

JOB DESCRIPTION FOR THE ROLE OF CHIEF EXECUTIVE

The Birchall Trust provides support, advice, and counselling to survivors of sexual trauma in South Cumbria and North Lancashire, regardless of gender or sexual orientation. We also provide support and advice to friends and family members.

We are now seeking a new Chief Executive Officer with a strong strategic background and a robust understanding of counselling, to motivate, inspire and lead the Birchall Trust through the next exciting phase of our strategic development.

Reporting to: Chair/Board of Trustees

Salary: £40-45,000 dependent on experience, plus pension contribution.

Hours: Full-time, with flexibility to allow for occasional evening and weekend working.

Location: To be divided between our offices in Barrow in Furness and Morecambe, with potential for some home working.

Additional Requirements: A current driving licence, access to own vehicle, and able to travel as needed within the UK.

Tenure: Permanent subject to a successful probationary period of 6 months.

Annual Leave: 25 days plus Bank Holidays

Notice Period: 12 weeks

Purpose of the job:

- To work with the Trustee Board and staff team to set the strategic direction and objectives for the Birchall Trust and achieve these through efficient and effective income generation, financial management, risk management and delivery of business plans.
- To provide the Board with timely, high quality, and appropriate information to allow it to fulfil its governance responsibilities and make recommendations to the Board as required.
- To provide leadership and ensure effective management of the charity in compliance with legal frameworks and the Charities Commission guidance.
- To promote and develop the charity's profile and build relationships with key stakeholders.

Main Duties and Responsibilities:

Strategic Planning:

- Work with the staff and Board to ensure the Trust provides high quality support and counselling service to people affected by rape, sexual assault or abuse within South Cumbria and North Lancashire.
- Develop the strategic goals and objectives of the Trust, underpinned by a thorough business plan.
- Develop and agree with the Board an annual plan for the development of the Trust to ensure the Business Plan is effectively executed.

Leadership and Management

- Provide leadership to the staff team, counsellors, and volunteers, and promote a culture of inclusion, good communication, and positive motivation where every member of the Trust is valued equally.
- Support the Board of Trustees in their governance activities and provide advice on charity law, regulation, and good practice.
- Ensure compliance with the legal, regulatory, social, and ethical responsibilities, including equal opportunities.
- Work with the Board and staff team on developing and implementing a fundraising strategy.
- Monitor developments in the Trust's field of competence and advise the board of relevant changes.
- Ensure Safeguarding policies and procedures are current and adhered to.

Relationship Building and Income Generation

- Influence the local political, health, and social care agendas through networking and relationship building to promote the Trusts interests.
- Work to raise the profile of the charity and ensure it maintains a positive reputation with stakeholders and the wider public.
- Represent the Trust at external events and publicity opportunities, and promote the Charity's aims.
- Develop and build relationships in the public and private sector to maximise funding opportunities.
- Build relationships with donors, and potential donors, to develop opportunities for income generation.
- Investigate opportunities for the development and delivery of training for relevant stakeholders.
- Increase current contract and grant funding through identifying opportunities and developing new approaches to income generation.

Financial Management

- Manage the charity's finances to maintain viability, competitiveness, and value for money whilst providing a high-quality service.
- Monitor the Charity's finances and provide regular updates to the Board.

-

Person Specification:

Education and Qualifications

Degree level or equivalent.

A Counselling qualification is highly desirable

Experience & Knowledge

It is essential for candidates to have previously worked in the third/ voluntary sector, preferably in the field of sexual trauma or a related area. In addition, they should have:

- Proven leadership experience at CEO level for a smaller charity or the equivalent level in a larger organisation.
- Proven experience of developing, implementing, and evaluating strategies, policies and procedures, and quality assurance mechanisms.
- Proven experience of working at a strategic level, researching, developing, and implementing new services and products.
- Proven experience of change management at a leadership level.
- An understanding of charity governance and compliance with the requirements of the Charities Commission.
- An understanding of equality and diversity, risk management, health and safety at work, and human resource management.
- Be able to demonstrate an understanding of the impact of working with survivors of sexual trauma on staff and how the organisation can respond to this in order to minimize burnout.
- Track record of delivering and developing training for external stakeholders.
- Proven experience of developing successful funding applications to a variety of funders.

Skills

- Proven business management and financial skills demonstrated through a track record of successful business planning, income generation and budget management.
- Strong commercial awareness and the ability to identify and assess business risk.
- Ability to analyse information and observations to evaluate organisational and service/product effectiveness and formulate strategic and operational recommendations.
- Strong leadership and management skills, to inspire confidence and commitment, and develop and encourage initiative from others.
- Proven skills at delegating appropriately.
- Excellent interpersonal skills to relate effectively to public, business and voluntary organisations, community leaders, commissioners, employees, counsellors, volunteers, and the Board.
- Excellent literacy skills to prepare reports, media copy, policies and procedures, and other business documents.
- Excellent numeracy skills to interpret and manage budgets and charity accounts.
- Ability to work independently, prioritise and plan own workload, and oversee the workload of others.
- Effective project management skills
- IT skills for business use.