



Job Advert - Chief Officer

Macclesfield

Salary range: £52.5k - £62.5k

Lead a respected local charity that helps children and young people who are finding life hard.

Just Drop-In is a highly successful, award-winning Early Help and Prevention charity supporting young people aged 11 to 24 who are finding life hard. For 25 years, we have been committed to improving the mental health and wellbeing of children and young people, helping them find their feet and fulfil their potential. Based in Macclesfield, we deliver high-quality Counselling, Mentoring, Wellbeing and Parent Support services across the north of Cheshire East, with our Counselling service being BACP accredited. With a dedicated team of 16 staff, the support of 60 volunteers, and an annual budget of just under £800k, we help around 1,000 children and young people every year.

We are now looking for an exceptional Chief Officer to lead Just Drop-In into its next chapter. This is a rare opportunity to combine strategic leadership, operational and income generation oversight, and public advocacy in a role that delivers real impact in the local community. We are seeking a leader who is values-driven, emotionally intelligent and credible, with the vision and energy to sustain and grow our work in an increasingly challenging financial environment.

Job Description

As **Chief Officer**, you will be responsible for ensuring that **Just Drop-In** achieves its purpose and mission, and remains sustainable, effective and ambitious for the future. Reporting to the **Chair of Trustees**, you will work closely with the **Board** to shape and deliver the charity's strategic direction while also overseeing day-to-day operations.

You will lead the organisation across strategy, safeguarding, quality, finance, external relations, governance and people management. You will be the driving force behind our continued success, ensuring that our services remain high quality, responsive and centred on the voices and needs of children and young people.

You will also act as the organisation's Safeguarding Lead and be a visible and compelling ambassador for the charity with partners, funders, schools, donors, community stakeholders and the wider public.

What You Will Be Responsible For

- Strategic leadership: Working with the Board of Trustees to define and deliver the vision, mission, purpose and strategic plan for the charity, while monitoring performance, impact and organisational risk.
- Compliance, quality and safeguarding: Ensuring the charity operates within all relevant legal, regulatory and ethical frameworks, maintaining high standards of quality, and acting as Safeguarding Lead for the organisation.
- Financial sustainability: Leading financial planning, budget management and reporting, while overseeing the diversification and strengthening of income generation.
- External relations and profile: Building strong and collaborative relationships with funders, schools, government bodies, community organisations and donors, while leading communications and acting as the public face of the charity.
- Operational and people leadership: Overseeing day-to-day management, ensuring high-quality service delivery, valuing the voices of children and young people in service design, and creating a collaborative, high-performing culture for staff and volunteers.
- Governance: Working closely with Trustees to ensure effective governance, accountability and transparency, and providing the reporting and insight they need to fulfil their roles.

About You

We are looking for a leader who brings strategic capability, warmth, resilience and a strong commitment to the wellbeing of children and young people.

Person Specification

Proven senior leadership experience, preferably in the charity sector, with the ability to lead strategically and operationally.	Essential
A strong track record in strategic planning and financial management, and preferably income generation too.	Essential
Strong strategic thinking, project management and problem-solving ability.	Essential
Experience of leading, motivating and developing staff, and preferably volunteers too.	Essential
Outstanding communication, interpersonal, influencing and people management skills.	Essential
A high degree of emotional intelligence, with the ability to inspire trust, build relationships and lead through change.	Essential
Experience of working with children and young people, and have a genuine and deep rooted commitment to improving their mental health and wellbeing.	Essential
High-level safeguarding training and experience, with the confidence to take organisational lead responsibility.	Essential
The confidence and credibility to act as a compelling public spokesperson and advocate for the charity.	Essential
Experience of working effectively with a Board of Trustees and supporting strong governance.	Desirable

Why Just Drop-In

This is an opportunity to lead a respected and much-loved local charity with a strong reputation, a clear sense of purpose and a lasting impact on the lives of young people and families. You will be joining an organisation with deep roots in the community, a passionate team, committed volunteers and an engaged Board of Trustees. At a time when demand for support continues to grow, this role offers the chance to shape the future of an organisation that truly matters.

With 5 direct reports, including a newly created Fundraising Manager role, the Chief Officer job is ideally offered on a full time basis of 37 hours per week, however we are open to considering a minimum of 30 hours per week for the right candidate. The salary range for full time is £52.5K - £62.5K per annum, dependent on skills and experience.

The position is based in Macclesfield with the opportunity to work from home one day per week. Please note that the role will also involve attending meetings at our office in Knutsford and across our catchment area.

How to Apply

To apply, please complete our application form, explaining your suitability for the role, via this link: [**https://forms.cloud.microsoft/e/kPQ09xc8rL**](https://forms.cloud.microsoft/e/kPQ09xc8rL)

Please note:

- We only accept applications using the Just Drop-In application form, we do not accept other formats.
- Just Drop-In seeks to demonstrate our commitment to promoting a diverse and inclusive community, and creating a place where everyone can be themselves and experience success.
- Safeguarding is given the highest priority at Just Drop-In and this priority is evidenced through both our words and deeds.
- We are committed to ensuring any personal data will be dealt with in a way that respects people's privacy and complies with legal obligations.

The closing date for applications is **5pm on Mon 28th Sept.**

The date for interview for shortlisted candidates is **Friday 23rd Oct.**

Key Policies at Just Drop-In

Equality and Diversity at Just Drop-In

Just Drop-In seeks to demonstrate our commitment to promoting a diverse and inclusive community and creating a place where everyone can be themselves and experience success.

We aim to reflect this commitment in our recruitment practices and would encourage all candidates to notify the recruiting manager if they believe they need a 'reasonable adjustment', in order to have a positive recruitment experience.

Due to our commitment we strive to hold all interviews on the same date and time, and will only offer an alternative date in exceptional circumstances. Please notify the recruiting manager to any barriers to accessing the advertised interview date.

Our interview procedure is value led with ethics and standards relating to Equality and Diversity featuring within our recruitment process.

Just Drop-In wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will only be used for monitoring purposes, it will not be shared with the recruitment panel.

General Data Protection Regulations at Just Drop-In

Just Drop-In is committed to ensuring any personal data will be dealt with in a way that respects people's privacy and complies with legal obligations including the Data Protection Act and the General Data Protection Regulation Policy.

Just Drop-In will manage all data relating to recruitment within this framework.

Candidates might find it helpful to know our policy on data retention and the recruitment process:

1. We will only retain applications for candidate not invited to interview for one month after the advertised closing date.
2. We will retain application forms, and decision making tools for all candidates invited to interview for 90 days from the interview date.

We will not contact any third parties for verification or reference purposes prior to interview. Checks will only be carried out as part of pre-employment checks, and candidates will be notified in advance. References may be sought in writing and verbally. If candidates require any more detailed information with regards to their personal data, they should ask to speak to the recruiting manager.

Safeguarding at Just Drop-In

Safeguarding is given the highest priority at Just Drop-In and this priority is evidenced through both our words and deeds.

We aim to reflect this commitment in our recruitment practices and would encourage all candidates to notify the recruiting manager if they believe any issues relating to safeguarding may emerge as part of our rigorous recruitment process.

Due to our commitment we have adopted a safer recruitment model which includes the following measures:

- Careful scrutiny of applications, identifying any gaps or areas for concern
- Value led interviewing with ethics and standards relating to Safeguarding featuring within our selection process
- Offering posts conditionally, subject to satisfactory references and Disclosure and Barring Checks
- Risk assessment approach to any self-disclosures, or disclosures which may arise as a result of our pre-employment checks
- References from relevant sources.