



**Job Description: Chief Executive Officer (CEO)**

**Organisation:** Advice for Renters

**Location:** London, hybrid

**Salary:** Starting from £48,000 per annum, dependent on experience and qualifications

**Contract Type:** Permanent, Full-Time

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**About Advice for Renters**

Advice for Renters is a dynamic charity, based in the London borough of Brent, dedicated to supporting renters in navigating housing challenges and advocating for their rights. We work to empower individuals and families, ensuring they have access to high-quality advice and services that promote secure, fair, and affordable housing.

We believe that safe, secure housing is a fundamental right. This means that the life outcomes and wellbeing of people living in the Private Rented Sector should not be disadvantaged by housing tenure.

We are driven by our belief that a fairer, well housed society will flourish, and by achieving this we would take a fundamental step towards empowering people to successfully tackle life's challenges as they arise.

We are seeking an inspiring and strategic Chief Executive Officer (CEO) to lead the organisation into its next phase of development, delivering on our mission and responding to the evolving needs of our community.

We anticipate the role will follow a hybrid working arrangement, with a combination of office-based and remote work. The specific balance can be discussed and agreed upon during the interview process.

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**Role Purpose**

As CEO, you will provide visionary leadership and direction for Advice for Renters, ensuring the organisation achieves its goals and remains at the forefront of supporting renters. You will work collaboratively with staff, volunteers, and trustees, driving strategic development and operational excellence.

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## **Key Responsibilities**

### **Vision and Leadership**

- Develop and articulate a clear vision for the future of Advice for Renters, ensuring alignment with its mission and values.
- Inspire and lead the organisation, fostering a culture of collaboration, innovation, and commitment.
- Actively contribute to local housing policy in Brent, ensuring the charity's services and contributions are central to delivery plans.
- Develop and review strategic options, responding to changing external policies and Government initiatives.
- Support the Board of Trustees in maintaining robust governance and providing advice on organisational performance and strategic direction.

### **Relationship Management**

- Build and maintain strong relationships with Local Government officials, Councillors, voluntary and statutory organisations, and key partners.
- Lead contract and funding negotiations to secure resources that advance the charity's goals and reputation.
- Represent Advice for Renters in the media, promoting its profile and enhancing public awareness.
- Ensure the charity effectively promotes its services to potential users and stakeholders.

### **Organisational Management**

- Lead and support senior managers in implementing effective processes, systems, and structures.
- Oversee the delivery of organisation-wide projects and initiatives, ensuring alignment with strategic goals.
- Take a proactive role in HR management, including staff development and performance.
- Implement and monitor robust resource and performance management, risk management, and compliance with charity governance standards.
- Maintain the charity's reputation by ensuring high-quality delivery of services.

### **Financial Management**

- Diversify income streams to ensure financial sustainability and growth.
- Maximise income from legal aid earnings and secure adequate grant funding.
- Explore and pursue new fundraising opportunities and sustainable income sources, with the support of our fundraising apprentice.
- Build organisational reserves in line with and exceeding the charity's reserves policy.

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## Person Specification

### Essential Attributes

- Proven leadership experience within the charity, public, or private sectors.
- Strong vision, energy, and values aligned with the mission of Advice for Renters.
- Strategic thinker with the ability to adapt to changing policies and external pressures.
- Excellent relationship management and negotiation skills, with the ability to work collaboratively across sectors.
- Strong communication skills, including media representation and stakeholder engagement.
- Experience in organisational management, including HR, risk management, and governance.
- Financial acumen, with a track record of diversifying income and achieving financial sustainability via fundraising.

### Desirable Attributes

- Knowledge of housing and renters' issues.
- Experience in policy development and advocacy.
- Familiarity with working in a legal aid environment.

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## What We Offer

- The opportunity to lead a dedicated and impactful charity.
- A collaborative and supportive environment.
- The chance to shape housing policy and make a tangible difference in renters' lives.
- Annual leave: 28 days + 5 days over winter closure + all bank holidays (pro rata for PT)
- Pension Scheme: 8% (3% employer contribution + 1% tax relief on 4% employee minimum contribution)

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## How to Apply

To apply, please submit your CV and a cover letter (maximum of two A4 pages) outlining your suitability for the role to [tiziana.falco@advice4renters.org.uk](mailto:tiziana.falco@advice4renters.org.uk). The closing date for applications is Friday 7<sup>th</sup> February at 12:00.

We will only consider applications that include both a CV and a covering letter.

Advice for Renters is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are also proud to be a Disability Confident employer, committed to creating a supportive workplace for individuals with disabilities.

Please find our equality and diversity monitoring form, we would love if you can also submit the form with your application, the information provided will be kept confidential and will only be used for monitoring purposes.

Advice for Renters is committed to creating a diverse, inclusive and equitable workplace where everyone can be themselves, with support to be their best. We strongly encourage applicants from a wide range of backgrounds and with different identities and experiences to apply.

Appointment is subject to satisfactory references and DBS check. The post holder must have the right to work in the UK. A request for references will be sent to candidates offered interviews. However, referees will only be contacted for the successful candidate.

We are a Disability Confident employer and offer guaranteed interviews for disabled applicants who meet the essential criteria for a role.

### **Accessibility**

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible. Please get in touch with us if you would like to discuss any specific requirements.