annual paid leave
Group Private Medical Insurance
Flexible working: currently 2 days in our partners’ office (Founders Forum) and 3 days working from home. This may change as Covid restrictions are lifted and may mean a full time return to an office environment.
Applicants must have the right to work in the UK.
Relocation assistance is not available for this appointment.

More information can be found on [www.centreforentrepreneurs.org](http://www.centreforentrepreneurs.org)
Our trustees are [https://centreforentrepreneurs.org/about/trustees/](https://centreforentrepreneurs.org/about/trustees/)

For a confidential discussion about this role, please contact Neeta Patel (CEO) on [neeta@centreforentrepreneurs.org](mailto:neeta@centreforentrepreneurs.org)

How to apply: Please send a cover note and your CV to [richard@centreforentrepreneurs.org](mailto:richard@centreforentrepreneurs.org), quoting CEO2022 in the subject line.