



## JOB DESCRIPTION

- Job Title:** Chief Executive Officer
- Location:** The Clockhouse, Defiance Walk, Hybrid
- Responsible to:** Board of Trustees
- Responsible for:** Overall management of the charity, including all staff, volunteers, and work experience placements
- Salary:** In line with NJC Pay scales, Scale PO 10 plus outer London adjustment.

### Job Purpose:

The CEO has overall responsibility for management of Her Centre at a strategic, financial and operational level. This incorporates:

- Developing the Her Centre to be as effective as possible in meeting women's needs through better information and to be accessible through providing a wide service provision.
- Keeping the Her Centre as a leading agency providing support to women, particularly those who are in crisis due to experience of abuse. Her Centre activities will complement existing specialist & mainstream services and stimulate the provision of new ones where gaps exist.
- Acting as a voice for women in the borough, ensuring access to policy consultations and stimulating debates on key women's issues through being involved in public meetings and activities.

The role is hybrid and will be required to travel around the Borough and occasionally other parts of London and the country to liaise with a wide variety of organisations and agencies.

### Main Duties and Responsibilities:

#### *Finance and Fundraising*

- **Develop and Implement Fundraising Strategies:** Design and execute a comprehensive fundraising plan aligned with the organisation's goals, ensuring diverse income streams including major gifts, corporate partnerships, community fundraising, and grant applications
- **Compliance and Reporting:** Ensure all fundraising activities comply with relevant legislation and best practices.
- **Grant Writing:** Identify and apply for relevant grants and funding opportunities, working closely with the finance team to ensure proper allocation and reporting of funds.
- **Manage funding contracts,** ensuring effective reporting on contracts to the Board of Trustees.

- Oversee the completion of compelling grant proposals and funding applications. Ensure proposals are aligned with priorities, meet application requirements, and are submitted in a timely manner.
- Stay informed about relevant fundraising regulations, legislation, and best practices. Ensure the charity's funding complies with legal and ethical standards, including data protection
- To undertake cost centre budget management, setting budgets, managing the overall finances at an operational level, and reporting as required to funding bodies and the Board of Trustees.
- Ensure the timely and complete preparation and examination of the annual accounts and Annual Report submitting them to the Charity Commission.
- To develop, raise and manage income generation for the HER Centre and to fund agreed activities.

### *Strategic Leadership*

- Develop and implement clear strategic objectives and business plans for the Her Centre, as agreed by the Board. Ensuring goals are set to achieve these and that they are communicated to internal and external stakeholders, as appropriate.
- Responsible for ensuring effective service delivery and operational management of the charity.
- Ensure that the Her Centre staff and its Board of Trustees are aware of good governance and comply with all laws and regulations related to its activities and operations.
- Represent the organisation in key forums and partnership meetings. Ensure the Her Centre is represented in all appropriate meetings across both the Borough and London, and where relevant, nationally.
- Acting as a spokesperson for the charity when appropriate to do so and as agreed with the Chair.
- Responsible for building and leading a high performing team. Inspiring and motivating employees throughout the organisation, encouraging professional development and fostering a positive and inclusive work culture.
- Build and maintain a work culture that enables effective communication and collaboration across the organisation, with stakeholders and service users.
- To ensure all staff receive regular supervision in order to provide support and guidance, identify any problems, and share and develop good practice.
- Ensure checks on specific client issues and staff training are covered at every supervision session.

### *Governance*

- Ensure that the Charity complies with conditions of grant, Charity Commission, Companies House and other legislation required by law and that the Board has at its disposal sufficient information, guidance and professional advice to meet these requirements.
- Ensure that the decisions made, and policies approved by the Board are implemented within the organisation.



- Responsible for keeping the Board of Trustees up to date with accurate information to enable them to make decisions about the organisation.
- Build a collaborative working partnership with the Chair, and enable communication and collaboration between Board members, staff, volunteers and stakeholders.
- Operational Delivery
- Oversee projects and activities being planned and undertaken, including associated finance, monitoring and staffing for each project.
- Develop, implement and monitor the effectiveness of policies, systems and procedures to ensure the aims and objectives of the organisation can be achieved.
- Establish ongoing, effective and robust monitoring and evaluation mechanisms of services to ensure continuous improvement, including maintaining Quality marks, developing outcomes and setting up regular monitoring reviews to target gaps.
- To lead on investigations into any complaints regarding the service from funders, partners or service users and report these to Trustees.

#### *Community and Stakeholder Engagement*

- Engage with and actively listen to the HER Centre's board of trustees; advocating for and implementing the guidance provided.
- Raise the profile and visibility of the Her Centre by building and maintaining relationships with the identified stakeholders and representatives of external bodies and within networks.
- Promote the Her Centre through communication and partnership campaigns.
- Keep up to date with current trends, government policies and legal changes in the areas pertaining to women's issues, so as to ensure that Her Centre engages positively in the debate at strategic and policy level and keeps service provision up to date.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

## PERSON SPECIFICATION

Experience	Substantial experience at senior management level	Essential App/I
	Substantial experience of project development, monitoring and evaluation	Essential App/I
	Substantial experience in fundraising, and in development and growing service delivery, including income generation	Essential App/I
	Substantial experience and understanding of multi-agency working	Preferred App/I
	Experience or understanding of how to work effectively as part of a small organisation	Preferred I
	Substantial experience of people management at a senior level and experience of managing HR issues.	Essential App/I
	Substantial experience of dealing with people from diverse communities and backgrounds	Essential App/I
	Evidence of successful oversight and understanding of financial management including budget preparation, monitoring and reporting.	Essential App/I
	Experience of sourcing and maintaining specific funder contracts.	Essential App/I

Knowledge	Understanding and awareness of the various legislation relating to the provision of services and employment, including Charity and Contract Law.	Preferred I
	A proven commitment to equal opportunities, diversity and positive action to address issues of social exclusion	Essential I
	Knowledge and understanding of current issues relating to women and families.	Essential App/I
Skills/abilities	Able to deal with conflicting demands whilst working under pressure	Essential I
	Good IT skills and a competent administrator	Essential App
	An influencer and a good negotiator	Essential I
	Creative, with entrepreneurial flair and business acumen	Preferred I
	A dynamic, innovative self-motivator with an ability to manage own work programme	Essential I
	Proven research, report and bid writing and presentation skills	Essential App
	Able to communicate effectively with people at all levels	Essential I
	Be prepared to meet potential funders and other stakeholders and work out of hours as needed.	Essential I