

Chief Executive

Job Description & Person Specification



Location	This role is offered on a Hybrid basis with the expectation that the Chief Executive can work from our London office on a regular basis. The role also includes occasional travel to Greece.
Hours	Full time
Duration	Permanent
Probation	Three months
Appraisal	Annually
Reporting to	Chair of the board of trustees
Salary	£55,000 - £60,000
Working with	<p>The role involves working with our team, which includes a combination of full and part time staff, three of whom are based in the UK and eleven in Greece.</p> <p>The role also involves building strong working relations with our external implementing partners, local and central government officials, funders and our supporters.</p>

About Animal Action Greece

Founded in 1959, we are Greece's oldest national animal welfare organisation. Our mission is to improve the lives of Greece's homeless and vulnerable animals. We care for street cats and dogs, provide vital veterinary, dental and farriery services to working and abandoned donkeys, horses and mules and rescue, treat and rehome animals affected by emergencies.

We provide financial and technical support to local animal welfare organisations, deliver our own programmes, undertake policy and advocacy work and seek to share public opinion, attitudes and behavior.

This is a pivotal moment for a new CE to make their mark, supporting the implementation of our new strategy and ensuring the effective implementation of new large-scale animal welfare programmes.

About the role

We are therefore looking for an ambitious and entrepreneurial Chief Executive (CE) to lead our growing charity.

The CE is responsible for ensuring the organisation delivers its new strategy and annual operational plans and is responsible for the overall strategic direction and financial health of the organisation.

The CE also takes the lead in representing the organisation to a range of external stakeholders, policy makers and influencers, including our valued supporters.

The CE will be based in the UK but will provide leadership and support to individuals working remotely both in the UK and Greece, including by undertaking regular travel to Greece.

Main duties & responsibilities

1. Managing People

- Lead the creation of a positive organisational culture in which all staff are supported to excel.
- Line manages all operational staff within the UK and Greece, overseeing and evaluating employee contribution, performance and development.
- Oversee the development and implementation of HR policies and procedures.

2. Programme design and implementation

- Working with staff in Greece support the design of programme strategies and individual projects
- Develop and deliver against the annual strategy and budget for each of the charity's core programmes
- Lead the implementation of AAG's Paros & Antiparos Community Cat Care and Management Project.

3. Fundraising & Communications

- Develop and deliver the charity's fundraising and communications strategy and budget.
- Deliver the annual cycle of funding bids to Trusts, Foundations and Corporates.
- Maximise income from individual giving, focussing on retention and recruitment, alongside nurturing relationships with major donors.
- Develop the charity's legacy promotion strategy to increase gifts in wills and oversee all aspects of legacy administration.
- Oversee management of the supporter database and CRM platform
- Hold ultimate responsibility for all content output, ensuring a consistent voice across digital and print communications.
- Act as the main point of contact for all media enquiries and identify new opportunities to promote the charity to the media in the UK and Greece.

4. Governance

- Act as secretary to the Board of Trustees and ensure the charity operates in compliance with its Articles of Association.
- Organise the annual cycle of quarterly Board of Trustee meetings, coordinate the production of agendas and reports, take meeting minutes, and manage follow up action plans.

5. Finance

- Working with the Head of Finance in the UK and the Greece create, manage and produce financial reports against the annual approved budget.
- Manage the charity's investment portfolio via our investment managers and ensure formal annual review by the Board of Investment portfolio performance and investment mandate, to comply with Charity Commission and accounting standards mandatory guidance.
- Act as authorised 'Key Account Party' and authorised signatory for all bank accounts, payment platforms, credit & debit cards and direct debit authorities.

- Oversee the charity's accounts, ensure all payments and records are correct, and produce regular finance reports for the Board.
- Working with the charity's external payroll partner, oversee the monthly payroll and maintain up to date records and reconciliation (salary, pension, HMRC Tax and NIC payments).

6. Compliance

- Ensure compliance with all annual and periodic statutory requirements of the Register of Companies, The Charity Commission and HMRC matters as an employer.
- Manage the annual Action Plan and timetable for the completion of the Independent Examination / audit, including the production of the Report of Trustees, complying with all the Auditors requests, responding to the auditor's report to management and ensure the timely completion and approval of the Annual Report and Accounts by the Board.
- Maintain internal controls to be in compliance with all Charity Commission mandatory guidance, procedures and rules and the agreed AAG Financial Policies and Procedures, as amended from time to time, as well as all legal and accounting requirements.
- Act as Data Protection Officer (DPO) for the purposes of our ICO registration and GDPR obligations.

General

- Provide oversight of all aspects of IT in the charity, including acting as the main contact for our IT support company.
- Support the Head of Finance & Operations to manage the charity's facilities, including the London office lease and all relevant matters.

Selection Criteria

Essential

- Proven leadership in a senior management role, within the charitable sector.
- Experience of financial planning, budget management and financial reporting
- Proven track record of delivering projects within scope, time, budget and quality reporting against agreed KPIs and targets.
- Knowledge and understanding of charity fundraising, including experience with one or more of supporting or managing individual giving, proposal writing or legacy management.
- Understanding of charity regulations and compliance.
- Excellent communication, negotiation, and relationship building skills.
- Ability to lead teams and promote a positive, inclusive organisational culture.
- Strong problem-solving skills, with the ability to manage risk and complexity.
- A demonstrated personal commitment to animal welfare.

Desirable

- Experience in the animal welfare sector
- Knowledge and understanding of community-based cat and/or dog population management
- Experience of policy, advocacy and influencing.
- Experience of working internationally, leading a geographically dispersed team

Why join us?

This is a unique opportunity to lead a well-respected charity at the forefront of animal welfare in Greece. As Chief Executive, you will have the chance to drive real change, helping to shape a future where vulnerable animals have lives worth living. In return, we offer a supportive and passionate team, a flexible working environment and the opportunity to make a lasting impact.

How to apply

To apply, please submit your CV and a cover letter, detailing how your skills and experience meet the selection criteria, via Charity Jobs. The closing date for applications is 17:00 London time on 28 October 2024.

Questions

If you have questions or would like an informal conversation with the current Chief Executive, please email aag@animalactiongreece.org