

In Your Corner recruitment pack: **Chief Executive Officer**

August 2024



In Your Corner

In Your Corner are an award-winning social enterprise whose mission is to support young people to develop the emotional and relational skills that will support them to thrive, through combining non-contact boxing with evidence-based ideas from psychological intervention.

We run groups that are co-delivered by a clinical psychology team and accredited boxing coaches, that aim to improve emotional wellbeing. We have a number of projects in Inner London, where we partner with local boxing clubs, schools and young people's services (e.g. Child & Adolescent Mental Health Services; Children's Social Care) to deliver innovative and accessible community mental health projects.

We are a small and growing organisation, who have recently converted to a charitable legal structure. The team is made up of a part-time staff group of boxing coaches, specialist mental health clinicians, assistant psychologists and volunteers, including our board of trustees.

This recruitment marks an exciting new chapter at In Your Corner, as after eight years of successfully leading the enterprise, our Founder and current CEO, Dr Kathy Adcock will be stepping down. We are looking forward to our future as a charity, and our growth across London in this exciting phase of our development.

More info:

<https://www.inyourcorner.uk/>



Values

CONNECTION

We foster connection to each other and our local communities. Developing relational trust is the heart of our work.

INCLUSIVE

We are welcoming to young people from diverse backgrounds. We recognise that many young people have experienced adversity and social exclusion and experience multiple barriers to accessing mental health services. We work to deliver inclusive, accessible interventions.

EFFECTIVE

We are committed to drawing on the best available psychological evidence, and developing practice-based evidence when this isn't available. We continuously measure outcomes and embed learning to ensure quality and effectiveness.

EMPOWERING

We are empowering in our interactions with young people, valuing their ideas and role in creating the kind of groups that they want to be part of. We believe in their capacity to create positive futures



Timeline & Highlights

In Your Corner was established in 2016 and incorporated in January 2018. Since then, some of our key highlights and successes are:

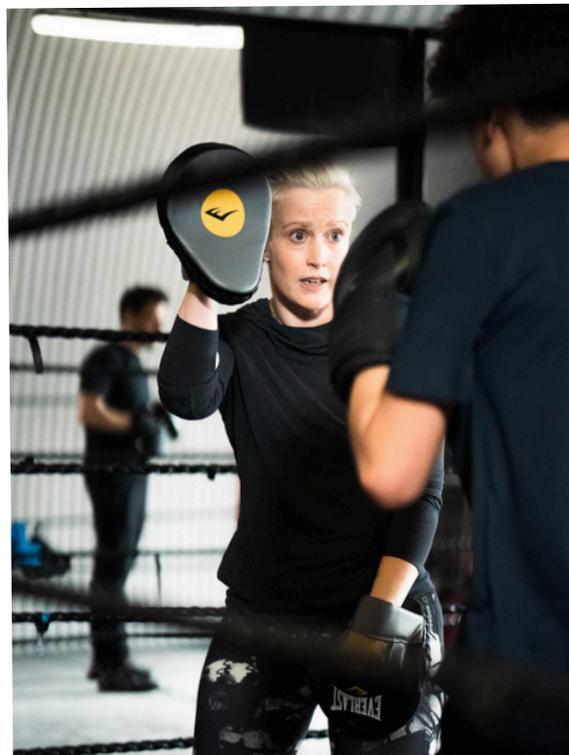
- Winning the 2017 **European Boxing Confederation (EUBC) Passion for Boxing Award** for innovation in grassroots boxing.
- Winning over **£294k in grant funding**, including a three year £115k grant from Comic Relief for our flagship CONNECT project.
- We have developed a **sustainable revenue model** through a combination of trading, grants and donations income streams.
- We have developed **practice-based evidence** to support our clinical model. Our impact has been recognised e.g. being Highly Commended in the PWC Impact in Social Enterprise Award 2023. Our [impact reports](#) are highly regarded in the sector, as well as our creative approaches to youth-led impact work, such as [Get Back Up!](#)



The Role

The board of In Your Corner is seeking a permanent Chief Executive Officer (CEO).

The CEO will lead IYC's services and charitable activities, ensuring effective day-to-day management and development of services and income, while maintaining a positive stakeholder engagement that aligns with its strategy, and ensures future success, financial sustainability, and impact.



Role: Chief Executive Officer

Reporting to: Board of trustees

Vacancy type: Permanent

Working Hours: 0.6 WTE. 22.5 hours a week over 3-4 days, including Tuesday to Thursday. Hours to include occasional evenings to support core project delivery times and board meetings.

Location: Hybrid. Regular in person working in Inner London locations is a requirement. Other activities can be completed via remote working.

Remuneration: £52,000 - £56,000 (pro rata) per annum, DOE. Plus 3% contributory pension scheme. *This is based on current resource and the Trustees are open to a salary increase as funding becomes available.*

Probation: 26 weeks.

Role Responsibilities

Leadership, Strategy and Governance

- Day-to-Day Management: Ultimate responsibility for the daily management of IYC's services and operations. Ensure smooth functioning, timely decision-making, and effective action.
- Lead an inspiring culture that reflects IYC's values, encouraging performance and teamwork.
- To be accountable to the board of trustees, providing necessary information and giving clear vision, direction and feedback at all board meetings, supporting the board to fulfil its strategic and governance responsibilities.
- To design, develop and implement strategic plans alongside the board.
- To evaluate service performance, ensuring high quality service delivery with young people's outcomes at the centre.
- Ensure all organisational policies and procedures are effectively implemented and regularly reviewed. Lead on compliance with internal policies and all legal, statutory and regulatory responsibilities. Minimise risks and promote a culture of organisational transparency.

New Business and Fundraising

- Develop and monitor strategies to ensure financial stability and long-term financial sustainability of IYC.
- Maximise revenue and opportunities for income generation via fundraising and bringing in new traded partnerships.
- Lead on activities related to securing income, such as bid and sales proposal writing, pitching to funders, customers, and commissioners and producing detailed, high quality project plans.

Financial Management, Operations and People Management

- Manage IYC's finances, alongside our accountants, to develop annual/project budgets and deliver an excellent service within budget.
- Prepare accurate quarterly financial and management accounts to present to the board.
- Manage all grants/trust funding that IYC holds, ensuring projects meet agreed outcomes, are within budget, and all reports are completed.
- Line Management of core staff members.
- Human resource management, including strategic oversight over team structure, capacity, and performance. Leading recruitment and performance management of key staff.
- Continuously review and improve IYC's systems and processes.

Stakeholder Relations

- Identify, develop and sustain trusted relationships with core stakeholders including partners, funders and the board.
- Represent IYC publicly, attending key stakeholder and wider community events, enhancing IYC's reputation.

Impact

- Oversee and ensure that IYC's programme of impact, evaluation, and dissemination is being effectively carried out.

Person Specification

Experience and Knowledge

- Demonstrable track record of charity / social enterprise leadership, ideally at CEO level.
- A thorough understanding of youth work, mental health, or boxing/sport for change work and ability to use this to guide leadership decisions and actions.
- Robust knowledge of safeguarding children
- Track record of working with external funders and partners, such as grant/trust funders, NHS trusts, local councils, schools.
- Experience of leading diverse and innovative teams.
- Experience of project/service development, from needs analysis, to planning, delivery & review.
- Experience of financial management, managing budgets and multiple funding streams.
- Extensive business and grant fundraising knowledge.
- Experience of tendering for public sector contracts and pitching for new business.
- Robust knowledge of charity governance, risk and compliance.

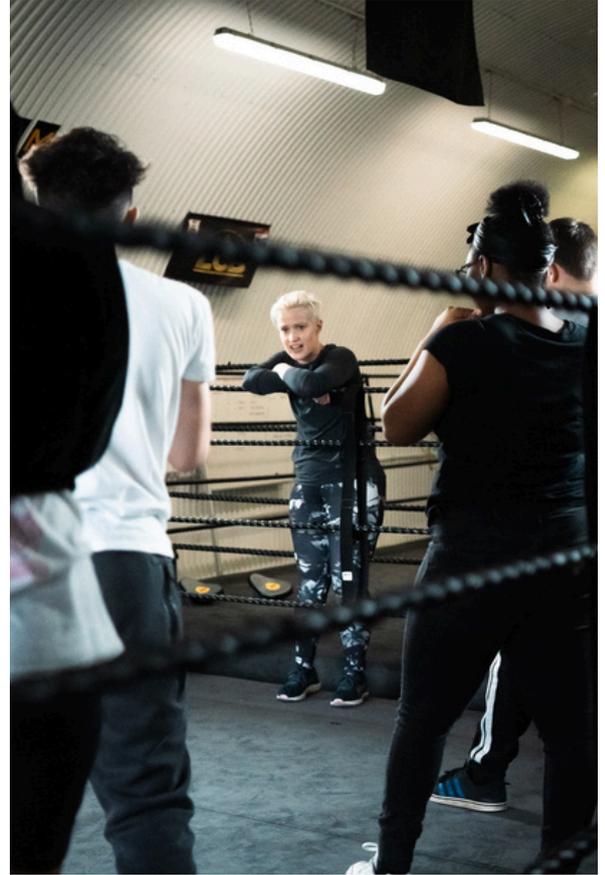
Skills and Competencies

- Ability to think and act strategically in support of our charitable objectives.
- Excellent leadership skills, able to inspire and motivate colleagues and stakeholders.
- An entrepreneurial mindset that can identify opportunities and use influence to bring in new income streams and partnerships.
- Ability to scale and diversify income via fundraising and trading relationships.
- Ability to write successful fundraising bids, project proposals and pitches.
- Proven high level skills in operational and project planning and management.
- Excellent financial and budget management skills.
- Ability to manage people, including recruitment and performance management.
- Ability to analyse data and information to make carefully considered decisions and communicate these effectively.
- Ability to form and sustain strong working relationships with a wide variety of stakeholders.
- Excellent verbal and written communication skills, including report writing for a range of audiences, and speaking publicly to positively represent In Your Corner.
- Ability to manage a range of tasks in order to meet agreed priorities and deadlines; ability to monitor, review, evaluate and report progress.
- Organisational, administrative and IT skills including Microsoft Excel and Google Workspace.

Person Specification (cont.)

Values and Attitudes

- A clear commitment to the mission, vision and values of IYC.
- An ambitious, positive and relentless approach to supporting us to achieve our charitable objectives.
- A demonstrable commitment to culturally competent practice, equity, diversity and inclusion across all aspects of role.
- A flexible attitude and willingness to “get the job done well”, meeting challenging goals within agreed deadlines. This includes contributing to operations in a hands-on way as needed.
- Openness to feedback from colleagues and uses this to continuously develop. Ability to stay calm under stress and to contain others in stressful or uncertain situations.
- Accountable to the board and able to work effectively with them.



All employee responsibilities:

- To maintain an awareness of and actively follow and promote IYC’s policies, including Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Data Security / Information Governance.
- To complete all IYC mandatory and statutory training within the required timescales, attend meetings and supervision as needed, and undertake continuous professional development in keeping with professional standards.
- The welfare of the children, young people and vulnerable adults is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.
- This job description is intended as an outline of general areas of activity and is not an exhaustive list. The employee will be asked to undertake other relevant tasks within the scope and purpose of this role. This job description will be reviewed according to changing needs of the organisation.

How to Apply

Please complete the [Application Form](#) and [EDI Monitoring Form](#) and submit these via email to info@inyourcorner.uk

Deadline: by 11.59 pm on Monday 2nd September.

If you would like to informally discuss this role, please contact Puneet Rai (Trustee) on info@inyourcorner.uk

If you have been invited to interview, you will be contacted within 10 days of the application closure date.

All roles require current professional registration and satisfactory checks including an Enhanced Disclosure and Barring Service (DBS) check.

