

**WELCOME TO WOMEN CONNECT FIRST: Staff vacancies**

We are delighted that you are considering opportunities to support and empower Black and Minority Ethnic Women.

Please read our General Occupation Requirement first before proceeding to our vacancies below: **Because our work is about highlighted women’s experiences and providing gender specific services to women, we employ only women to deliver our services in accordance with our exemption under the ‘Equalities Act 2010, Part 1, Schedule 19.**

**Job Title:** Chief Executive Officer (CEO)

**Responsible to:** Chair of Board of Trustees

**Responsible for:** All staff and volunteers

**Salary: Up to £60,000 per annum** (depending on experience).

**Job Purpose:**

Working closely with the Board of Trustees, the CEO will give vision, direction and outstanding leadership to the formulation and achievement of the Charity’s objectives and strategies, ensuring the Charity is provided with the business planning, financial security, and effective human resources management to develop and maintain its services and its renowned reputation for excellent service delivery nationwide.

The post holder will be responsible for the overall senior management and administration of the Charity’s corporate services and care services. The post holder will be the lead senior executive with overall responsibility for the operation of the Charity. While the Chief Executive Officer role has a principally strategic focus, the role also incorporates some operational duties as necessary for the organisation.

**Job Description**

**Leading and Managing the Charity**

Specific duties include:

* Ensuring the production of appropriate business plans to implement and achieve the strategies agreed by/with the Board.
* Through sound business planning, ensuring that the Charity has the human, material, and financial resources it needs to operate effectively.
* Seeking out and developing new and innovative strategies for ensuring future resources.
* Taking appropriate steps to protect the Charity from risk.
* Seeing to it that the Charity fulfils its constitutional, regulatory, and legal obligations.
* Ensuring that the Charity has the right management systems and structures to carry out its work effectively, accountably, and safely.
* Line managing the Senior Management Team: Project Managers, Finance Officer, Policy and Influencing Officer and Office Manager
* Providing leadership and vision to all staff.
* Ensuring that staff, volunteers, and others working in the Charity are focused on achieving the mission and strategic priorities.
* Working closely with stakeholders and funders to ensure the continual development and dissemination of the values and the ethos of Women Connect First.

**Promoting the Charity**

Specific duties include:

* Protecting and enhancing the reputation of the Charity.
* Seeking opportunities to expand and promote awareness of the Charity’s work.
* Using the media appropriately to raise the Charity’s profile.
* Acting as Senior spokesperson when authorised.
* Assisting in the formulation of marketing strategies and campaigns.
* Ensuring that marketing materials and other communications accurately and persuasively present the vision, mission, and values of the Charity.
* Cooperating with fundraising staff, advising on grants, taking part in campaigns and meeting funders when necessary.
* Overseeing the regular updating of the website, production of newsletters and other communications with supporters.
* Seeking to positively influence UK and Welsh government policy and lobbying on behalf of users of the Charity’s services.
* Working in strategic social partnership with sister organisations, external groups, and bodies, who share the same values and ethos as the organisation.

**Working with the Board**

Specific duties include:

* Lead and creating in partnership with the Board on developing a long-term strategy for the Charity within the vision, mission, and values established by the Board.
* Responsible for ensuring that the Board complies with all financial reporting obligations internally and externally (statutory compliance) by managing the finance functions, controls, systems, and culture of the organisation
* Advising the Board in all aspects of managing the Charity, including strategic planning
* Being responsible to the Board for the overall financial health of the Charity
* Responsible for reporting to the Board on organisational progress, providing information and answering queries related to organisational planning and performance
* Responsible for working with the Chair to ensure regular reviews with board members, offering any support, including training and development opportunities, as appropriate to the role.

**General**

Specific duties include:

* Adhering to the Charity’s policies and procedures in relation to your work (to ensure that high standards of quality and good practice are maintained, developed and monitored); Being aware of your responsibilities under the Health and Safety and safeguarding organisational policies and procedures, taking all possible steps to ensure a safe and inclusive working environment is maintained for staff and volunteers -reporting all incidents or potential hazards.
* Ensuring all people are treated with dignity, respect, compassion, hospitality, justice, and trust in the course of your work, thereby promoting the Charity’s core values.
* Promoting equal opportunities through anti-discriminatory, anti-racist practice.
* Ensuring you maintain your continuing professional development.
* Maintain confidentiality and trust at all times.
* Undertaking any other duties and/or responsibilities in connection with the leadership and management of the Charity, as the Chair (or other member of the Board of Trustees) may request from time to time direct.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post-holder.

**PERSON SPECIFICATION**

**Job Title:** Chief Executive Officer

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Graduate or professional management qualification or equivalent Senior Management experience
 | * Social Care qualification
* Membership of professional body
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| **Experience** | * Senior /Board level experience in a people focused/social/health care, small/medium Charity
* Successful strategic and day to day management of organisational financial services
* Experience of human resources management
* Proven track record of successful “business” strategy delivery in a small/medium Charity
* Experience of organisational legal responsibilities
* Demonstrable experience of change management
* Experienced line manager at a senior level
 | * Experienced Director or second -in-line officer in a:
* Charity
* Social/Health Care setting
* Public affairs
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| **Skills, Knowledge, and Abilities** | * Excellent interpersonal skills
* Ability to warmly engage and care for others
* Business focused
* Financially aware with high level consultation and negotiation skills
* Visionary strategist with the ability to lead in difficult situations
* Ability to develop and maintain effective networks
* Able to lead and motivate staff and volunteers
* Knowledge of Charity/voluntary sectors
 | * Knowledge of quality systems
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| **Personal Attributes** | * Understands and respect the Charity’s core values
* Decisive
* Attentive to appropriately meeting peoples needs
* Proactive with dynamism and energy
* Ability to travel when required
* Strong presence
* Charismatic management/leadership style
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**If you wish to apply for the position of CEO**: please submit a CV and covering letter stating how you meet our personal specifications above, by answering the 4 questions detailed below by midnight on 9th June 2023 (use maximum 2500 words per question).

Questions to be answered in the cover letter:

1. How would you expand the reach and influence of Women Connect First?

2. What would you plan as the key aims for the next strategic plan and why?

3. How would you protect the charity from risks?

4. How would you ensure financial success of the charity?

Please submit CV and covering letter via email directly to: vacancies@womenconnectfirst.org.uk

Note applications which are received after the closing date may not be responded to.

**1st interview’s will be virtual, and dates confirmed with candidates by** w/c 16th June 2023.

Should we receive a large number of applications for this vacancy, we reserve the right to close this vacancy prior to the advertised closing date.