



Mission Possible Ltd

Managing Director

September 2008

## Background

Mission Possible Ltd was established in 1997 to help individuals and organisations to achieve their goals in business. The founder, Sue Stockdale is well known and highly regarded as a motivational speaker, executive coach and author. Mission Possible clients have ranged from corporates, public sector organisations, academic institutions, to not-for-profit organisations and individuals.

Over the years, Mission Possible has developed a high level of brand awareness in the women's enterprise sector and is known for delivering professional, high quality services which meet the needs of its clients. Mission Possible now focuses on delivering services to two segments of the market - early stage businesses & growing businesses. Due to increasing commitments and the growth of the business, we are now seeking a Managing Director to oversee the growth of the company during its next critical stage of development.

## Services

Currently Mission Possible delivers the following services:

**Networking events-** Mission Possible runs an early-stage women's network that meets monthly in Swindon, and is launching another in Bath in the autumn. The network gained Prowess Flagship Award status in 2005 for best practice in women's networking, and was the first in the South East to achieve this.

**Peer support groups** - For growing businesses we offer our Mission Growth™ peer support groups. These consist of up to 15 members who meet for ½ day on a monthly basis and are run by a highly experienced facilitator. Membership is restricted to business owners whose companies have annual turnovers from £75,000 to £500,000. Currently these groups operate in Swindon, Newbury and will launch in Oxfordshire in the autumn.

**Website** - The website resource contains hundreds of articles providing support for women in business. Currently it receives over 25,000 unique hits per month. It has 14 regular contributors who provide content on a variety of business and lifestyle topics. These include Channel 4's business expert from Risking it All, Canada's top blogging expert, and a Radio 2 presenter. Revenue is generated via advertising on the site.

**Consultancy** - We provide consultancy, training programmes and workshops in many areas related to women's enterprise.

**Partners** - The Company believes in a partnership approach to achieve its goals and is proud to work closely with the following organisations:



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Tel: +44 (0)1367 244855 Email: [info@missionpossible.co.uk](mailto:info@missionpossible.co.uk) Web: [www.missionpossible.co.uk](http://www.missionpossible.co.uk)

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# **Managing Director**

## **Mission Possible Ltd**

### **Job Description**

**Reports to:** The Managing Director will report directly to the Mission Possible Board of Directors.

**Main purpose of job:** To oversee the growth of the company during the next critical stage of its development.

**Key relationships:** Sales Director, Finance & Marketing Director, Network Coordinators, Facilitators, Mission Possible Partners, Women Business Owners

**Location:** Currently the office is located in Oxfordshire. This role can be located in another part of the country and can be home based.

#### **Job Responsibilities:**

1. Develop, lead and implement the business plan and operational strategy in order to achieve successful growth of the business.
2. Plan and direct the company's activities to achieve stated/agreed timescales, targets and standards for financial performance, quality of customer service and number of regional groups.
3. Provide inspirational leadership for the Sales Director, Finance and Marketing Director, coordinators and facilitators.
4. Oversee business development activities.
5. Manage and control expenditure within agreed budgets.
6. Recruit, select and develop team members and facilitators as appropriate.
7. Maintain and develop company culture, values and reputation
8. Develop and maintain good working relationships with all staff, customers, suppliers, partners and government bodies.
9. Report to shareholders/ board on organisational plans and performance.
10. Manage the planning, monitoring, management and reporting, including management and development of policies, systems, processes and personnel involved.
11. Oversee the management of the IT functions and website.
12. Ensure activities meet with company requirements for quality management, health and safety, diversity, legal stipulations, environmental policies and general duty of care.
13. Execute the responsibilities of a company director according to lawful and ethical standards.

## Person Specification

- ❖ A proven track record of senior leadership, strategic planning, business and people management.
- ❖ Proven experience of sales and marketing, ideally gained by working within the environment of a growing business with at least £500K turnover.
- ❖ A track record in income generation and financial management.
- ❖ Experienced in developing relationships and partnerships with other organisations
- ❖ Excellent interpersonal skills and ability to communicate with entrepreneurs, government, professionals, business support organisations, academia and media
- ❖ Project management experience, with evidence of start up through to delivery
- ❖ Genuine empathy with women business owners who are starting up and growing businesses

## Skills and Attributes

Inspirational leadership skills

Entrepreneurial flair and vision

Strong financial acumen

Results focused with a clear ability to develop and manage marketing plans resulting in revenue generation

Self starter, able to work alone or be part of a team

Planning and analytical skills, with the ability to monitor and report on activity and evaluate performance

A good organiser who can maximise the use of resources

Energetic and committed to delivering challenging results

A flexible approach and willing to go the extra mile

Demonstrable skills in managing a company through growth and change

Ability to communicate at all levels in an organisation

Motivated and committed to the business

Ability to make things happen - "a doer"

Ability to network and build relationships with key partners and customers

Core values around supporting women entrepreneurs to achieve their potential

## References

We will require two written references from past employers, one from a person who can endorse your leadership skills and entrepreneurial flair.

## Salary

To be discussed with interviewees.

Benefits include equity, flexible working and opportunity to work from home.

## How to Apply

To apply for this role, please submit a detailed CV and supporting statement to address the areas described in the person specification/skills and attributes. The statement should clearly outline your competencies and achievements in relation to these points and why you are interested in this role.

**The closing date for applications is Friday 12<sup>th</sup> September.** Interviews will take place week during 17 - 19 September in Oxfordshire.

Please send your application via email to [jobs@missionpossible.co.uk](mailto:jobs@missionpossible.co.uk) or by post to Mission Possible Ltd, PO Box 1349, Faringdon, Oxon, SN7 7ZJ to arrive by Friday 12<sup>th</sup> September.

## Contact

For further information or an informal discussion contact Sue Stockdale on 01367 244855 or [info@missionpossible.co.uk](mailto:info@missionpossible.co.uk)