



Netherhall Educational Association

Appointment of CEO

June 2025

KBVDA

Saxton Bampfylde

About NEA

The Netherhall Educational Association (NEA) aims to provide all-round formation for people of all ages, especially the young, to help them develop their talents to the full and use them in the service of society.

NEA provides accommodation and complementary activities for university students at [Netherhall House](#) in London and [Grandpont House](#) in Oxford; support for selected educational and social projects outside the UK; personal development courses for people working in the City of London or nearby at Crosmore; clubs for young people and school-level study centres at [Kelston](#) in Wandsworth and [Dunreath](#) in Glasgow; outreach activities that enable many more people to benefit than those who live in or attend our centres regularly; and residential courses and retreats at [Wickenden Manor](#) in Sussex. NEA also operates Elmore a residential centre occupying a number of properties in Orme Court, West London. It houses professionals and long-term residents who work for NEA or one of its initiatives.

Activities of a spiritual nature at NEA centres are entrusted to Opus Dei, a personal prelature of the Catholic Church. NEA is looking for a CEO with a proven record of leadership, who can transform the culture of the organisation to continue being highly decentralised but with stronger support from its central function by enabling better systems and processes to ensure optimal delivery to its ultimate beneficiaries.

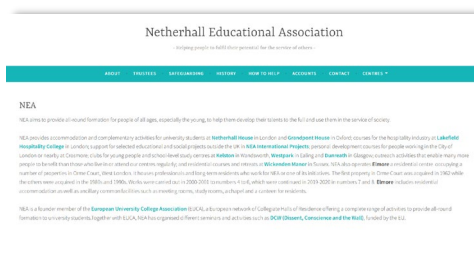
The trustees have set some very ambitious projects over the next 5 years to ensure the continued sustainability of NEA and increase its reach out. They are looking for a CEO with proven negotiation skills to present the NEA's needs and objectives to local authorities (planning), contractors and banks, to bring these complex projects to fruition. NEA is registered for

VAT and over the next few years this will become a key issue. It is thus considered a highly desirable attribute of any potential CEO to have sound knowledge of charity VAT.

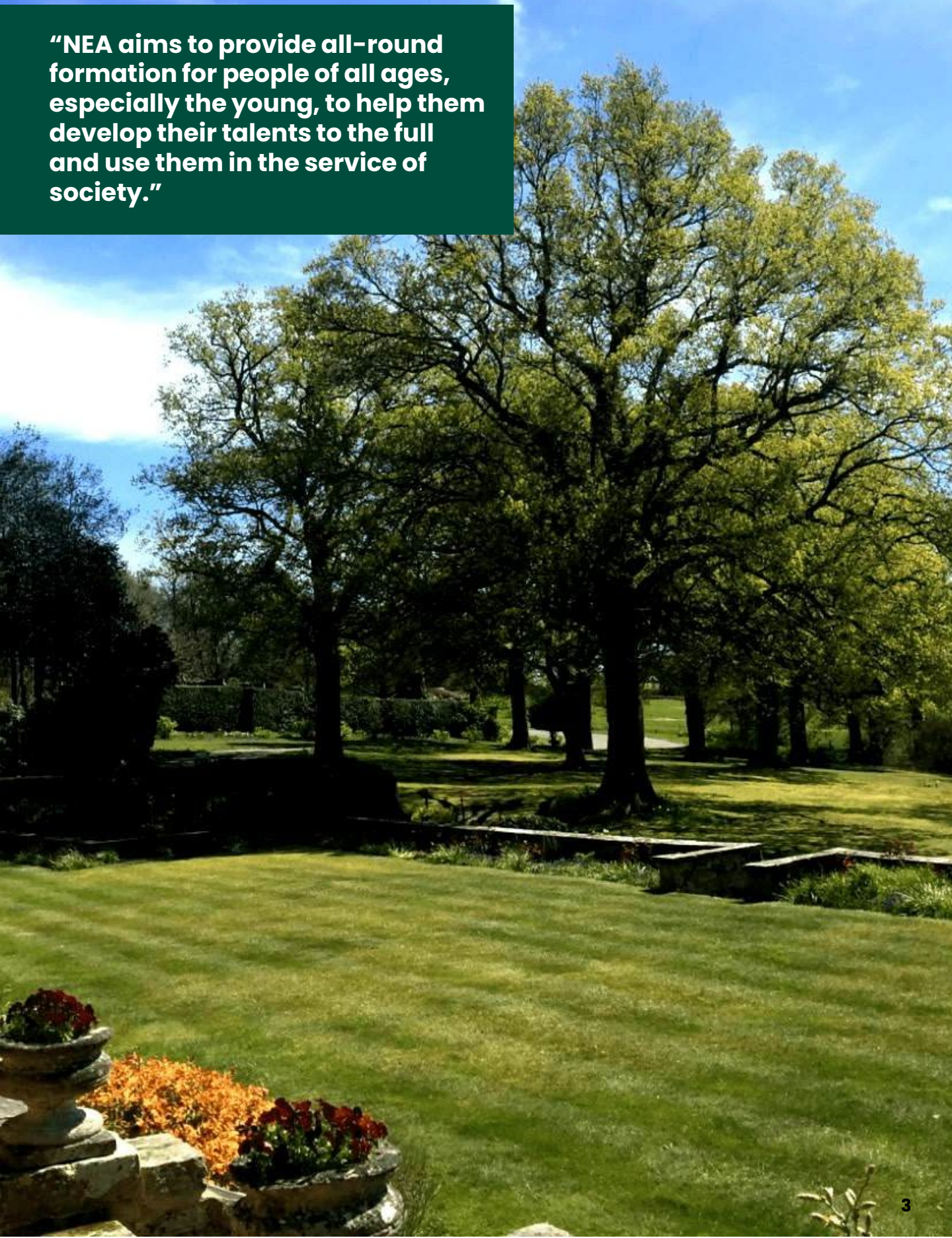
This is a very hands-on CEO role which requires both leadership skills and practical know-how. NEA is a decentralised organisation with a small central office (the CEO, payroll and accounts, and maintenance functions). All other people, involved in NEA work in the centres and run their ventures in an autonomous fashion, with a lot of leeway. The CEO therefore will take on many functions, from organising fundraising campaigns, to overseeing works to centres, to running different facilities directly (including the new conference centre in central London).

As part of the culture change the role entails, we would expect a new CEO to take a direct lead in coaching/training of the teams running the various centres NEA operates. Most of the team members are volunteers, and the trustees would like to reward their efforts by offering a robust training programme on transferable skills like virtuous leadership, communication, team working, etc. This will lead to an improved quality of delivery in the first instance and more buy-in from our volunteers who will see their volunteering rewarded through better training which they can use in other areas of their lives.

You can read more about us on our website [here](#).



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The Role

Initially the CEO will take on the following tasks:

- Taking on the role of Company Secretary of NEA and its subsidiaries, dealing with Companies House, acting as contact for the Charity Commission (E & W) and the Office of the Scottish Charity Regulator, filing annual returns, notifying of appointments and other statutory duties, arranging and minuting Trustee meetings.
- Administration of the Charity including insurance, banking, donor support and communication, Gift Aid declarations, archiving (physical and digital) of all NEA documents, and liaison with NEA centres.
- Overseeing the properties of NEA both operational properties as regards maintenance, Health & Safety, valuations etc. and investment properties directly and in liaison with managing agents.
- Running NEA projects including fundraising, building development projects, new premises and investment properties. In particular and immediately, running the temporary conference centre in the Netherhall House site while Wickenden Manor is closed, hiring and coordinating the necessary staff and related activities.
- Acting as the line manager for staff employed by NEA for building maintenance and accountancy.



Person Specification

- Proven strategic leadership experience in running a not-for-profit organisation.
- Experience of successful fundraising and stewardship of major funders.
- Financial knowledge especially in the area of VAT
- A track record of leadership of teams entrusted with different functions
- Experience in teaching team managers about leadership and mentoring staff
- Practical know-how in running halls of residence, conference centres and clubs
- Proven negotiating skills with stakeholders





Terms of Appointment

- Location: Flexible (with regular travel to London)
- Salary: £70,000–£90,000 per annum (depending on experience)
- Contract: Full-time, Permanent

Process

- Thursday 10 July – closing date for applications
- w/c 21 July – w/c 1 September – longlisted candidates interviewed by Saxton Bampfylde
- Wednesday 24 September – shortlisted candidates interviewed by NEA selection committee



How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Netherhall Educational Association on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **KBVDA**

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is **noon on Thursday 10 July**

- The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.