



# Interim CEO (Maternity Cover) - Candidate Pack



# Hello from the Caxton team

Already working in interim CEO role but looking for a new challenge, a place to develop your skills, or a chance to make a big difference to the lives of learning disabled and autistic young people?

Ready to be the leader and part of the senior leadership team at a community youth organisation based in Westminster, at an exciting time as are half-way through our strategy?

We are Caxton Youth Organisation. We are a specialist youth club, creating community, breaking barriers and empowering learning disabled and autistic young people.

Over the next three years and beyond, we will continue to implement our new strategy, reaching more disabled young people and becoming more youth-led - and you could help make that happen.

There are many reasons why the work Caxton Youth Organisation does is important. At Caxton Youth Organisation, we want to shape a more inclusive society free from disabling barriers where all young people can lead happy, healthy and more independent lives. Our team of qualified youth workers and practitioners create a safe, welcoming and inclusive space in the community where disabled and autistic young people can make friends, learn new skills, build confidence, and be themselves.

We're a small charity but our work and impact is long-lasting and holistic. For everyone who works at Caxton, it's more than just a job. All the team want to make a lasting difference to the young people we work with.

We have a strong track-record of successful fundraising, and are in a good position with a new operational plan developed in partnership with Baringa and strong objectives for the year ahead. You will be well supported and work closely with our professionalised board of trustees, our Head of Programmes Eliane and Fundraising Manager Paige, as well as with our super passionate youth work team and Jess our Finance and Facilities officer.

If this sounds like something you want to be part of then I hope you will consider joining our organisation.

Rose Swainston  
CEO



# The Benefits of working at Caxton

- A flexible approach with a mix of home and office working.
- 25 days holiday a year plus bank holidays.
- Access to Wellbeing services via Bright HR and Westminster Talking services.
- A proactive organisation that is currently developing a new development and reward plan for staff. We want to know how you'd like your career to develop with us and to have your voice heard.
- Access to Bright Exchange, which offers discount codes.
- Occasional offsite access to other workspaces via our corporate partners.
- Centrally located (just a 7-minute walk to Victoria station), at our Youth club – with a wide range of shops, cafes and bars right on the doorstep – and where you will be directly getting to know the local community that Caxton work closely with, as well as opportunities to take part in fun activities with our young people.
- Access to cooking facilities during lunchtime and access to sports and recreational equipment such as table tennis during breaks.
- Opportunities to take part in our monthly staff wellbeing sessions.
- Access to training opportunities via partnerships and our memberships



## **Interim Chief Executive Officer (Maternity Cover)**

**Fixed term:** up to 12-months

**Location:** Based at our Youth Club in Westminster with some flexible working

**Salary:** £50,000-£60,000 depending on experience

**Reports to:** Board of Trustees

Direct Reports: Head of Programmes, Fundraising Manager, Finance & Facilities Officer

Role purpose

- To provide leadership to Caxton for the charity to achieve its mission and deliver to its beneficiaries.
- To be responsible for developing current services and developing new services that benefit the young people of Caxton and is youth-led.
- To work with the Board and SLT to achieve its 2023-26 business strategy, plans and targets - while ensuring the Board fulfils its responsibilities in the governance of the charity.
- To ensure long term sustainability, through effective governance, sound finance and delivery of services.
- To keep the organisation on track to achieve its operational business plan.

## **Main Responsibilities**

Leadership

- Provide, develop and implement Caxton's strategic and operational plans, leading on partnership and business development, and being an effective advocate for the charity and our beneficiaries..
- Provide leadership for all Caxton employees, volunteers and associates including direct management responsibility for three employees to ensure that Caxton delivers a safe, effective and fun service for all of its members and their families.

Strategy

- To deliver the 2023-26 strategy.
- Implement a strategy review in the Autumn and tailor the operational plan accordingly.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes, with agreement from trustees.

Business Development:

- Work closely with the Fundraising Manager to ensure Caxton raises c.£500k pa to maintain in-years services.
- Work towards the achievement of long-term sustainability, developing the charity's business model and maximising income, for example from fundraising, service contracts and earned income.
- To lead on the development of Caxton's outdoor base

## Financial Control and Governance

- Liaise with the Board, Senior Management Team and Accountants to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary in line with legal requirements and good practice.
- To ensure that adequate finance is available and to work with the Treasurer and the Finance and Facilities Officer, to produce regular management accounts and annual audited accounts in line with requirements.
- To attend all board meetings and quarterly subcommittee meetings, working with trustees on strategic matters.

## Buildings Management

- To take accountability for the building management and compliance, working with the finance and facilities officer to ensure regular checks are made and the building is maintained within a budget.

## Day-to-day Management

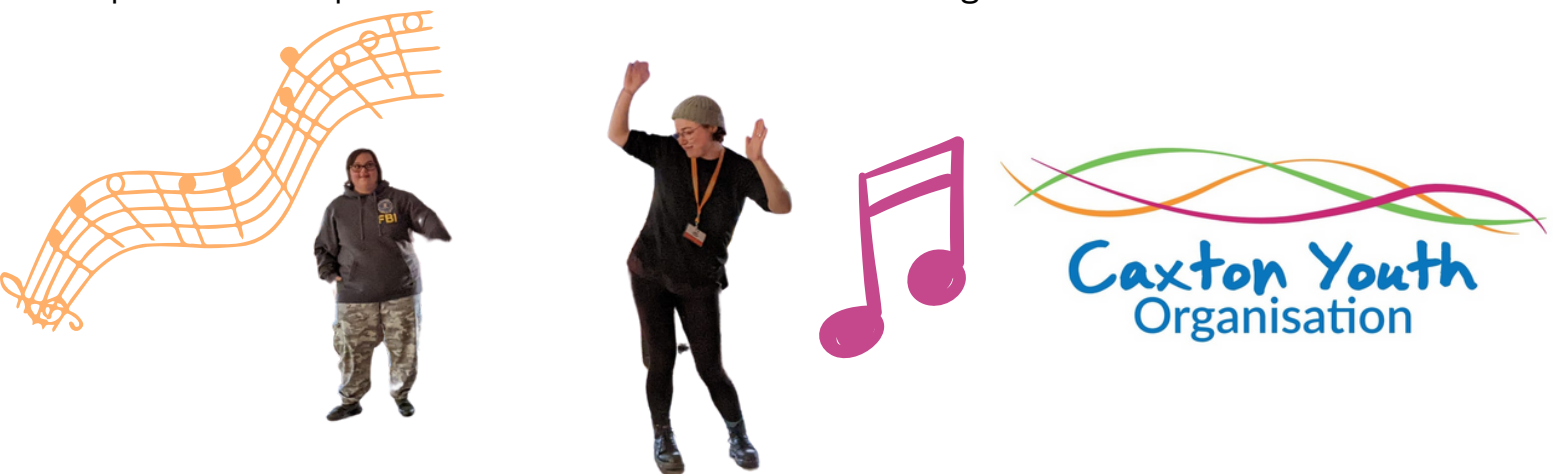
- Day-to-day management of the service to ensure it continues to be safe and effective. This includes being the safeguarding lead for the organisation.

## Youth Government and Leadership

- To attend monthly Youth Government meetings and ensure that you are always amplifying the youth voice.
- To communicate effectively with young people with Special Education Needs and Disabilities.
- To liaise with external agencies and create new opportunities for youth leadership.

## External Relations

- To develop and maintain positive relationships with private sector donors, statutory, partners and funding organisations.
- To develop and maintain positive relationships with partners, local businesses, funders and other voluntary organisations, building alliances and networks to further the work of Caxton Youth Organisation.
- To promote and publicise the work of Caxton Youth Organisation.



## Person Specification

### Essential

- Demonstrable leadership skills including strategic direction setting and management of the organisation.
- The ability to lead and nurture the professional development of a team, demonstrating empathy and humility, understanding diversity and inclusion, leading from front and back.
- Exceptional financial acumen with experience managing organisational finances (6-figure budgets), budget preparation and financial reporting.
- A good understanding of issues surrounding young people with disabilities
- Excellent written and communication skills.
- Track record of developing projects from inception to implementation and completion.
- Extensive experience of service design and delivery.
- Relevant professional experience, including in the third sector and voluntary experience.
- Experience of effective partnership working and management of external relations.
- Evidence of effective staff management, objective setting and performance management.
- Experience of health and safety management and ability to manage the health and safety of a building.
- Experience working with and reporting to senior stakeholders.
- Has full and comprehensive understanding of safeguarding and data protection.
- Is willing to travel and to work unsociable hours, including evenings and occasional weekends.
- A highly motivated and energetic leader
- Self-starter, able to use own initiative to show insight and manage complex situations and processes between people.
- Commitment to and empathy with youth work and providing the best opportunities for children and young people with disabilities.

### Desirable

- Experience using systems including Beacon and Xero.
- Experience of internal monitoring and evaluation of outputs.
- Experience of detailed reporting to funders on programme and services (narrative and financial)
- Experience of internal policy development, implementation and review.
- A Youth Work qualification preferably at degree-level.
- Proven skills in securing funding, including preparing funding applications and negotiating contracts.
- A good understanding of different communication methods, including Makaton.