

Job description and person specification

Chief Executive Officer

Title:	Chief Executive Officer
Location:	Remote
Relationships:	Reporting to the Chair
Hours:	35 hours a week
Salary:	£90,097
Holidays:	25 days per annum pro rata
Contract:	Permanent

About Girls Friendly Society

Established in 1875 Girls Friendly Society (GFS) is one of the oldest UK registered charities working to support girls and young women on a national basis. Our staff of 30 and national network of more than 200 volunteers deliver an early intervention service designed after listening to the girls themselves, with the aim of supporting girls throughout England and Wales to be proud of who they are.

Girls as young as 6 tell us they can't be themselves. This holds them back and in the long term impacts on gender equity. Girls are under pressure from the world around them (e.g. gender stereotypes, sexist attitudes, violence & discrimination, public & online safety, social media, celebrity culture, beauty standards, peer pressure, bullying, loneliness, cost of living crisis, impact of Covid, exam pressure, school environments, family expectations, periods & period poverty, lack of support/provision).

We understand how these issues affect girls and we operate in areas where girls need us most and where many of these barriers can be more acute for girls with the help of a dedicated team of volunteers. Further information about GFS can be found at www.girlsfriendlysociety.org.uk.

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Job description

- Lead the development and delivery of the strategy around the GFS Vision and Mission and in line with the GFS Values.
- Lead a team to support the delivery of the organisation's strategic aims
- Motivate and inspire a committed and dedicated team of staff and volunteers, including line management of six staff.
- Oversee the effective development of departmental workstreams to support the strategic objectives.
- Support the Chair, Treasurer, and external advisers to ensure the effective and efficient management of the organisation's finances in particular annual budgeting, monthly reporting and annual audit
- Network and develop relationships and partnerships with key stakeholders in the public, private and not for profit sectors
- Act as a figurehead of GFS and represent the organisation at key meetings and events and in the media to uphold and promote the work we do and the interests of the young people we serve
- Ensure that the organisation continues to build its profile amongst external audiences
- Ensure that there is good support and engagement with the work we do around gathering impact data and using it effectively.

- Ensure compliance with all finance, health and safety, safeguarding and employment policies, and legal and regulatory requirements.
- Take responsibility for the role of Company Secretary and oversee the governance framework in line with the Charity Governance Code.
- Ensure that the Board and committees are regularly and adequately informed and updated, and that their decisions are implemented as required in line with good governance
- Support the Chair, English President and Welsh President to liaise effectively with members and key stakeholders.
- Support our interdepartmental Task Forces – EDI and Environment.

General

- Undertake training and attend meetings as required as part of the role
- Lead or support the planning, organising and running of occasional evening or weekend events and meetings
- Undertake any other reasonable duties as and when requested.

Person specification

Essential

- Significant experience in a senior management role within a third sector organisation
- Significant line management experience, with the ability to lead and motivate staff and volunteers based regionally
- Solid financial experience and the ability to confidently manage staff and external advisers to ensure effective financial management and growth
- Experience of managing strategic development, income and/or membership growth
- Demonstrable experience of managing strategic fundraising at a corporate, major donor or grant level
- Ability to work with a broad range of members and stakeholders from across the public, private and voluntary sector
- Experience as a media spokesperson and/or a willingness to be trained to speak on behalf of the organisation externally
- An understanding of the legal and regulatory requirements of a charity supporting young people and experience of managing relevant compliance
- Enthusiasm and passion for supporting girls and young women, and furthering gender equity in society.
- An understanding of service delivery charities and experience of participation work.
- A real interest in furthering inclusion for the girls most in need.
- An alignment with and support of the GFS values.
- A clear and demonstrated commitment and understanding of EDI and intersectional practice.

Desirable

- An understanding of charitable investments and implementing good governance in managing and investing funds for charitable use.
- Strong networking capabilities that can be utilised for the benefit of the organisation
- The ability to deal positively and proactively with conflict, when needed.
- The integrity to respect confidentiality and act with discretion.

Important

Equity Diversity and Inclusion is of strategic importance to GFS. We encourage applications from all ethnically, and racially minoritised, disabled and from LGBTQ+ people to build our best staff and volunteer teams and reflect the girls we serve.

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