

Chief Executive – Cannabis Industry Council

Job purpose

The primary purpose of the Chief Executive's role is to deliver the Cannabis Industry Council's (CIC) strategic goals and annual business plan.

The Chief Executive works jointly with officers and members to advocate and campaign to achieve the best possible outcomes for the cannabis industry in the current challenging health and wellness environment.

Key accountabilities

- Be accountable to the executive committee for the delivery of the CIC business strategy
- Play a leadership role within the cannabis sector, maintaining and building a network of collaborators and stakeholders who can support delivery of the CIC's strategy
- Maintain the agreed strategic direction for the CIC's public policy and political advocacy work on issues of concern for the industry and advise the board on proposed changes to the strategic direction for public policy work.
- Deliver effective influencing and communications strategies to engage key policy and decision-making stakeholders.
- Drive membership growth.
- Work closely with chief executives, senior managers of member organisations to ensure the CIC complements and supports the objectives of its members.
- Represent the CIC and its members to the external audience, including and especially political stakeholders, government departments, policy-makers and media.
- Maintain relations with, and lobby, senior decision makers and influencers in the government, parliament, political parties, health and social care professionals and media.
- Deliver the CIC's annual budget through managing expenditure and maintaining and growing income.
- Incorporating the role of Company Secretary, ensure the efficient running of the CIC so its the aims and objectives can be carried out effectively.

Operational responsibilities

Promoting The CIC

- Represent the CIC with government ministers and departments, NHS England, Home Office, BEIS and other relevant departments, the media, and other organisations in order to achieve its aims and objectives.
- Protect and enhance the reputation of the CIC, seeking opportunities to promote its work.
- Sit on other national policy forums relating to the cannabis industry, where appropriate
- Be part of the team to deliver the CIC's communication strategy.

Working with the Executive Committee

- Ensure appropriate and timely reporting to enable the Committee against the agreed strategy to adequately monitor annual plans, targets, performance and the financial status.
- Deliver the annual calendar for executive and sub-committee meetings, with support from the Executive Assistant.
- Provide regular updates and advice to the Committee about the member priorities and policy positions, as well as the external environment in which CIC operates
- Work with the accountants to produce the Annual Report and ensure all constitutional, regulatory, and legal obligations are met.
- Maintain the governance arrangements to maximise productivity and compliance.
- Present a regular review of organisational risks, using the agreed risk management framework, proposing measures to mitigate them, and implement the risk management strategy as agreed with the board.

Working with member organisations

- Work with member organisations to establish priority policy areas for shared action by the CIC.
- Oversee CIC sub-groups joining together representatives from member organisations with shared interests and utilising these skills for the benefit of the wider cannabis community.
- Lead the team to deliver the annual programme of meetings, including the annual members meeting.
- Review, enhance and promote the value of membership of the CIC.
- Oversee regular communications to members, including delivering an annual programme of 1:1 meetings with member Chief Executives.

Management

- Deliver, monitor, and report against the annual business plan agreed by the Executive Committee.
- Provide management and leadership to staff, and members to ensure that the work plan is delivered.
- Carry out regular supervision with staff and determine and plan for staff training needs to be met.
- Manage the CIC's human and financial resources to allow the CIC to conduct its business effectively.
- Oversee appropriate IT and office infrastructure, with support from contractors and the Executive Assistant
- Ensure delivery of short- and long-term projects and contracts.
- Be responsible for the management of health and safety, data protection and equal opportunities in the CIC.

Finance and fundraising

- Manage the CIC budget efficiently as agreed by the Committee and Treasurer and ensure that all statutory financial requirements are met.
- Deliver the CIC's fundraising strategy, including development of new income streams.

Development work

- Develop the national membership of the CIC.
- Seek opportunities to develop the work and influence of the CIC.
- Maintain links with other fora and alliances sharing common interests.

Additional tasks

- Carry out any additional tasks requested by the Chair or Executive Committee.

Further Information

- Salary £45K-£55K for full time position.
- Flexible home working allowed.
- Minimum 30 hours per week up to full time.
- Preferably self-employed on an external contractual basis.
- Start as soon as possible.

For more information or an informal conversation please contact Chair, Prof Mike Barnes via email at enquiries@cannabisindustryCouncil.org.

Person specification

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Experience	Management experience in a people-focused, social, health, campaigning, or umbrella charity or equivalent	x	
	Experienced in working with and reporting to an executive committee including setting, monitoring and reporting against key performance indicators		x
	Proven track record of delivering policy goals in collaboration with others	x	
	Experienced in managing annual and day to day budgets, management accounts, reforecasting and reporting	x	
	Experienced in developing and implementing a fundraising strategy		x
	Excellent and demonstrable understanding of parliamentary, Department of Health, NHS England other Government departments landscape, and the mechanisms and levers of influence	x	
	Understanding and knowledge of the cannabis and hemp sectors		x
	Evidence of successful management and experience of high profile policy/public affairs work linked to reputational risk	x	
	Experienced in using data and research to achieve objectives and drive campaigns	x	
	Experienced in effective integrated communications planning and strategy with external partners or organisations		x
	Experienced in maintaining strong commercial and other partnerships with well-developed interpersonal skills and a positive approach to collaboration and relationship-building	x	
	Passionate and self-motivated, with the determination to achieve successful outcomes , able to work independently, often alone, autonomous, with little direction or support	x	
	Creative and strategic thinker with excellent analytical skills and the ability to identify solutions and make high level recommendations for change	x	
	Corporate relations		x
Skills, abilities and personal attributes	Ability to use audience insight and up to date knowledge of the field to identify and take forward high impact products and approaches in support of organisational strategy		x
	Inspiring communicator with excellent media and public speaking skills, able to win support and enthuse the charity and wider community	x	
	Demonstrable evidence of good leadership and staff-management skills	x	
	Strong project management skills	x	
	Knowledge and understanding of all cannabis-beneficial conditions		x
	Knowledge of UK company law and governance issues		x

E = Essential

D = Desirable

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