 **Chief Executive**

Job Description

**Salary:** Between£37,000 and £44,000 depending on experience, plus 6% pension contribution

**Hours:** 37 per week, which will include unsociable hours as required to meet the needs of the Charity.

**Place of Work:** Shiloh Rotherham, 15 Station Road, Rotherham, S60 1HN

**Holidays:** 25 days per annum (plus public holidays)

**Responsible to:** Chair of Trustees

**Length of Contract:** This is a permanent post subject to funding, passing 6 month probation period and to a satisfactory DBS check.

**Shiloh Rotherham**

Shiloh Rotherham is a Charity that offers support to adults who are homeless or at risk of homelessness. Our team of staff and volunteers work with partners to provide support services at our Centre and within the wider community in line with our strategic objectives for the future (e.g. supported accommodation units). We offer a safe place where our guests will be accepted and supported throughout their time with us. We work alongside every guest of Shiloh, to help them to plan for and realise a better future. *Our services are wide ranging covering: Advice & Support, Health & Wellbeing, Skills & Training and Catering & Practical Support.*

# Mission

# Our mission is to support adults in Rotherham and surrounding communities who are homeless or at risk of homelessness and help them to plan for and realise a better future. The values of the Christian faith are at the heart of what we do. We believe that Jesus cared for those in need and we want to do the same.

**Vision**

Our vision is for everyone to have a safe place to call home and have the opportunity to live independently with a good quality of life.

The name ‘Shiloh’ comes from the Bible where it is referred to as a place of refuge. We provide an inclusive place of support where guests are cared for regardless of their beliefs. Shiloh staff & volunteers are not required to be a Christian, but they must support the vision, values, and mission of the Charity.

**The Role**

The Chief Executive will be responsible for providing leadership, developing and implementing the Charity’s strategic and business plans, leading on partnership and business development, and being an effective advocate for the Charity and our guests (service users). They will be required to provide operational management and financial control, and ensure good governance across all aspects of the Charity. As leader of a small Charity, they will also be expected to apply their skills and experience flexibly and as required, to help deliver frontline services.

**Main duties and responsibilities**

**Leadership**

1. Be an inspirational leader for the organisation, so that it consistently achieves excellence, and invites innovation and change.

2. Support and motivate all staff and secure their loyalty and commitment to the Charity’s aims, objectives and ambitions.

3. Seek out, develop and maintain effective working relationships with relevant organisations and individuals to promote the work of the Charity and facilitate the implementation of its strategic objectives.

4. Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.

**Strategy**

1. Liaise and communicate with the Board providing advice in relation to the development of the Charity’s strategic vision and be responsible for leading the implementation of it.

2. Be responsible for the development and delivery of the Charity’s agreed business plan.

3. Identify strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.

4. Develop a culture of continuous improvement throughout all aspects of the Charity’s work.

**Partnership and Business Development**

1. Lead the promotion and development of the Charity, raising its profile and maximising its reach.

2. Seek out, develop and nurture beneficial partnerships with supporters, donors, other charities and relevant authorities/organisations.

3. Work towards the achievement of long term sustainability, developing the Charity’s business model and maximising income. This includes developing the Charity’s fundraising activities, preparing and submitting grant applications, service contract tenders and developing sources of earned income.

4. Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

**Operations**

1. Be responsible for the implementation of all the Charity’s organisational plans.

2. Oversee all operational functions including building management, service delivery, administration, finance, fundraising, charitable trading, marketing, communications and IT. You will be expected to apply your skills and experience flexibly and as required, to help deliver frontline services.

3. Ensure that the Charity’s services, contracts and projects are delivered to the highest standard with due regard for time scales, targets and budgets.

4. Take overall responsibility for the recruitment, management and effective deployment of staff, including self-employed tutors; apply robust HR processes covering recruitment, performance management, appraisal, disciplinary and remuneration.

5. To manage staff as required according to the current organisational structure and advise trustees on the need for changes in line with the Charity’s business plan. Currently this role has line management responsibilities for 3 staff; the Finance Manager, the Services Coordinator and the eBay Enterprise Coordinator.

**Financial Control**

1. Ensure that the Charity’s financial resources are managed effectively and that the Charity remains in good financial health, identifying risks and taking appropriate action.

2. Liaise with the Treasurer, Finance Sub Committee and the full board of trustees to develop and lead on the implementation of the Charity’s financial plans, including setting budgets, formulating income generation strategies and overseeing all fundraising activities.

3. Provide oversight to the Finance Manager in overseeing effective financial management and control systems; ensuring delivery within budgets and performance targets. Oversee production of management accounts, statutory accounts and annual reports.

**Governance and Compliance**

1. Liaise, and collaborate with the Chair and the Board providing advice to ensure that the Charity’s overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary

2. Attend all Board meetings and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the Charity’s activities during the previous period; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.

3. Develop and implement effective operational policies and processes in all the Charity’s functions. Review and update scope and content to meet legal, regulatory and best practice needs.

4. Ensure the safeguarding of the vulnerable adults with whom the Charity works through robust policies, procedures and high quality staff/volunteer training.

5. Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the Charity’s Risk Register.

6. Ensure the Charity’s compliance with the Charity Commission, HMRC and other regulatory bodies.

7. Ensure the Charity’s compliance with GDPR, taking the lead role to embed the data protection principles into the processing and management of personal data.

**General requirements**

1. Ensure that all responsibilities are undertaken in an effective and appropriate manner which meets the requirements of the Charity’s code of conduct for staff.

2. Seek to continuously improve in order that the Charity delivers the best possible service to guests and partners.

3. Participate in regular supervisions and annual appraisal with the Chair of the Board.

4. Ensure that all of the Charity’s policies and procedures are adhered to at all times.

5. Work in accordance with the Charity’s constitution, culture, values, aims and objectives.

6. Act as a positive ambassador for the Charity at all times.

7. Undertake any other duties that may be reasonably required from time to time.

8. Acknowledging the need for professional sharing of information with relevant parties the Chief Executive is required to maintain a strict confidentiality of information conveyed to them by the Chairperson, Board of Trustees, staff, volunteers and external organisations.

9. This role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

**Person specification**

**Qualifications**

Desirable

* Educated to degree level or equivalent professional qualification.

**Experience**

Essential

* Proven record of achievement in a senior position.
* Experience of effective partnership working and development and external relationship management.
* Experience of managing, motivating and developing staff.
* Experience of business planning, business development and change management.
* Proven record of raising substantial funds through grant applications and fundraising.
* Experience of project management and service delivery.
* Experience of adult safeguarding protocols.
* Financial management skills including budgeting and delivery of cost and income targets.
* Robust approach to governance, controls and definition/implementation of new processes.
* Experience of risk management.

Desirable

* Experience in the voluntary and community sector.
* Experience of working with people who have been homeless or are at risk of homelessness.
* Experience of managing organisational change within a Charity/not for profit organisation over at least three years.
* Experience of the social housing sector.
* Experience of managing charitable trading and/or social enterprise projects

**Skills and knowledge**

Essential

* Inspirational leadership, management and motivational skills.
* Ability to work under pressure effectively prioritising your workload.
* Exceptional communication skills.
* Ability to persuade and influence, both face to face and in writing.
* Strong financial skills, including the ability to analyse budgets and accounts.

Desirable

* An understanding of the issues affecting adults who are homeless or at risk of homelessness
* Knowledge of the voluntary and community sector

**Personal attributes**

Essential

* Compassion for adults facing personal difficulties which may result in homelessness
* Inclusive and flexible, with a consultative approach to leadership.
* Ability to pursue the mission and objectives of the Charity with demonstrable passion, drive and commitment.
* Committed to best practice and with a drive for personal continual improvement.
* Must demonstrate an empathy with the vision, values, and mission of the Charity.

Desirable

* To have access to a car and to have a full driving licence.