

Chief Executive Officer

About Big Green Heart

Big Green Heart is a registered charity in England (number 1197237) helping people explore how and what to forgive, using tangible and visual tools that empower individuals to define pain, discover its cause, and release its impact. The charity's work spans primary and secondary schools through early intervention, addiction recovery groups, partner charities and organisations, adoption and fostering agencies, family relationships, and church and community settings.

Christian faith and practice are foundational to Big Green Heart's understanding of forgiving, blended with and informed by scientific and psychological research so that the practice is accessible to all people regardless of age, faith, spiritual practice, or none. The charity's approach draws on elements of cognitive behavioural therapy and supportive therapy, centred around choice, and delivered through a network of trained practitioners, offering sessions face to face and online, alongside training pathways, courses, and school programmes.

Purpose of the role

The chief executive holds delegated responsibility from the board of trustees for the leadership, management, and strategic direction of the charity. The postholder will shape and deliver strategy in partnership with the board, safeguard the charity's Christian ethos and inclusive practice, grow and diversify income, and lead, manage, and supervise the team. This is a strategic leadership post; practical implementation of delivery, administration, and day to day practitioner coordination are held by team members within the organisation.

Reporting and relationships

- Reports to: the chair and board of trustees.
- Responsible for: the staff team, whose work the chief executive manages and supervises.
- Works closely with: the founder, staff team, trustees, partner organisations, funders, donors, and church and community stakeholders.

Key responsibilities

This is a part-time strategic leadership role of 16 to 20 hours per week. The chief executive leads, manages, and supervises the team and oversees the charity's work; they do not carry direct delivery. Programme delivery, administration, and day to day practitioner coordination are held by staff team members within the organisation.

Strategy and leadership

- Work with the board to develop, agree, and deliver the charity's strategy, vision, and annual objectives.

- Provide clear, values-led leadership that upholds the charity's Christian foundation while keeping the work accessible to people of all faiths and none.
- Translate strategy into operational plans, budgets, and measurable outcomes, and report progress to the board.

Governance and compliance

- Support the board to meet its legal and regulatory duties under charity law and the Charity Governance Code.
- Ensure timely, accurate reporting to trustees to enable sound decision making.
- Work with the Secretary of Trustees to ensure the charity complies with its governing document, Charity Commission requirements, data protection law, and safeguarding obligations.

Income generation and financial management

- Lead the development and delivery of a sustainable income strategy across donations, grants, course and training revenue, partnerships, and trading activity.
- Diversify the charity's income base and drive income growth, working with the team to convert income-generating relationships and opportunities.
- Work with the Treasurer and Operations Manager oversee budgeting, financial management, and financial reporting, ensuring the charity remains solvent and financially resilient.
- Steward relationships with funders, donors, and partners.

Oversight and team management

- Lead, manage, and supervise the staff team, setting objectives, monitoring performance, and supporting development.
- Foster a supportive, collaborative culture and model the charity's values in all conduct.
- Implement sound HR, wellbeing, and performance practices.
- Oversee the quality and consistency of programmes across all delivery settings, working with those responsible for delivery.
- Ensure robust monitoring, evaluation, and impact measurement, and use evidence to improve the work and demonstrate outcomes.

Safeguarding

- Work with the charity's Safeguarding Trustee to ensure safeguarding concerns are handled promptly and in line with statutory guidance.
- Work with the charity's Safeguarding Trustee to ensure policies, training, and practice protect children and vulnerable adults across all delivery settings.

Person specification

Essential

- A personal Christian faith and commitment. This is a genuine occupational requirement for the role under Schedule 9, Part 1 of the Equality Act 2010, given that the leadership of the charity's mission and ethos is integral to the post.
- Demonstrable senior leadership experience, ideally within a charity, social enterprise, or mission-led organisation.
- A track record of developing and delivering strategy and of translating vision into results.
- A strong track record of income diversification, with clear examples of how the candidate has broadened an organisation's income base in the past across, for example, donations, grants, earned income, partnerships, and trading.
- Demonstrable sales expertise, with a track record of converting opportunities into revenue and building income-generating relationships.
- Sound financial literacy, including budgeting and financial oversight.
- Experience of managing and supervising a team, setting objectives, and developing people.
- Understanding of charity governance and of working effectively with a board of trustees.
- Knowledge of safeguarding duties in relation to children and vulnerable adults.
- Excellent communication and relationship-building skills, with credibility across faith, education, and community settings.
- Genuine commitment to the charity's mission and to keeping its practice inclusive and accessible.

Desirable

- Experience in one or more of the charity's areas of work: education, mental and emotional health and wellbeing, trauma, addiction recovery, or restorative or therapeutic practice.
- Experience of scaling programmes or growing a small charity.
- Established networks across the voluntary, faith, or education sectors.
- Familiarity with monitoring, evaluation, and impact reporting.

Terms

- **Contract:** Permanent
- **Hours:** Part-time, 20 hours per week.
- **Salary:** £55-60,000 FTE pro rata for 20 hours per week
- **Annual Leave:** 25 Days Pro Rata
- **Location:** Flexible. The head office is in Yorkshire. Work can be done remotely.
- **Start Date:** Negotiable
- **Occupational requirement:** A personal Christian faith is a genuine occupational requirement for this post, as set out in the person specification.

Application Process

- Applications should be made via the application form:
<https://biggreenheart.org/apply/chief-executive-officer>
- The deadline for applications is 5 pm on Monday 26 October.
- The first round of interviews will be held online on Tuesday 3rd November.
- The final interview will be held in central London on Thursday 12 November.



**Big
Green
Heart**

FOR GIVING LIFE

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