EXEC CAPITAL

https://www.execcapital.co.uk/job/fractional-chief-of-staff/

Fractional Chief of Staff

Description

About the Opportunity

Exec Capital is supporting a respected London-based healthcare charity and professional membership organisation in the search for a **Fractional Chief of Staff**.

The organisation is led by senior clinicians and subject matter experts and is entering an exciting phase of operational development and strategic growth. They are seeking a highly organised and commercially aware executive operator to support leadership, governance, and strategic execution on a flexible basis.

This role would suit an experienced Chief of Staff, Executive Director, Operations Lead, or senior programme professional looking for a meaningful advisory and operational engagement alongside other portfolio commitments.

The Role

Working closely with the Chair, Trustees, and senior stakeholders, the Fractional Chief of Staff will help drive organisational effectiveness, coordinate strategic priorities, and ensure operational momentum across key initiatives.

The engagement is expected to require approximately **2 days per month**, with flexibility around scheduling and delivery.

Responsibilities

Key Responsibilities

Executive & Strategic Support

- Support leadership with strategic planning and execution
- Coordinate priorities, actions, and follow-through across initiatives
- Prepare agendas, board materials, reports, and presentations
- Assist in structuring and streamlining leadership decision-making

Governance & Operations

- Support effective charity governance and trustee coordination
- Ensure actions, deadlines, and compliance requirements are tracked
- Maintain operational oversight across organisational activities
- Improve internal processes and administrative efficiency

Stakeholder & Project Coordination

- Liaise with clinicians, partners, sponsors, and external stakeholders
- Coordinate meetings, communications, and project delivery
- Help maintain accountability and momentum between meetings
- Support organisational development and growth initiatives

Hiring organization
Exec Capital

Employment Type
Part-time

Beginning of employment
1st September 2026

Duration of employment
Perm

Industry
Not for Profit

Job Location
London, South East, United Kingdom

Working Hours
9-5

Base Salary
£ 400 - £ 450

Date posted
May 30, 2026

Valid through
31.08.2026

Communications & Administration

- Draft strategic communications and operational updates
- Assist with documentation, planning, and organisational reporting
- Provide high-level executive support where required

Qualifications
Candidate Profile

The successful candidate is likely to have:

- Experience in a Chief of Staff, Operations, Executive Director, or senior programme management role
- Strong organisational and stakeholder management skills
- Excellent written communication and board-level presentation abilities
- Experience working with charities, healthcare organisations, professional bodies, or membership organisations
- A proactive, pragmatic, and highly self-directed working style
- The ability to work effectively with senior professionals and trustees

Engagement Details

- Approx. 2 days per month
- Flexible consultancy arrangement
- Hybrid / remote with occasional London meetings
- Start date: August/September 2026
- Competitive day rate dependent on experience

Contacts

Expressions of Interest

To express interest, please contact Exec Capital with:

- A short professional summary
- Relevant experience
- Indicative consultancy/day rate
- Availability from August/September 2026