



## **Role Description**

<b>Job Title:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Reporting to:</b>	<b>Board of Trustees</b>
<b>Salary:</b>	<b>£40,000 - £45,000 dependant on experience</b>
<b>Based:</b>	<b>Home with regular UK travel</b>

Vehicles for Change (T/A RevoLOOtion) is a thriving charity founded in 2018 providing fully accessible mobile toilets to festivals, shows, outdoor events and sporting fixtures across the UK.

This is a vital support service for those with disabilities and serious health conditions to participate in events that would be difficult or impossible to attend otherwise.

The Chief Executive Officer will work to deliver the vision, mission and strategic goals of organisation alongside the Trustee Board.

We are searching for someone with proven experience of leading service organisations including business development, operations, finance and HR. Our key future priorities include expanding and modernising our mobile loo fleet, as well as building our off-season business offer.

This is an exciting opportunity for an individual with enthusiasm, drive and a desire to help change the world for the better.

## **Key Responsibilities**

### **1. Organisation Operations**

Build an effective working relationship with, and report to the Board of Trustees.

Work closely with the Board of Trustees to set a clear strategy, plan effectively and operate with the highest level of integrity and adherence to Charity Commission standards.

Responsible for regulatory and legal compliance including supporting the Board of Trustees to review and update organisational policies.

Create an environment of effective communication and teamwork within the Charity so that strategic objectives can be delivered individually and collectively.

Overall programme management: ensuring projects are delivered on time and within budget, project targets and outcomes are met.

Implement and manage impact measurement of the organisation's programmes and services. Recruitment, induction, training and ongoing management of employees.

Ensure that Safeguarding for all activities is to a high standard, including regular updates of



policies, procedures, and training.

Assessing and mitigating organisational risk.

## **2. Financial Sustainability**

Drive income generation to sustain and grow our business; include identifying and winning new customers and well as fundraising and generating income through bid writing and commissioning.

Fiscal management, including book-keeping, issuing invoices, paying suppliers, and supporting Trustees to complete the annual audit.

Establish budgets and ensure that appropriate financial procedures and effective systems for reporting to Trustees and funders are in place.

Ensure that all funders are kept up to date in accordance with grant requirements.

## **3. Strategic leadership**

Provide strategic direction and inspiring leadership, turning goals into action and action into results.

Identifying and capturing new business opportunities on both existing and new service offers

Acting as an influencing ambassador for the Charity.

## **4. Community Engagement**

Develop effective relationships and partnerships with internal and external stakeholders.

Ensure regular online social media promotion of organisations work across all current platforms as and when appropriate.

Support the development of a communications strategy to raise awareness of VfC/RevoLOOtion in regional/national issues, policies, strategies, and opportunities.

Keep up to date with current developments on equal access issues by maintaining excellent relationships and networks within the community; locally, regionally, and nationally.

## **EMPLOYEE SPECIFICATION**

### **ESSENTIAL**

Sound financial literacy to understand key qualitative data and financial planning and reporting.

Resourceful and creative problem solver with a track record of managing both big picture and detailed operational issues.

A clear communicator with a track record of building partnerships and influencing partners/key



stakeholders and commissioners.

Engaging and passionate leader who supports volunteers and staff to maximise the impact of their contributions to the Charity and its clients.

Understanding of risk management from an organisational perspective.

Understanding of health and safety and safeguarding legislation.

Competent in using Microsoft 365/Google suite to manage documents and shared resources.

An undergraduate degree or qualification in a relevant field or equivalent work experience in a management capacity for a small charity or similar organisation (e.g. private or public sector).

### **DESIRABLE**

Experience leading a small charity with accountability for board relations, financial oversight, fundraising, training, and regulatory compliance.

Understanding of marketing and communications strategy, including use of social media platforms to engage fundraisers and corporate partners.

Experience in researching, preparing, and writing grant applications.

### **HOW TO APPLY**

You are invited to apply by sending a CV and covering letter to Jonathan Pallas (Chair of Trustees). If you would like a further exploratory discussion before applying, please contact Jonathan Pallas who will be delighted to discuss this role with you further.

Contact details: [jon@vehiclesforchange.org.uk](mailto:jon@vehiclesforchange.org.uk)

There is no formal closing date and application will be dealt with on an on-going basis.