

Deputy Chief Executive Officer

Job Description

The role of the Deputy Chief Executive Officer of Parkour Earth is to support the Chief Executive Officer (CEO) in the overall management and administration of Parkour Earth's operations. The Deputy CEO reports directly to the CEO and will work closely with the CEO to develop and implement Parkour Earth's management processes and projects in alignment with Parkour Earth's strategic plan.

Though reporting to the CEO, the Deputy CEO will be appointed jointly by the CEO and the Board. The position is reviewed annually and they will remain in their role providing they continue to meet the targets of the strategic plan and the expectations of the CEO and the Board.

Remuneration: At this time, the Deputy CEO role with Parkour Earth is a voluntary role with no salary, wages, or other remuneration. As with all volunteers of Parkour Earth, however, all known and agreed upon personal expenses incurred in the role will be reimbursed.

Time Commitment Required: Due to the voluntary nature of this role, there is no conventional time commitment, however, the commitment would be part time as negotiated with the CEO.

Candidate Profile

The ideal candidate for this role will have working knowledge of parkour organisations, with experience at a leadership level. They will be familiar with administrative processes and demonstrate sound financial, project, and personnel management skills. They will have a good working knowledge of the Parkour Earth constitution, and the duties of all office holders and committees. They will be able to stay well-informed of multiple responsibilities and projects at once whilst maintaining a positive and professional attitude. They will be hard working and able to meet deadlines despite the voluntary nature of the role. They will apply the principles of Good Governance and will not be afraid to challenge the CEO or the Board to ensure Parkour Earth upholds the highest standards in its operations. They will have an eagerness to learn new skills and will convey and employ qualities of parkour in their work: Adaptation, creativity, perseverance, and enthusiasm.

Please note: The age and stage of parkour globally is such that some onlookers may not feel they have all of the skills/qualities above but may nonetheless be a valuable candidate for this position. We would love to hear from anyone who thinks they can be an asset to the development of Parkour Earth and the holistic support of the global parkour community.

Responsibilities and Duties

Support the CEO in the following:

Key Areas	Critical Tasks
Administration	<ul style="list-style-type: none"> • Prepare meeting agendas and record minutes for the Board and General Meetings. • Participate in Board meetings and General Meetings. • Formulate and successfully implement of federation policies. • Support the Chair to ensure the federation complies with UK law and other relevant legislation. • Develop strategic operating plans that reflect the long-term objectives and priorities established by the Board.
Communication	<ul style="list-style-type: none"> • Maintain ongoing dialogue with the Chair and Board. • Create and maintain communication links between the Board and staff. • Ensure suitable and timely marketing of Parkour Earth information and news. • Keep up to date on developments within parkour at an international level. • Respond to all relevant correspondence.
Management	<ul style="list-style-type: none"> • Communicate and implement the federation's vision, mission, values, and overall direction. • Accountability to the Board for all federation operations. • Support the Board in developing the strategic plan and then establish work plans to meet the strategy's goals. • Lead and/or participate in the development of Parkour Earth projects and initiatives. • Action adequate operational planning and financial control systems and closely monitor the operating and financial results against plans and budgets. • Recruitment and dismissal of staff.

	<ul style="list-style-type: none"> • Provide leadership and motivation for staff. • Oversee the work of staff, take corrective action where necessary, and inform the board of any significant staff changes.
Relationships	<ul style="list-style-type: none"> • Create and establish links and partnerships with other international organisations, sponsors, and governments to further the goals of Parkour Earth. • Create and maintain communication links between Parkour Earth, its members, and other national parkour federations and communities.
Representation	<ul style="list-style-type: none"> • Represent the federation in national and international contexts when requested by the CEO.