

ACOSVO Interim Executive Service - A Guide for Third Sector Organisations

ACOSVO's Interim Executive Service provides Third Sector organisations with access to expert, experienced Third Sector Interim Executives to support leadership transition within your 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 you utilise an Interim Executive?

Interim Executives can 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 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 your organisation. Each of our Interim Executives 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 Interim Executives have a diverse range of skills and experience of working within the Third Sector. Typically our Interim Executives have previously worked as Third Sector

Chief Executives for a number of years and/or have experience of crisis and change management, as well as interim placements.

We have 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 your needs. The programme of support will be agreed by you directly with the Interim Executive, to ensure the best outcome.

ACOSVO offers the following support as part of the package:

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

A bespoke package can be offered 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 package for new CEOs

Initial assessment to identify your requirements

You will be invited to submit an online needs assessment form to provide a good overview of your organisation and what you 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 help match you to an Interim Executive, supporting you to gain the skills and expertise to meet your requirements. Ultimately the final decision on who to engage will be yours.

Our matching service also helps with:

Availability - our Interim Executives are available at short notice.

Experience - timely and relevant experience will be available at short notice.

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 you are made fully aware of what you need to know.

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

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

Selection of Interim Executive

ACOSVO will send you details of a small selection of suitable Interim Executives. You have the opportunity to meet with all of those you deem appropriate. The meeting may be as informal or formal as you deem suitable. There is no fee for the initial meeting with the candidates. The Interim Executive fee is agreed once you select the candidate you feel is most appropriate to suit your needs. This fee is negotiated between yourself and the Interim Executive.

How much does the Interim Executive Service cost?

The cost of the Interim Executive Service varies according to each organisation. The overall cost will include:

- The one-off ACOSVO support package cost
- Optional bespoke additional support costs which you may require from ACOSVO

The daily Interim Executive Fee

The daily Interim Executive fee, negotiated between you and the Interim Executive, typically ranges from £250 to £500 a day, depending on your 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.

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 (Host Organisation contribution)
<£100K	£125
£100K – 500K	£150
£500K - £1M	£175
£1M - £5M	£200
>£5M	£250

Bespoke Support

Depending on your particular requirements, a bespoke programme of support can be agreed with ACOSVO. The cost of this can be negotiated in line with your budget and requirements.

Do you have to be an ACOSVO member to access the service?

Yes, however if you are currently not a member, we can efficiently process your membership to enable your Chief Officer and/or Senior Managers are able to access the wide range of services and benefits to support their leadership development. Further information on these can be accessed [here](#).

How soon can 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 approved pool. We aim to propose appropriate matches within a matter of days, or to a timescale to meet your specific needs.

How long are the Interim placements?

The nature of the placements vary and will be tailored to suit your 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.