

## Thrombosis UK: Interim CEO

### Recruitment pack

**Job Title:** Interim Chief Executive Officer (CEO)

**Organisation:** Thrombosis UK

**Location:** Remote (UK-based, with occasional travel)

**Type:** Interim, Part-time or Full-time (flexible)

**Contract:** Interim – 6 months initially, with potential to extend

**Salary:** Competitive, dependent on experience

**Start Date:** As soon as possible

---

### About Thrombosis UK

Thrombosis UK is a UK-based charity dedicated to raising awareness, supporting research, and improving education and care around venous thromboembolism (VTE). Despite being one of the leading causes of cardiovascular death worldwide, thrombosis remains under-recognised. Our mission is to change that.

We are a small but committed team (currently three staff) supported by an engaged Board of Trustees. The charity is entering a transition phase as we begin the recruitment of a permanent CEO. During this time, we are looking for an **Interim CEO** to keep things running smoothly, ensure continuity, and support day-to-day operations.

This is a hands-on leadership role ideal for someone who is pragmatic, adaptable, and comfortable operating at both strategic and administrative levels. While this is an interim position, the successful candidate will be welcome to apply for the permanent role once advertised.

---

### Key Responsibilities

- **Organisational Management**
  - Ensure the smooth and effective day-to-day running of the charity, maintaining continuity across programmes, operations, and communications.
  - Provide line management and support to our small staff team.
  - Oversee and manage key administrative functions, including HR, compliance, and reporting.
- **Support to the Board**
  - Work closely with the Board of Trustees, preparing papers, attending meetings, and supporting governance processes.
  - Keep trustees informed of key developments and risks.
- **Fundraising and Income Generation**
  - Lead on development of diversifying our fundraising activity, including considering grant applications, donations, and corporate partnerships.
  - Manage the lead for fundraising.
- **Communications and Representation**

- Act as a spokesperson where appropriate, supporting external communications and stakeholder engagement.
- Maintain the charity's public presence, including through digital channels and social media.
- **Stakeholder and Beneficiary Engagement**
  - Support research and engagement with beneficiaries, healthcare professionals, and other stakeholders to inform the charity's future work.

---

## Candidate Profile

### Experience & Skills

- Experience in a leadership or operational management role, ideally within a charity.
- Strong organisational and administrative skills; able to prioritise and multi-task effectively.
- Comfortable working independently and taking initiative in a fast-paced environment.
- Good communication skills and the ability to work collaboratively with a range of stakeholders.
- Familiarity with charity governance and compliance processes.
- Confidence in managing a small team and pitching in with both strategic and hands-on tasks.

### Desirable

- Experience in health-related charities or awareness campaigns.
- Fundraising or marketing experience.
- Understanding of thrombosis, cardiovascular disease, or public health topics.

---

## Personal Attributes

- Practical and 'can-do' attitude
- Calm under pressure and well-organised
- Empathetic and values-driven
- Willing to roll up sleeves and work across all levels of the organisation
- Collaborative and supportive leadership style

---

## How to Apply

To apply, please send your CV and a brief covering letter explaining your interest in and suitability for the role to: [janet@thrombosisuk.org](mailto:janet@thrombosisuk.org)

If you would like an informal discussion before applying, please email and we can arrange a time to speak.

**Application deadline:** 22 June 2025

**Note:** This is an interim role, but the successful candidate will be welcome to apply for the permanent position when recruitment begins.