

Chief Executive Officer, Charity

Sheffield

Full Time, Permanent

Salary £45,000 to £51,000 depending on experience

Bhayani Recruitment are delighted to partner with a Sheffield based charity, with hubs across many Northern cities, to appoint a new Chief Executive. The growing staff team of over 70 have a vast collection of knowledge and experience and specialise in those areas of abuse which are most prevalent within BAMER communities such as domestic and sexual abuse, forced marriage, female genital mutilation, human trafficking, gang violence and 'honour'-based violence. This team is supported by a dedicated board of trustees with a wealth of experience and commitment to making a change for some of the most vulnerable people in the world.

The CEO will be responsible for ensuring the provision of a high-quality service for all business operations. You will act as a liaison between management and the board, ensuring the board is fully informed of all important factors. The CEO will ensure growth by promoting and marketing effectively and securing business opportunities. You will also lead on identifying and taking advantage of any new funding and business streams.

Your duties and responsibilities will include the following, and you will be assessed in the competency areas as part of the interview process.

STRONG VISIONARY LEADERSHIP

- To act as a liaison between management and the board and help the board monitor and evaluate Ashiana's relevancy to the community, its effectiveness and its results.
- Oversees all Ashiana's activities and ensures the smooth running of the organisation.
- To provide leadership and strategic direction of the senior management team.
- To be able to persuade and facilitate change and identify future opportunities for change.
- To communicate effectively with employees, government authorities, other stakeholders, and the public.
- To create and update the strategic business plan for the boards' approval.
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.

To ensure that the organisation has appropriate systems to enable it to conduct its activities lawfully and ethically.

MISSION, POLICY AND PLANNING

- Helps the board to determine Ashiana's Vision, Mission, Values and short and long term goals.
- Strategically informs social policy and practice.

- Liaising with strategy and NGO (Non-Governmental Organisations) sectors to promote legislative and regulatory policies to create a healthy community and address the issues of Ashiana's Clients.
- To develop and deliver services/ new services within budget. To ensure they are viable, competitive, and cost effective and meet the needs of Clients and Stakeholders.
- To be responsible for the negotiation and delivery of contracts working in Partnership with key Stakeholders where appropriate.
- Assures programme quality and organisational stability through development and implementation of standards and controls, systems and procedures and regular evaluation.
- Keep the board fully informed of the condition of Ashiana and all the important factors influencing it, based on professional knowledge, and understanding of the field.
- Inform the board of trustees and its committees about trends, issues, problems and activities in order to facilitate policy making. Recommend policy positions.

MARKETING AND PUBLICITY

- To create, update and monitor the strategic fundraising plan.
- Develop a marketing and publicity plan to integrate Ashiana into the fabric of the community.
- Identify and secure funding to support delivery of the strategic plan and maximise income to ensure independence and sustainability.
- Expand and promote the profile, role and impact of the organisation with Funders, Partners and other voluntary organisations.
- Maximise opportunities for board and employees to network and promote Ashiana on a local and national level.
- Act as an advocate and speak knowledgably about the issues experienced by Ashiana's Clients in both public and private sector forums.
- Maintain and develop effective networks with Partners, Stakeholders and Supporters.

STRATEGIC FINANCIAL MANAGEMENT

- To be responsible for the long-term financial health / sustainability of the organisation, and reporting this back to the Board.
- To create and update the annual budget for board approval.
- Exert clear financial management controls by preparing and operating within the annual budget.
- Works with the board to ensure financing to support the short and long term goals.

- Produce and share monthly financial reports with the board of expenditure, income and future funding activities.
- Liaise with the Auditors on a regular basis.

OTHER JOB INFORMATION

- The post holder will be required to work flexibly to meet the needs of the organisation.
- The post holder will be expected to update their knowledge.
- Due to focus of the role, there will be extensive local and some regional and national travel.
- The role will involve the provision of management cover to other areas where necessary.
- The post holder will be required to participate in an emergency tree call out to respond to major incidents, which may include working unsocial hours.
- The post holder will be expected to be flexible in the duties they undertake and will be required to carry out any other duties commensurate with the level and responsibilities of the post, as may be required by the management committee.

What's in it for you?

- The successful candidate will be rewarded with a basic salary up to £51,000 depending on experience and performance
- Generous 30 days annual leave plus bank holidays
- Flexitime
- Workplace pension contributions
- Regular training and professional development
- Some optional remote/home working
- Two company away days per year