

## Respected Chief Executive Officer (CEO)

### Job Description

#### 1. About Respected

Respected is a growing and ambitious charity providing holistic, high-quality Relationships and Sex Education (RSE) to secondary school pupils in Years 7–11.

Our mission is to equip young people with the knowledge, confidence, and values they need to build respectful, healthy relationships and make informed decisions about relationships and sex.

We work in partnership with schools to deliver engaging, values-based RSE sessions, and we are supported by a small staff team and a network of dedicated volunteer educators. With an annual income of under £100,000, Respected operates efficiently and with passion, making a meaningful difference to young people's lives and school communities.

#### 2. Purpose of the Role

The Chief Executive Officer (CEO) will provide strategic leadership and operational management to ensure Respected fulfils its charitable aims and develops sustainably.

The CEO will also serve as line manager to three direct reports, providing regular supervision, performance management, and support for their professional development.

Working closely with the Board of Trustees, the CEO will be responsible for providing strong leadership and oversight of the charity's operations and programmes, managing staff and volunteers, overseeing finance, fundraising, and compliance, developing external relationships and partnerships, and acting as an ambassador for Respected's mission and values.

This is a hands-on leadership role suitable for a dynamic and motivated individual who can balance strategic vision with practical delivery in a small charity context.

#### 3. Key Responsibilities

##### Leadership and Strategy

- Work with the Board of Trustees to develop and deliver Respected's strategic and operational plans.
- Provide leadership to staff and volunteers, ensuring alignment with the charity's mission, values and Christian ethos.
- Identify and pursue opportunities for growth, innovation, and partnership within the education and youth sectors.
- Foster a positive organisational culture that values inclusion, professionalism, and compassion.
- Working with the board to ensure it possesses the necessary skills to govern well, and ensuring they have access to external professional expertise.
- Scanning the Horizon: Proactively "scanning" the external environment for upcoming legislative, political, or social changes that may affect the charity, and advising the trustees early

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## Operational Management

- To be accountable to the Chair of Trustees and wider board for the proper and effective management of the charity
- Provide direct line management to current staff members, ensuring clear objectives, regular one-to-one meetings, annual appraisals, and appropriate support and development opportunities.
- Oversee the effective planning and delivery of RSE programmes in schools.
- Manage, support, and develop the small staff team and volunteer educators.
- Ensure safeguarding, data protection, and all statutory and regulatory requirements are met.
- Oversee programme evaluation and impact measurement to ensure quality and accountability.

## Finance and Governance

- Work with the Treasurer and Trustees to prepare budgets, forecasts, and financial reports.
- Ensure sound financial control and reporting to the Board.
- Support the Trustees in fulfilling their governance responsibilities and maintaining Charity Commission compliance.
- Attend and prepare reports for Board meetings and subcommittees as required ensuring Trustees focus on Governance not management.
- Induction and Training: Ensuring all Board members receive an appropriate induction, advice, and ongoing training to get the best out of them.
- Proactive Risk Analysis: The requirement to automatically conduct a formal risk analysis whenever proposing or taking on new work.
- Reviewing Major Exposure: Explicitly ensuring that the major risks the charity is exposed to are reviewed regularly by both the Board and the executive team
- Benchmarking Best Practice: ensure the charity is constantly aware of industry "best practices" and actively working to achieve them within its resource constraints

## Fundraising and External Relations

- Lead on fundraising, including grant applications, donor relationships, and community partnerships.
- Represent Respected to external audiences, including schools, funders, local authorities, and media.
- Build strategic partnerships to extend the charity's reach and impact.
- Communicate the charity's vision and achievements effectively to stakeholders and supporters.

## 4. Key Terms

- Salary: £25 per hour
- Hours: 15 hours per week (flexible working pattern possible)
- Contract: Fixed term for two years (extension subject to further funding)
- Location: Office (face-to-face working with some travel required)
- Pension: Statutory workplace pension scheme (NEST)
- Annual Leave: Pro rata entitlement of 28 days plus public holidays

## 5. Safeguarding Statement

Respected is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. The successful applicant will be required to undergo an enhanced Disclosure and Barring Service (DBS) check prior to appointment.

## 6. Equal Opportunities Statement

Respected values diversity and is committed to creating an inclusive environment for all employees and volunteers. We welcome applications from all sections of the community, particularly those under-represented in leadership roles within the charity and education sectors.

