

2makeit

creativity for rehabilitation

Chief Executive Officer Role Description



Registered charity number 1157740

About Us

2makeit is a charity that helps rehabilitate prisoners and ex-prisoners by offering them creative expression through programmes in skills such as music, art and writing.

Our projects aim to build trust, develop confidence and encourage positive thinking to reduce the risk of reoffending. A crucial part of our work is that it continues in the community by offering through-the-gate support and programmes in partnership with other organisations to help individuals to rebuild their lives post-release.

Play a prisoner a song, and they might enjoy it, for its duration. Teach a prisoner to sing in a choir, maybe to write their own songs, or learn how to play an instrument, and you can light the touch paper of a new, life-long passion, and a fresh hope for better days ahead.

How we deliver the programmes

Our team consists of professionally experienced Trustees, staff, advisers and volunteers, including senior prison management expertise and achievements in education, the arts, charities and business at the highest levels.

We aim to provide a more flexible approach to developing creative programmes alongside prisoners and prison staff to respond more directly to local needs to enable prisoners '2makeit' in an environment which is both rehabilitative and creative. A key component involves establishing relationships with charity staff, delivering programmes which are aimed at increasing prisoners' confidence, self-esteem and ability to work with others through a creative environment.

Programme delivery depends on the identified needs of the prisoners. Where possible, the relationships will continue post-release to aid resettlement.

About the Role

JOB DESCRIPTION

JOB TITLE	CHIEF EXECUTIVE OFFICER
LOCATION	SOUTH EAST ENGLAND
RESPONSIBLE TO	BOARD OF TRUSTEES, THROUGH THE CHAIR OF THE BOARD
RESPONSIBLE FOR	STAFF & FREELANCERS
SALARY	£45,000 - £50,000 PER ANNUM

Job Purpose

Working closely with the Chair of the Board of Trustees, the Chief Executive will:

- Provide leadership and direction to the organisation in the development and achievement of its vision, mission and values
- Take overall responsibility for implementing the agreed strategies and achieving the business plans of the organisation, by effectively managing and developing the resources available to the organisation
- Represent the organisation externally by building and maintaining strategic relationships with senior prison and probation managers, partners, networks, and other charities.

The post holder will be the lead senior executive with overall responsibility for the operation of the organisation.

Organisational Context

2makeit is a registered charity that supports the rehabilitation of prisoners and ex-prisoners through creative expression, delivering programmes in music, art, writing and other creative disciplines. Working alongside prison staff, creative practitioners and community partners, we help individuals build confidence, develop skills, strengthen relationships and create positive pathways towards successful resettlement and reduced reoffending. Our approach is collaborative, innovative and responsive to local need, placing creativity at the heart of rehabilitation and personal transformation.

The Chief Executive Officer will provide inspirational leadership to 2makeit as the organisation enters its next phase of development. Reporting to the Board of Trustees, the CEO will be responsible for translating the charity's vision into sustainable impact, strengthening its reputation within the criminal justice, rehabilitation and charitable sectors, and ensuring the organisation remains financially resilient and strategically ambitious.

The CEO will lead relationships with funders, prison and probation services, commissioners, community organisations and creative sector partners, identifying opportunities to expand the reach and impact of 2makeit's work. They will champion the value of creativity within rehabilitation, advocate for the needs of prisoners and people leaving custody, and build partnerships that enable individuals to develop confidence, skills and hope for the future.

The role requires a leader who can combine entrepreneurial thinking, strategic fundraising, stakeholder engagement and sound charity governance with a genuine commitment to social inclusion and rehabilitation. The successful candidate will foster a culture that reflects 2makeit's values of creativity, collaboration, respect and opportunity, ensuring that service users remain at the centre of organisational development and decision-making.

Main Duties and Responsibilities

Strategic Leadership

- Provide strategic leadership, direction and guidance to achieve organisational objectives in the delivery and development of creative projects (music, art, creative writing) in prisons and the community.
- Develop and maintain strategic and business plans, ensuring services respond effectively to identified local and sector needs.
- Build and maintain partnerships with relevant statutory, voluntary and commercial organisations.
- Represent and promote the organisation within the community and key stakeholder forums.
- Ensure effective governance, infrastructure, support services and risk management arrangements are in place.
- Oversee communications and media activity, acting as organisational spokesperson where appropriate.

Enabling Governance

- Serve the Board and sub-committee meetings, in liaison with the Chair of the Board, and advise the Board on matters of policy, strategy, legal, financial, staffing and procedural matters
- Ensure that the decisions made and policies approved by the Board are implemented within the organisation
- Provide regular and accurate management information to the Board, relevant to the discharge of the Board's responsibilities, guiding and supporting them as appropriate
- Build a collaborative working partnership with the Chair, and enable communication and collaboration between Board members, staff, volunteers and stakeholders

Financial and Legal Management

- Ensure the organisation is sustainable and financially viable, meets all legal, statutory and funder requirements and adheres to 2makeit's policies and procedures
- With the Treasurer, assess and review the organisation's budgets and financial plans on a regular basis, ensuring that funding is properly sourced and managed
- Liaise with the bookkeeper in relation to salaries and management accounts

People Management

- Promote a positive and healthy working environment, demonstrating leadership through personal example
- Enable a working environment in which staff and volunteers achieve role satisfaction and which encourages personal/professional development
- Ensure the effective performance of staff through best practice recruitment and selection, development and review and ongoing leadership and line management
- Design and deliver training for trustees, staff, freelancers and partners

General Responsibilities

- Provide service user mentoring and support
- To network specifically within the social sector to inform of developments and emerging best practice in all financial matters and practices
- To undertake continuous professional development / professional training / learning opportunities in line with the needs of the post and resources available
- To be familiar with and uphold of all 2makeit's policies and procedures including Health and Safety and Equal Opportunities
- Uphold 2makeit's vision, mission and values through words and actions
- To undertake other tasks and duties as appropriate following consultation with the Chair of the Board of Trustees

PERSON SPECIFICATION AND KEY COMPETENCIES

Knowledge and Qualifications	Essential Educated to degree level, or post graduate professional qualification, or can demonstrate equivalent qualifications, skills and experience. Substantial knowledge and experience, at a senior management/Board level, within the statutory and non-statutory sectors Knowledge, understanding and experience of working with a governance framework Knowledge of funding and bid processes Desirable Knowledge of services in the rehabilitation of prisoners and ex-prisoners through creative expression Knowledge of Charity and Contract Law
Experience	Essential Substantial experience of business and strategic planning, with an ability to track performance against objectives and deliver results Developing and fostering close working relationships with a Board of Directors or Trustees, in particular the Chair of the Board Managing and leading a team of senior managers, including recruiting, developing, managing and supporting Successful strategic and day to day financial management, including budget preparation, monitoring and reporting Human resource management, including recruitment, succession planning and workforce development Previous exposure to organisational legal responsibilities and requirements Managing and delivering change Project management

Skills and Key Competencies	Essential The ability to provide effective leadership and direction, especially in times of change Excellent organisational skills – able to plan, manage and deliver a complex workload Experience of building personal and professional credibility with Board, management and staff Excellent leadership and influencing skills, with the ability to demonstrate professional credibility Excellent strategic thinking and analytical skills; able to solve complex problems swiftly and effectively Excellent interpersonal skills, with an ability to build and maintain effective, co-operative working relationships with people from all communities and backgrounds including key partners, funders and other external agencies Experienced in working collaboratively with others to deliver results Excellent written and verbal communication skills, including presentation and public speaking and the ability to relate to people at all levels Excellent ICT skills, including proficiency in the use of MS Outlook/Word/Excel
Personal Qualities	Essential An alignment with and commitment to the aims, purpose and vision of 2makeit A commitment to equality and diversity within the workplace and the delivery of services Adaptable and flexible to new and changing working practices Highly self-motivated; driven Resilient, with techniques for working under pressure, within established budgets, and successfully meeting deadlines High level of self-awareness, with a commitment to personal and professional development Ability to work within the boundaries of confidentiality