## 

## **CHIEF EXECUTIVE OFFICER, RELATE NOTTINGHAMSHIRE.**

## **APPLICATION PACK**

Relate Nottinghamshire [recruitment@relate-nottingham.org.uk](mailto:recruitment@relate-nottingham.org.uk)

96 Mansfield Road, www.relate-nottingham.org.uk

Nottingham,

NG1 3HD

0115 958 4278

Relate Nottinghamshire is a small independent charity working as part of a national federation. We are a client-focussed organisation, and this is at the heart of all we do delivering relationship, family, young peoples and psychosexual counselling. We are in an exciting phase of development and are continually exploring opportunities within our area for growth. We are looking for a positive, dynamic person who will lead the organisation and share our enthusiasm for the work we do.

The CEO is responsible for leading the development and execution of Relate Nottinghamshire’s long-term strategy. The post-holder will provide overall leadership, direction, and financial oversight for the organisation, and will work closely with the operations manager. The CEO will be accountable to and work closely with the Board of Trustees.

The role is for 21 hours (3 days) a week, and flexibility and the ability to work occasional evenings are a requirement.

Salary: £22,200 for 21 hours a week

Hours: 21 per week, days to be agreed

Annual leave: 25 days, including bank holidays

A workplace pension scheme and a sickness policy are in place.

We can offer the successful applicant a friendly, rewarding, and supportive environment in which to work and develop the role and organisation.

If you would like to have an informal chat about this role please contact our current CEO, Paul, on 0115 958 4278.

**Job Description**

Chief Executive Officer (CEO)

This is a strategic role for which the key responsibilities are:

* **Business Development and Planning:**

To lead on the development and delivery of short-, medium- and long-term strategies to enable Relate Nottinghamshire to achieve its objectives. To develop a strategy which will inform the direction, intent, timelines, and ambition of the organisation. As part of this process, the CEO will monitor, report, and review the strategies and progress towards them on a regular basis, and devise and implement associated plans and budgets to be agreed by the Board of Trustees.

* **Income Generation:**

To ensure that Relate Nottinghamshire has a robust income generation strategy, and to focus on the opportunities for income generation. To deliver against income targets taking the lead role in generating new income and maintaining existing income streams.

* **Financial Planning and Management:**

To ensure that the organisation’s financial management systems are robust and fit for purpose. The CEO will set and monitor operational budgets in conjunction with the Board of Trustees, ensuring the Board are aware of financial risk factors and that appropriate plans are in place to mitigate risk.

* **Risk Management and Safeguarding:**

Mitigate risk and ensure adequate plans are in place to minimise risk. Responsible for ensuring safeguarding policies and practices are up to date and actioned as necessary.

* **Resource Management:**

To ensure resources are matched and deployed to fully maximise the market potential, and to ensure resource efficiency. The CEO will be responsible for the line management of Clinical Supervisors and Counsellors, the Operations Manager, and the Finance Officer.

* **Performance Management:**

To be responsible for delivering and reporting against the business plan, budgets, forecasts, contracts, funders’ outcomes, and stakeholders’ requirements. The CEO carries responsibility for ensuring all deliverables are met and that remedial action is identified and implemented to address potential underperformance.

* **Equality, diversity, and inclusion**

To uphold and promote Relate Nottinghamshire’s policy statement on equality and diversity.

To lead on the implementation of Relate Nottinghamshire’s equality and diversity action plan.

* **PR and Marketing:**

Tobe the public face of the organisation, ensuring that Relate Nottinghamshire always has a high and positive profile, making maximum use of all media outlets.

* **Effective Networking:**

To build on existing and develop new partnerships with key stakeholders to raise the profile of the organisation and achieve the business plan and income generation objectives.

* **Governance:** To ensure all legal and financial responsibilities are discharged in line with relevant codes and practices**.**

**Person Specification:**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | Essential/Desirable |
| **Skills, Abilities, Experience and Attributes** | Communication:   * The ability to represent the Charity and communicate authoritatively, persuasively, and appropriately at all levels and across all key stakeholders * A proven ability to negotiate effectively to produce tangible outcomes * Ability to produce comprehensive reports for the Board of Trustees, and external stakeholders   Strategic Business Planning:   * The ability to think and act strategically across all aspects of the planning and management of the organisation * The ability to identify and implement solutions in a strategic, timely, cost- effective and efficient manner * The ability to develop, implement and monitor strategic plans/business plans   Income Generation and Financial Acumen:   * Experience of setting and realising income generation targets * Experience of substantial income generation ideally across the whole income spectrum * Proven ability to oversee all aspects of financial management to ensure resources are effectively planned, deployed, and controlled at all times   Personal Attributes:   * An entrepreneurial and business focussed ‘can do’ approach which is backed up by a demonstrable track record of leading an organisation or large-scale project forward * The capacity to handle the pressure and deadlines of a leadership role within a challenging environment * The ability to exercise tact, sensitivity, and confidentiality | E  E  E  E  E  E  E  D  E  E  E  E |
| **Skills, Abilities, Experience and Attributes** | Management and Leadership:   * Experience of operating effectively in a senior management/CEO role * Experience of working productively with a management board and senior management team * Experience of direct line management of staff * A proven ability to motivate a workforce through the implementation of clear goals and objectives * Able to demonstrate a commitment to equality, diversity, and inclusion   PR, Marketing and Profile Raising:   * Experience of networking strategically with external organisations and stakeholder groups to achieve benefits consistent with the business plan * Experience of developing and delivering a marketing/PR strategy which makes full use of the range of all available media   Policy Development and Implementation:   * Experience of drafting, approving, implementing, and reviewing organisational policies in line with legal requirements and best practice   ICT:   * The ability to utilise the full MS office suite to a competent level * The ability to use Management Information Systems effectively | E  E  E  E  E  E  D  D  E  E |
| **Knowledge/Education** | * An understanding of charity and company law and associated reporting requirements * Understanding of the requirements and practical application of HR and health and safety legislation * Understanding of the nuances of the third sector including the challenges faced across a broad range of issues * Education to degree level in a relevant discipline or equivalent experience * Holds a recognised management qualification | D  E  D  E  D |

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**APPLICATION FORM**

A Curriculum vitae will not be accepted.

Candidates must outline clearly how their qualifications and experience meet the necessary requirements. All information given will be treated with the strictest confidence.

Please return your completed application form to [recruitment@relate-nottingham.org.uk](mailto:recruitment@relate-nottingham.org.uk), on or before the closing date. Late applications will not be considered.

POSITION**: Chief Executive Officer**

Closing date: **10th December 2021**

Interview date: **17th December 2021**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |

**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. Degree/GCSE)** | **Subject/ name of course** | **Grade attained** |
|  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade of Membership (Where appropriate)** |
|  |  |

**4. EMPLOYMENT HISTORY** Include any gaps in employment. (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Reason for Leaving** |
|  |  |  |  |

**5. TRAINING**

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| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
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**6. SUITABILITY FOR THIS POSITION**

Please write below why you think you are suitable for this post, linking to the person specification and giving examples of relevant experience.

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**7. REFEREES**

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. We will not contact referees unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. SPECIAL REQUIREMENTS**

Please list any special requirements or reasonable adjustments needed if you are offered an interview. The company is an equal opportunities employer and as such welcomes applications from all applicants who are qualified to undertake the role.

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**9. VERIFICATION OF INFORMATION**

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| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |

|  |
| --- |
| **START DATE** |
| If you were selected, when could you start? Please give period of notice and details of any booked holidays if applicable. |