



Families in Grief

Charity registration no: 1116474

Chief Executive Officer (CEO) Recruitment Pack



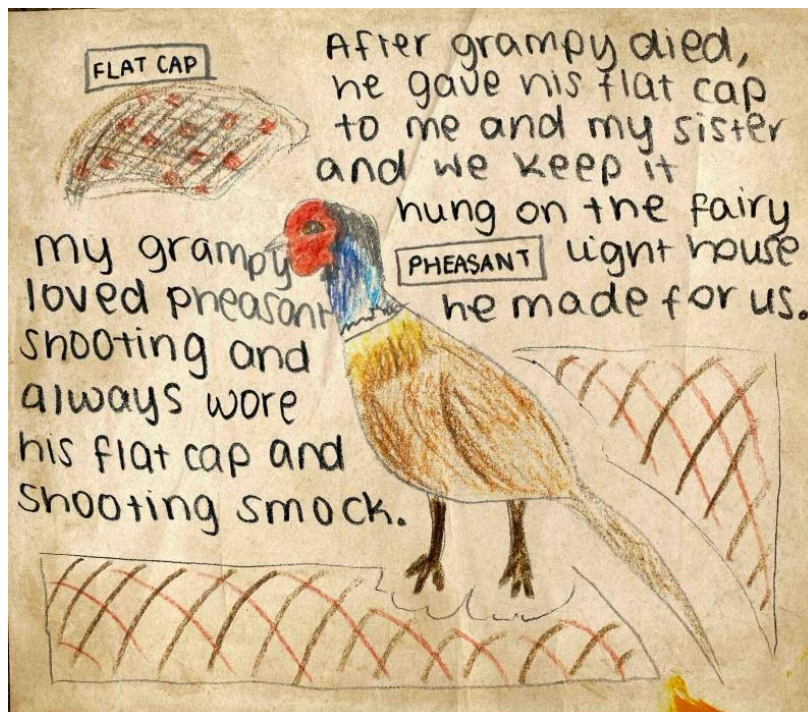
Exploring grief through art at Studio Kind

Families in Grief (FiG)
Castle Lodge
North Walk
Barnstaple
EX31 1DF

Charity registration no: 1116474
www.familiesingrief.org

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A message from our Chair

Dear Applicant

Families in Grief (FiG) provides essential support to children, young people, and families during some of the most challenging times in their lives.

Our dedicated team of staff and volunteers works tirelessly to offer compassionate bereavement support, and we are incredibly proud of the profound impact our small but committed team has on so many lives.

Over the past few years, FiG has grown significantly to meet the needs of our North Devon and Torridge community. Our current CEO, Naomi Jefferies, has played a pivotal role in expanding our reach, enhancing our accessibility to healthcare professionals and schools, and broadening our range of services to better support families.

As Naomi moves on to new opportunities, we are excited to welcome a new CEO who will build on these strong foundations and lead FiG into its next chapter. We are confident in the bright future of FiG and the continued need for our services.

If you are interested in discussing this role further, please feel free to contact me, Tracey Elliott, using the details below. We look forward to receiving your application and embarking on this journey together.

With best wishes



Tracey Elliott
Chair, Families in Grief
Email: tracey@pickwellmanor.co.uk



About Families in Grief

Our vision

To help all bereaved families living in North Devon and the Torrridge area feel better and less alone in their grief.

Our aims

- To provide a credible and high-quality bereavement support service to all grieving families children, young people and families in need of our help.
- To better educate and support professionals who come into contact with bereaved children and young people.
- To improve family relationships after a member of the family dies, to reduce bereaved families' feelings of social isolation, to improve a child or young person's engagement with school and the wider community for families to learn further about the impact of grief.
- To ensure all families and professionals working with families in North Devon and the Torrridge area are aware of FiG's services.

Our objectives

- To support children, young people and their families, living in North Devon and Torrridge who have experienced the death of someone close to them through phone calls, school or FiG office 1:1 and group sessions, digital resources and through our range of group support and activities.
- To inform and support professionals who are in contact with bereaved children and young people through phone support, training and resources.
- To regularly raise awareness of our service through various platforms such as social media, website, presentations and community meetings.
- To recruit, train and manage skilled volunteers to support bereaved children, young people and their families.
- To ensure that we have the correct governance, resources and funding to fulfil the support we offer families and professionals.

Our values

- Compassionate, Inclusive, Empathic, Creative, Collaborative

Strategic Plan

- [Click here to download our Strategic Plan 2023-2026.](#)

Job specification

Chief Executive Officer (CEO)

Position:	Permanent Post – rolling contract
Hours:	30-37.5 hours per week
Location:	Combination of working from home and working from the FIG Office (at least two days a week)
Salary:	£46,500 – £48,000 dependent on experience (FTE)

Chief Executive Officer (CEO) – Families in Grief (FiG)

We are seeking a dynamic and compassionate CEO to lead Families in Grief, a charity dedicated to supporting bereaved families in North Devon. The CEO will provide strategic direction, oversee day-to-day operations, and ensure the delivery of high-quality services for bereaved children, young people, and their families. You'll work closely with the Board of Trustees, manage a team of dedicated staff and volunteers, and spearhead fundraising efforts to ensure the charity's sustainability.

We are looking for someone who can:

- **Shape the Vision:** Leading FiG with clarity and purpose, ensuring the charity remains responsive to the needs of bereaved families in Northern Devon.
- **Drive Strategy:** Collaborating with the Board to develop and implement a rolling 3-year strategic plan that aligns with FiG's goals and adapts to changing needs. Champion innovation and continuous improvement, ensuring the charity thrives in a dynamic environment.
- **Inspire Teams:** Providing inspirational leadership to employees and volunteers, fostering a culture of collaboration, compassion, and excellence.
- **Impact Focus:** Regularly evaluating and refining FiG's strategy to maximize its impact, delivering meaningful, sustainable support to the community.
- **Operational and Financial Management:** Ensure smooth day-to-day office logistics, manage budgets, oversee financial processes and health and safety in order to ensure compliance with all charity requirements

If you're an experienced leader with a passion for making a difference, we'd love to hear from you!

Job Purpose

- Lead Families in Grief (FiG) to ensure safe, effective, and impactful operations, delivering the charity's aims as outlined in the strategic plan.

- Regularly assess and refine FiG's goals, advising the Board on necessary changes to keep services relevant and responsive to the needs of bereaved families.
- Secure sustainable funding and oversee financial planning to maintain high-quality service delivery.
- Lead the recruitment, training, and support of a dedicated team of staff and volunteers, enabling them to provide exceptional care and support to families.
- Recommend policies and structures that empower employees and volunteers to achieve FiG's objectives.
- Ensure leadership and compliance with all legal, safety and safeguarding practices across the organisation and act as the designated safeguarding lead.

Strategic Leadership

- Provide visionary leadership and strategic direction for FiG.
- Collaborate with the Board to implement a rolling 3-year plan that addresses the needs of bereaved families.
- Regularly review and refine the strategy, reporting progress and recommending adjustments.

Operational Oversight

- Oversee recruitment, management, and support of employees and volunteers, ensuring compliance with legal, safeguarding, and best practices. Ensure sufficient staffing (by employees and volunteers) to deliver the service and maximise fund raising opportunities.
- Develop and enforce operational policies that ensure safe, effective service delivery and uphold FiG's reputation.
- Regularly evaluate services to ensure objectives are met in a timely, cost-effective manner.
- Manage resources, staff, and volunteer capacity to maintain efficiency and effectiveness.
- Ensure compliance with all legal, health, safety, and safeguarding requirements.
- Act as the organisations Designated Safeguarding Lead, providing support to all employees and ensuring best practice in the management of all aspects of safeguarding for the charity, its employees, volunteers and beneficiaries.
- Oversee FiG's administrative needs, including office management and policy adherence.

Fundraising and Income Generation

- Develop (in collaboration with the trustees) and implement a fundraising strategy to secure FiG's financial sustainability and ensure appropriately diverse funding streams to support ongoing operations
- Build relationships with partners, supporters, and funders to maximise opportunities for income generation and awareness.
- Manage and oversee grant applications and reporting obligations for key funders
- Oversee and support community fundraising efforts across employees and volunteers to ensure coordinated and effective income generation activities.
- Explore alternative sources of income for the charity

Financial Management

- Oversee budgeting and forecasting to ensure long-term sustainability in line with the strategic plan and legal requirements.
- Supervise the management of finance, controlling income and expenditure, identifying risks, and ensuring accurate financial reporting.
- Prepare financial reports and budgets with support from the Treasurer and finance administrator.
- Implement and oversee financial policies and procedures in collaboration with the Treasurer.

Advocacy, and Profile Building

- Advocate for FiG's mission by representing the charity locally and regionally, raising awareness of its work with bereaved families.
- Develop and implement strategies to enhance FiG's visibility across North Devon and beyond, ensuring the charity's work reaches families, professionals, and potential supporters.
- Build strong relationships with community leaders, nonprofits, and regional networks to boost awareness and establish FiG as a key resource for bereavement support.
- Identify opportunities to represent FiG at key events, ensuring the charity's presence strengthens its profile and reach.

- Ensure FiG is consistently represented in a professional manner by employees and volunteers.
- Lead efforts to maintain a professional and consistent image of FiG across all public interactions, ensuring a strong social media and online presence for community engagement and accessibility.

Working with Trustees

- Ensure the Board has the necessary information to fulfil its responsibilities effectively. Provide clear, concise reporting on FiG's development and risks, focusing on key areas such as safeguarding, financial sustainability, staffing, and volunteer capacity.
- Act as a liaison between the Board of Trustees and staff, offering regular updates on financial performance and strategic direction.
- Support the Board in establishing and maintaining governance best practices.
- Collaborate with the Chair to draft policy proposals for board discussions and decisions.
- Together with the Chair, oversee the composition and performance of the Board of Trustees.

Personal Development

- Engage in relevant training and development opportunities to enhance your role.
- Participate in regular performance reviews with the Chair of Trustees, raising any important issues or concerns.

Governance

- Adhere to all FiG policies and procedures to ensure compliance and good governance.

Other

- Carry out additional duties expected of the CEO, as directed by the Board of Trustees.
- This role is subject to an Enhanced Disclosure and Barring Service (DBS) check.
- Attend and represent Families in Grief at various events and meetings as needed.
- Be prepared to work occasional evenings and weekends.
- A valid driver's licence and access to a vehicle are required.

Person Specification

Knowledge

Essential Criteria	Desirable Criteria
A genuine passion for supporting bereaved children, young people and their families	Knowledge of all aspects of Families in Grief
Innovation, vision, and leadership	
Principles of fundraising, grant sourcing and administration	
An understanding of the voluntary or charity sector	

Skills

Essential Criteria	Desirable Criteria
Exceptional people management skills	
Strategic development skills	
Ability to manage time effectively and to work to strict deadlines	
Strong organisational skills, planning, delegation, ability to prioritise tasks, attention to detail	
Excellent IT skills, Microsoft office	
Excellent reporting and written communication skills	
Effective problem solving and mediation skills	
Proven ability to cope with conflict	
Good collaboration, negotiation and diplomacy skills	
Ability to network confidently with a variety of stakeholders and within a fundraising environment	
Public speaking and teaching skills	
Knowledge and experience of safeguarding processes when working with C&YP.	

Experience

Essential Criteria	Desirable Criteria
Previous experience in a leadership position	
	Previous experience of leading an organisation that has volunteers.
Previous experience in budget management	
Previous experience of people management	
Previous experience of strategic development	

	Grant bid writing
	Relevant experience volunteering or interacting with a not-for-profit
	Previous experience of working with a voluntary board of trustees

Qualifications

Essential Criteria	Desirable Criteria
Degree level educated	
	Leadership or management qualification

The trustees reserve the right to alter the content of this job description to reflect changes to the job or services provided, without altering the general character of the post or level of responsibility. The trustees will consult with the postholder before any changes are made and will seek advice from the Charity's Human Resources provider where appropriate.

Responsible adjustments will be considered as required by the equality act 2010.

The duties described in this job must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all employees and volunteers, as well as the families and professionals we support and meet.

Supporting documentation

We would appreciate it if you could read through the attached documentation before applying to Families in Grief for the role of Chief Executive Officer.

[Trustee Report and Accounts 2023-2024](#)

Application Form

The application form can be found on the Families in Grief website [by clicking here](#).