

## Job Description

### Chief Executive Officer Medaille Trust

#### **MEDAILLE TRUST:**

Medaille Trust is one of the UK's leading charities in the fight against modern slavery. Our work includes advocacy and awareness raising in the UK and developing projects to provide meaningful alternatives to those who might otherwise be at risk of exploitation.

We provide direct and tailored support to victims of modern slavery.

Medaille are one of the UK's largest providers of survivor services, with ten safehouses and five outreach hubs, working with more than 600 men, women and dependent children each year.

We help survivors to engage with police and within the legal system to seek justice and to secure convictions against their perpetrators and empowering them to a life that is free from slavery and exploitation. Our vision is a world where people are free from exploitation through human trafficking and modern slavery.

Medaille Trust was founded in 2006 by a number of religious congregations under the leadership of Sister Ann Teresa SSJA and our work continues to be inspired by her commitment to the Catholic Social Teaching principles of human dignity, compassion and solidarity with the vulnerable.

<b>Post title:</b>	<b>Chief Executive Officer</b>
<b>Location:</b>	Home based with frequent national and occasional international travel
<b>Hours:</b>	37.5 per week
<b>Salary:</b>	In the region of £80-90,000 per annum
<b>Responsible to:</b>	The Chair of Trustees

#### **SUMMARY OF THE POST:**

- ◆ To provide strategic leadership and direction to Medaille Trust to ensure the aims outlined in the Trust's mission statement are achieved and maintained.
- ◆ To ensure the provision of highly skilled staff who are motivated to provide high quality services in line with the Trust's, Values and Strategy.
- ◆ To work with the Board and support them in understanding and fulfilling their governance responsibilities in line with Charity Commission requirements.
- ◆ To be responsible for the contract with the Salvation Army who hold the National contract for anti-trafficking services in the UK and ensure the Board are aware of any changes and potential impact.
- ◆ To be responsible for the financial management and governance of the Trust and plan and prepare strategies to ensure the continuing viability and development of the Charity.

**To be directly responsible for the management of:**

- ◆ Executive Director: Engagement & Strategic Development (Deputy CEO)
- ◆ Executive Director: Operations
- ◆ Executive Director: Finance and Resources

**KEY RESPONSIBILITIES:**

**Monitor and Evaluate**

- ◆ To work with members of the Senior Leadership Team, (SLT), to review and monitor staffing requirements and engage in long-term workforce planning to ensure continuity and ongoing development of services.
- ◆ To review terms and conditions of staff and make proposals to the Board where appropriate.
- ◆ To regularly meet with the Senior Leadership Team to share information and to optimise results through collaborative team working.
- ◆ To set annual objectives and undertake supervision and appraisals of members of the SLT.
- ◆ To ensure training and development of Managers and Staff is carried out and reflects the needs identified within the training strategy and appraisals.
- ◆ To ensure that all managers and staff are aware of the Trust's policies and procedures.
- ◆ Act as the Contract Manager for the outsourced services provided by Caritas Diocese of Salford, (Human Resources), are regularly monitored and evaluated.
- ◆ To ensure the Trust's legal and contractual obligations are met and that contracts reflect the needs of all parties.
- ◆ To ensure robust Information, Communication and Technology and Data Protection strategy and services are in place, regularly monitored and comply with current statutory requirements.
- ◆ To have oversight of the Albania Project.

**Governance and Financial**

- ◆ To work with the Executive Director: Finance and Resources to prepare the financial strategy and present regular updates, proposals and financial reports to the Board.
- ◆ To prepare and maintain a Risk Register ensuring it is presented at Board meetings.
- ◆ To liaise with the Executive Director: Finance and Resources to ensure that robust financial and governance processes are in place and communicated to all staff.
- ◆ To ensure accurate financial records and reports are produced, maintained, and are shared with the appropriate agencies.
- ◆ To ensure that any contracts are negotiated and agreed in accordance with financial procedures.
- ◆ To ensure that the annual external audit takes place and auditors are correctly appointed and reviewed.
- ◆ To plan and agree budgets and expenditure identifying, investigating and resolving any financial variances.

**External Organisations**

- ◆ Attend relevant meetings, conferences, and networking events to raise the profile of victims of Human Trafficking and modern slavery and the work of the Trust.

- ◆ To network, in order to identify and share examples of best practice, nurturing key relationships to obtain potential partners, sponsors and funding opportunities.
- ◆ To communicate, develop and maintain effective relationships with all partner agencies in order to maximise service delivery in order to meet the needs of clients.
- ◆ To use social media and online networking to promote the work of Medaille Trust.
- ◆ To deliver talks, presentations & workshops internally & externally as required.

### **Vision, Mission and Values**

Medaille Trust is a client focussed charity that equips victims of modern slavery to become survivors, we will act with Respect, Collaboration, Compassion, Empowerment and Passion.

The postholder will ensure the mission of the Trust is maintained and developed, this includes:

- ◆ To offer protection to adult victims of modern slavery and their dependent children, and to equip them to become survivors.
- ◆ To bring justice for survivors by supporting the work of law enforcement authorities.
- ◆ To raise awareness of modern slavery and human trafficking amongst opinion formers and members of the public.
- ◆ To support initiatives that help prevent vulnerable people falling prey to exploitation in the first place.

### **Safeguarding**

The post holder will be required to ensure that vulnerable adults and children are safeguarded and that relevant policies and procedures are in place to ensure that all staff and service users are aware of their responsibility.

The post holder will work with the Executive Director: Operations to ensure all staff attend relevant safeguarding training and staff are aware of how to report any safeguarding concerns.

### **Confidentiality**

It is expected that all employees will understand that the work of the Trust is confidential and that confidential information must not be divulged. This obligation will continue indefinitely even after termination of employment.

### **Training**

Medaille Trust is committed to offering training and support to all employees. The post holder will be required to attend mandatory training, and other developmental training where appropriate.

### **Health and Safety**

- ◆ The postholder will have overall responsibility for Health & Safety inspections, audits, risk assessments and reporting of accidents.
- ◆ To ensure Health & Safety audits are undertaken, standards are followed in order to maintain a safe and secure working environment.
- ◆ To ensure Medaille Trust Operations Manual and Health and Safety Policies and Procedures are updated on a regular basis in line with external legislation and internal policies.

**This job description is not exhaustive and the post holder may be required to undertake additional duties from time to time in keeping with a post of this seniority.**