

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Chief Executive Officer (CEO)

Reporting to: Board of Directors

Location: Home Based with travel to Woking, Surrey, and surrounds for some meetings and Sessions

Contract: Permanent, 0.8-Full-time (negotiable based on candidate profile)

Salary: £41,000 per annum pro rata

About Us:

Appeer is a Community Interest Company (CIC) set up to deliver services that support autistic girls and women (and those assigned female at birth) to connect with peers, to develop their life/work skills and to support their wellbeing. We provide in person and online activity groups and programmes, alternative provision, events and resources for those in the community that we serve, their parents/carers and other professionals. We are not a therapeutic setting and as such do not offer clinical support or 1:1 supervision. We were established in 2019 and have since grown rapidly from a small startup to a robust small-medium enterprise with a turnover of £250k and serving well over 400 beneficiaries a year.

At present our portfolio of offerings include :

Social Interest Programme:

- Recreational monthly Sunday groups for autistic Girls, Teens and Young Women, providing activities based on beneficiaries' interests and hobbies (e.g. arts and crafts, cooking, gaming, animals) and to support their life skills, neurodiversity and wellbeing.
- Ad hoc social interest based sessions in community venues for autistic Girls and Teens during school holidays.
- Facilitated peer support sessions for parents/carers
- Weekly online gaming sessions for girls and teens via Zoom, during term-time
- Explore Programmes - time limited themed programmes such as Teens Exploring Work, an autistic-affirmative and empowering work experience scheme for autistic teen girls.

Alternative Provision:

- A range of weekday sessions, from 10:00am to 1:00pm, supporting up to 9 girls/teens/women per Session
- A range of activities based on beneficiaries' interests and hobbies (e.g. arts and crafts, cooking, gaming, animals, tech) and to support their life skills, work skills, education, neurodiversity and wellbeing

- Regular visits into the community (e.g. to the local shops or cafe, art workshops, riding the bus, going bowling or to a park)

Parent/Carer Programme:

- Facilitated peer support sessions for parents/carers of all attendees
- Information, advice and resources for parents/carers of autistic girls and teens

All our work is firmly rooted in a 'positive peer approach', providing an enjoyable, pressure-free and beneficiary-centred space for connecting with others and exploring interests and hobbies in a place they can truly be themselves. We also facilitate light touch exploration of autism and the discovery and sharing of helpful tools and approaches for navigating the neurodivergent experience.

Our aim is to safeguard and enhance our beneficiaries' wellbeing, build on their strengths, foster peer support and social networks and promote a positive outlook, whilst never dismissing the challenges they may face. We categorically reject a deficit-based view of neurodivergence and work on the basis that all brains are different and deserve equal respect, freedom and scope for expression.

Appeer is led by lived-experience staff and volunteers, and we strive to maintain an inclusive, supportive and creative working environment where everyone feels supported to do their best.

Job Summary:

We are seeking an experienced, dynamic, and compassionate leader to serve as the **Chief Executive Officer (CEO)** of our non-profit organisation. The CEO will be responsible for the overall strategic, operational, and financial leadership of Appeer, at an exciting phase of our growth. The ideal candidate will have a strong commitment to our mission, a deep understanding of the challenges faced by people with hidden disabilities, and a proven track record of leadership in a similar setting. The postholder will lead Appeer into its next phase of growth and develop sustainability into the future. See detailed job description and person specification.

Application Process:

Interested candidates are invited to submit a CV and cover letter outlining their interest, suitability and vision for the role to directors@appeer.org.uk by 5pm on 12th August 2024. We encourage early application as we reserve the right to close the application window sooner than 12th August 2024 if a suitable shortlist of candidates has been identified.

Appeer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are also committed to ensuring a fair and

equitable recruitment process for all vacancies. Please let us know if you require any reasonable accommodations in order to effectively access the recruitment process.

If you would like any further information about the role or application process, please contact: claire@appeer.org.uk who may arrange a conversation with the CEO or a director with you.

This job is funded in part by a grant from the National Lottery Community Fund which will be funding 24 hours per week of this role.

This job is subject to a criminal records check with the Disclosure and Barring Service.

CHIEF EXECUTIVE OFFICER KEY RESPONSIBILITIES

Leadership and Strategy:

- Develop and implement the strategic vision and direction for the organisation in collaboration with the Board of Directors
- Foster a culture of inclusivity, innovation, support and continuous improvement
- Represent the organisation publicly, serving as a passionate advocate for our community

Operational Management:

- Oversee the day-to-day operations, ensuring efficient and effective delivery of services.
- Develop and implement policies and procedures aligned with our mission and goals
- Ensure compliance with relevant laws, regulations, and best practices including but not limited to safeguarding, employment law, GDPR and finance
- Ensure compliance with internal policies and procedures and stakeholder contracts and agreements.
- Act as Appeer's Equality Lead and oversee Appeer's Equality, Diversity and Inclusion policy and procedures

Financial Oversight:

- Develop and manage the annual budget in conjunction with the Board of Directors, working as part of the Finance Committee
- Ensure the financial health and sustainability of the organisation through sound fiscal management and oversight
- Oversee effective pursuit and management of funding, including grants, donations, corporate sponsorship, commissions and partnerships and coordinate large fundraising bids

Stakeholder Engagement:

- Build and maintain strong relationships with stakeholders, including beneficiaries, families, staff, funders, and community partners
- Work collaboratively with the Board of Directors to support governance and strategic roles
- Provide excellent donor stewardship and nurture strong relationships with funders
- Identify new opportunities for engagement with the wider community to raise awareness and support for the organisation's mission

Team Management:

- Lead, mentor, and develop the management team and staff, fostering a positive and inclusive work environment
- Direct line management of Programme Managers, Engagement Manager and Business Manager
- Ensure appropriate staffing levels and development opportunities for employees

- Promote a culture of collaboration, respect, and accountability
- Act as Appeer's Equality Lead and oversee Appeer's Equality, Diversity and Inclusion policy and procedures

The above is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.

CHIEF EXECUTIVE OFFICER PERSON SPECIFICATION

Essential Criteria:

1. Education and Qualifications

- Advanced degree or equivalent experience, and relevant experience in leadership, business management, non-profit management, or a relevant discipline is highly desirable

2. Experience

- Significant and substantial experience in senior leadership; preferably within the non-profit, public, or disability sectors
- Proven track record in strategic planning, operational management, and financial oversight
- Experience in advocacy, community engagement and working with diverse stakeholders

3. Skills and Abilities

- **Leadership and Vision:** Ability to inspire, lead, and motivate staff, volunteers, and stakeholders toward achieving the organisation's mission and goals
- **Strategic Thinking:** Strong strategic planning skills with the ability to develop and implement long-term plans
- **Financial Management:** Proficiency in managing budgets, financial planning, and ensuring financial sustainability
- **Communication:** Exceptional communication and interpersonal skills, with the ability to represent the organisation effectively at all levels, internal and externally
- **Operational Management:** Strong organisational and project management skills, with the ability to oversee multiple projects and initiatives

4. Personal Attributes

- **Passion for the Mission:** Deep commitment to the values of Appeer CIC and the rights and empowerment of individuals with disabilities
- **Integrity and Professionalism:** High ethical standards and professionalism

- **Innovative and Entrepreneurial:** Ability to think creatively and drive innovation within the organisation
- **Empathy and Understanding:** Strong empathy and understanding of the challenges faced by individuals with disabilities
- **Resilience and Adaptability:** Ability to adapt to changing circumstances and remain resilient under pressure

Desirable Criteria:

1. Education and Qualifications

- A degree or Postgraduate degree in Business Administration, Management, Social Work, Education or a related field or equivalent experience

2. Knowledge

- In-depth knowledge of the disability sector, including relevant legislation, policies, and best practices
- Strong understanding of fundraising and donor engagement strategies
- Familiarity with governance and compliance requirements for CICs and non-profit organisations

3. Experience

- Experience in building and managing partnerships with other organisations, funders, and government bodies
- Experience in grant management including of five and six figure grants
- Experience in marketing, public relations, or community outreach
- Experience in leading organisational change and development
- Lived experience, whether directly or indirectly, of autism, disability or other forms of neurodivergence

