

MOTIV8 – CEO JOB DESCRIPTION

JOB TITLE:	CHIEF EXECUTIVE
RESPONSIBLE TO:	Board of Trustees
RESPONSIBLE FOR:	All Motiv8 Staff, Volunteers, Students.
DIRECT REPORTS:	Head of Operations, Head of Fundraising and Marketing, Head of Resources
KEY RELATIONSHIPS:	Chair, Trustees, Senior Leadership Team

JOB SUMMARY

We are looking for a CEO who can lead and manage the organisation, working with the Board to ensure that organisational structure and accountabilities are aligned with strategic and operational requirements, and implementing change as required.

Someone who can:

- Provide vision and communicate a clear and inspiring strategic direction.
- Motivate and align staff and their work to Motiv8's strategy.
- Model behaviour that is an exemplar of Motiv8's values.
- Ensure that Motiv8 provides outstanding services to young people which have measurable positive outcomes for the young people involved and their communities. In that way to ensure Motiv8 creates the conditions to enable young people and families to thrive and be the very best version of themselves.

KEY AREAS OF RESPONSIBILITY:

- To lead of all staff and volunteers engaged by Motiv8 to successfully achieve objectives in line with Motiv8 values and in an inclusive way.
- To develop policy and strategy of Motiv8 in collaboration with the Board of Trustees.
- To oversee and lead implementation of policies and strategy to deliver Motiv8 strategic aims now in the coming years.
- To ensure that Motiv8 maintains and develops policies that reinforce inclusion and diversity in the workplace, that address all kinds of harassment and protect minority and youth groups with whom Motiv8 works.
- To represent Motiv8 on behalf of the Board of Trustees, to develop relations with our staff members, volunteers, partnership and stakeholder groups.
- To further develop Motiv8 in line with the charity's objectives, to implement necessary change and ensure the Motiv8 exhibits ongoing relevance.

MAIN DUTIES AND RESPONSIBILITIES:

- Strategic leadership of Motiv8 to ensure the aims of the charity are achieved in line with our vision, mission, and values.
- Support the Chair and Board of Trustees through the provision of timely and accurate information to enable effective governance and strategy development.
- Strategic development, financial and performance management of Motiv8, while ensuring compliance with legislation and regulation (charity, company, safeguarding, relevant youth legislation, Health & Safety etc.).
- Act as an influential figurehead externally to Motiv8, raising the profile of the charity and its work across the emotional / mental health and youth support community, both locally and, where appropriate, nationally.

- Maintain and enhance the reputation, profile, and efficiency of Motiv8 through strategic relationship management, effective and robust financial management, focused operational delivery and effective communications.
- Provide oversight of the functions of Motiv8 (support for those need our help, advocacy for young people at risk, effective safeguarding for those young people).
- Provide for the requisite development of staff and volunteers to support these functions. (Day-to-day operational issues are managed by the Head of Operations and staff and volunteer teams).
- Ensure Trustees are able to efficiently discharge their responsibilities both directly and through effective operation of the governance structures.

DETAILS OF DUTIES AND RESPONSIBILITIES

Strategy and Business Management

- To develop, monitor, deliver and review the business plan, establish key metrics and regularly review performance against objectives.
- To develop Motiv8's work with key partners, including local authorities, schools, other youth charities and dedicational providers in order to identify needs, determine policy and collaborate on high quality practice and delivery.
- To provide regular concise reports to Trustees on delivery of objectives (currently quarterly Trustee meetings, 4 per annum).
- To work with the Head of Operations to deliver ongoing alignment of operational objectives with strategic objectives.
- To ensure that reviews and updates of policies and procedures in relation to Charity Commission guidance and organisational development are monitored and carried out on a regular basis.
- To oversee the recruitment, management, leadership and development of all staff and volunteers, ensure application of good HR practices and engagement of necessary support.
- To inspire and engage staff and volunteers, providing direction and clarity of purpose. Cultivating and nurturing a supportive and productive organisational culture
- To ensure all legal and statutory obligations applicable to Motiv8 are met.

Charity Governance

- To liaise with the Chair and provide Trustees with advice and information on legal and other governance matters affecting the charity.
- To oversee and provide support to Trustee recruitment, training, and succession planning.

Financial Management

- Overall responsibility for maintaining and enhancing the long-term financial sustainability of the charity.
- To identify (with the Resources team) all resource requirements to deliver the organisation's objectives and prepare the budget with support from department heads and the finance team.
- To work with the Head of Fundraising and Marketing/Fundraising team to secure funding, via supporters and volunteers, sustainable funding opportunities and partnerships with the public sector, corporate partners, individuals, trusts and foundations, media, events, and community groups.
- To exercise financial control, via the Head of Operations and Resources team, and ensure that Trustees are provided with timely and accurate management accounts, including information on budgets, cash flow and financial performance.

Communications Management

- To develop robust and sustainable partnerships with a wide range of audiences, including the media, and inform the development of an organisational communications strategy and operational road map.
- To positively represent Motiv8 at external meetings and events.
- To lead on internal communications and ensure appropriate structures are in place to disseminate timely information to the team accurately.

Fundraising and Partnership Management

- To oversee/work with the Head of Fundraising and Marketing to develop a fundraising strategy to support the delivery of the organisations strategy and business plan.
- To work with the Head of Fundraising and Marketing to build and maintain relationships with sponsors, corporate or individual donors alongside, who may provide support financially, in time or in kind.
- To ensure the development of relationships with key local partners such as local authorities, other charitable sector organisations, to ensure essential delivery to young people and families.
- To keep abreast of statistical data and public policy in support of the work of Motiv8.

PERSON SPECIFICATION

Role: CHIEF EXECUTIVE	
EXPERIENCE	
Senior Leadership	
Prior role of leadership at CEO or senior leader level at an organisation of comparable scale and complexity.	E
Experience of stakeholder management at an executive level.	E
Strategic development and delivery	
Able to evidence a role in developing and implementing wide-reaching strategies that successfully deliver objectives.	E
Senior level relationship management and partnership working:	
Have acted as advocate and ambassador, engaging with external stakeholders to achieve impact and change.	D
A clear track record of developing and maintaining strategic senior relationships.	E
Demonstrable success in working across organisations.	E
Senior level team management:	
Can show engagement, supporting, influencing, and motivating staff and volunteers to perform to the best of their abilities.	E
Proven experience of creating and sustaining high performance culture with a track record of success in driving impact.	E
Senior level organisational management:	
A history of increasing achievement, income, and scope within the charity, private or public sector.	E
Strong financial experience, including the ability to plan resources appropriately and understand financial reports.	E
SKILLS, KNOWLEDGE AND ABILITIES	
Business development:	

Good working knowledge of practical business development, with experience of leading income growth through personal relationships.	E
Ability to identify opportunities and see them through to fruition.	E
Communication and external leadership skills:	
Excellent communication, presentation and interpersonal skills.	E
Consummate, senior level external representation skills and proven ability to act as a spokesperson.	E
Strong negotiating skills and the ability to influence others at a senior level to position your organisation as a thought leader and externally recognised source of expertise.	E
Sector knowledge:	
Experience of the youth work sector	E
Experience of the social, medical, or third sector	D
Sound and broad understanding of emotional / mental health and the social model related to this	D
Strong understanding of the charity sector.	E
Management:	
Ability to switch effectively between strategic and operational tasks and perspectives as required, prioritising between the two effectively.	E
Highly developed analytical and problem-solving skills.	E
VALUES AND BEHAVIOURS	
Considerate, honest, trustworthy, professional, have integrity and respect, accept responsibility and be accountable.	E
Compassion and understanding for those who are affected by emotional / mental health difficulties, including an understanding of the societal and systemic factors which may influence them. This knowledge and understanding could come from lived, rather than clinical, academic or professional experience.	E
Commitment to continuous development, for yourself, those around you and the organisation you lead.	E
Collaborative leader who enjoys developing and getting the best out of teams, as a unit and as individuals.	E
Ability to demonstrate, understand and apply our workplace values and behaviours (see application pack)	E