

ACOSVO Interim Executive Service - A Guide for Interim Executives

ACOSVO's Interim Executive Service provides Third Sector organisations with access to an expert, experienced Third Sector Interim Executive to support leadership transition within their organisation. The service can be accessed both as a support to an organisation when there is a temporary gap in leadership and/or a support to Chief Officers in times of need. The Interim Executive Service also offers Senior Management support on a temporary basis.

Why and when would Third Sector organisations utilise an Interim Executive?

As an Interim Executive, you could be deployed to:

- Fill a temporary gap in leadership
- Fill critical staffing gaps when the Chief Executive or a senior Director leaves
- Support the departure of an outgoing leader, recruitment process and induction of a new Chief Executive
- Support a Chief Officer and/or organisation during a change management process
- Support a Chief Officer when there is a temporary gap within their Senior Management Team (HR, Financial and Operations Directors)
- Support the Chief Officer and/or organisation in times of crisis
- Lead project management and organisational restructuring including mergers and acquisitions
- Enable job shares, flexibility and family friendly working

Interim Executives differ from consultants as they have a more 'hands on' approach.

The Interim Executive Service offers a highly effective approach to succession planning. This in turn helps to ensure good risk management, leadership development, organisational resilience and preparation for successful leadership transition.

Some of the benefits of good succession planning for a Third Sector organisation include:

- Aligning staff development with strategic vision
- Building leadership capacity within the organisation
- Preparing and engaging the team in the change process
- Support the transition for the incoming leader
- Engaging and reassuring the Board
- Giving confidence to funders

Who are the ACOSVO Interim Executives?

ACOSVO have developed a network of Interim Executives, who have the expertise and experience to support Third Sector organisations. As an Interim Executive, you will have undergone training and a rigorous selection process which involves:

- Holding the relevant level of Senior Management experience (Director/Chief Executive level)
- Completion and approval of online application form and submission of Curriculum Vitae detailing all relevant skills and experience
- Relevant and satisfactory references
- Successful completion of the ACOSVO Interim Executive Training Programme

ACOSVO's network of Interim Executives have a diverse range of skills, and experience of working within the Third Sector.

As an Interim Executive you will typically have previously worked as a Third Sector Chief Executive for a number of years and/or have experience of crisis and change management, as well as interim placements.

Once selected as an Interim Executive, you will join a pool of highly skilled candidates to support a wide range of Third Sector organisations. Our Interim Executives focus on creating stability, providing effective leadership, promoting good management and supporting positive change.

What does the ACOSVO Interim Executive Service include?

ACOSVO's Interim Executive Service is tailored to the needs of the host organisation. The programme of support will be agreed by the host organisation directly with you as the Interim Executive, to ensure the best outcome.

ACOSVO offers the following support as part of the package:

- Initial assessment with the host organisation to identify requirements
- Matching host organisation with Interim Executive
- One to one support for the Interim Executive for the first 25 days in post
- Ongoing networking and peer support for Interim Executives

A bespoke package can be offered to Third Sector organisations at extra cost, with additional support in the following example areas:

- Supported selection of Interim Executive
- Contingency planning options for Chairs
- Board training and workshops to support leadership transitions
- Staff training and workshops to support leadership transitions
- First 100 days support service for new CEOs

Expression of Interest

If you are interested in becoming an Interim Executive, and meet the baseline criteria, you are invited to submit an online application and your CV with supporting statement, and two references.

Being selected as an Interim

On matching your expression of interest to the selection criteria, we will then notify you of the outcome of your application via email. If successful, you will be sent an acceptance email detailing the next steps, including a service and confidentiality agreement and inviting you to join the next scheduled initial training course for Interim Executives.

Initial Training Course

Before becoming an Interim Executive, you will be asked to attend a short training course run by ACOSVO. The training will prepare you for taking up an Interim Executive post, as well as offering a clear outline of the service and processes. The cost of the training will be covered by the Interim Executive.

Registering

Once you have completed the initial training, your details will be added to the ACOSVO Interim Executive database and you will be linked to private digital Interim Executive networking groups.

Initial assessment to identify host organisation requirements

Host organisations will be invited to submit an online needs assessment form to provide a good overview of the organisation and what they hope to achieve from employing an Interim Executive. Occasionally this will be supplemented by a phone call with an ACOSVO consultant or member of staff to clarify requirements and to inform the matching and selection process.

Matching Organisations with Interim Executives

ACOSVO will match the host organisation to potential Interim Executives, supporting the organisation to gain the appropriate skills and expertise to meet their requirements. Ultimately the final decision on who to engage will be with the host organisation, and ACOSVO will work with them to find the most suitable Interim Executive.

Our matching service also helps with:

Availability - finding Interim Executives who are available at short notice.

Experience - linking to instant and relevant experience straight away.

Objectivity - the interim nature of the role ensures objectivity, enabling strategic support without being sidetracked. Because the Interim Executive is in post for a relatively short period of time, they have the ability to remain impartial, communicating key messages in a non-diluted form so the host organisation is made fully aware what they need to know.

Insights - as an Interim Executive, you will be matched to bring fresh insights and ideas to the host organisation, opening up connections and helping to make impacts which last beyond your time with them.

Results - as an Interim Executive, you will be matched to use your experience to achieve results straight away, focusing on the impact driven organisation.

Appointment by the host organisation

ACOSVO will send the host organisation details of a small selection of suitable Interim Executives. The organisation will then have the opportunity to meet with all those they deem appropriate. The meeting may be as informal or formal as they deem suitable. There is no fee for the initial meeting between the host organisation and Interims. Once a candidate is selected, the daily fee is agreed directly between the host organisation and the Interim Executive.

How much can I earn as an Interim Executive?

The cost of the Interim Executive Service varies according to each organisation. The daily Interim Executive set fee, negotiated between the organisation and you as the Interim Executive, typically ranges from £250 to £500 a day, depending on the host organisation's annual turnover and other factors.

The organisation pays the Interim Executive directly. Interims are often placed with an organisation for two or three days a week and if necessary, travel costs could be negotiated as part of the daily rate agreed.

The table below can be used as a guide for negotiating your daily Interim Executive fee:

Organisational Turnover	Daily Interim Executive Set Fee (Guide Rates Only)
<£100K	£250
£100K – 500K	£300
£500K - £1M	£350
£1M - £5M	£400
>£5M	£500

How much does it cost me to be an Interim Executive?

The overall cost will include the one off cost for initial training and the one off ACOSVO standard support package cost.

Initial Training Course cost

The cost of the initial short training course is to be covered by each Interim Executive and will be confirmed at the time of booking. You are required to undergo this training before being registered on ACOSVO's database as an Interim Executive.

ACOSVO Support Cost

ACOSVO charges a set one-off cost for the placement, equivalent to one day's typical consultancy fee. This is split equally between the host organisation and the Interim Executive. This covers the initial finder cost, ongoing support and networking services.

A summary of the support package cost can be seen in the table below:

Organisational Turnover	One-off ACOSVO Support Package Cost (Interim Executive contribution)
<£100K	£125
£100K – 500K	£150
£500K - £1M	£175
£1M - £5M	£200
>£5M	£250

Interim Executive Support and Networking

ACOSVO will offer support for the first 25 days in the Interim Executive role and ongoing networking opportunities with other Interim Executives, both face to face and digital.

Do you have to be an ACOSVO member to be an Interim Executive?

Yes, however if you are currently not a member, we can efficiently process your membership to enable you to operate as an Interim Executive. As a member of ACOSVO, you will be able to access the wide range of services and benefits to support your leadership development. Further information on these can be accessed [here](#).

How soon will an Interim be placed with an organisation?

The nature of the placement usually requires the need to respond quickly, this means the search process relies heavily on the quality of the candidates we already know and have in our pool of Interims. We aim to propose appropriate matches within a matter of days, or to a timescale to meet the organisation's specific needs.

How long are the Interim placements?

The nature of the placements vary and will be tailored to suit the organisation's particular needs. Interims are usually placed with an organisation for two or three days a week. The timeframe typically ranges from three months up to a year. Interims may also be placed one day a month over a longer period. The nature of the assignment will dictate the length of the placement.