

JOB DESCRIPTION

JOB TITLE	Chief Executive Officer
LOCATION	Bristol
RESPONSIBLE TO	Board of Trustees, through the Chair of the Board
HOURS	30 hours per week over 4 or 5 days with some evening work
SALARY	Salary range £42,000 - £48,000 (pro rata) depending on experience.

Job Purpose

Working closely with the Chair of the Board of Trustees, the Chief Executive will:

- Provide leadership and operational direction to Kinergy.
- With the Senior Management Team (SMT) be responsible for implementing the agreed strategies and achieving the business plans of the organisation, by effectively managing and developing the resources available to the organisation
- Represent the organisation externally by promoting the services and values.

Organisational Context

Kinergy is a specialist organisation offering support through counselling and therapeutic groups to adults in Bristol, South Glos, BANES & North Somerset who have experienced any form of sexual abuse throughout their lives.

Main Duties and Responsibilities

Strategic Leadership

- Lead and develop a welcoming environment which reflects an inclusive organisation that values diversity and embeds equal opportunity for all stakeholders.
- Provide strategic leadership and direction in collaboration with the SMT, ensuring strategic plans and policies are developed and implemented to facilitate the achievement of the organisation's business plans and objectives
- Developing and maintaining business plans with clearly identified key performance indicators and outcomes

- Support the research and reviewing of service needs lead by the Clinical Manager and ensure that the organisation is well placed to respond and deliver services as required
- Research, develop and maintain partnerships with external stakeholders
- Represent the organisation in key forums and promote the organisation's work in the wider community, acting as a spokesperson, as appropriate.
- Ensure that effective infrastructure, support services and risk management is in place for all aspects of the organisation's service delivery and activity
- Contribute to and oversee the implementation of the fundraising plan, including identifying new funding streams, working on funding bids and ensuring funding reports are completed, with data from the team.

Enabling Governance

- Serve the Board and sub committee meetings, in liaison with the Chair of Trustees, and advise the Board on matters of policy, strategy, legal, financial, staffing and procedural matters
- Ensure that the decisions made, and policies approved by the Board are implemented within the organisation
- Responsible for keeping the Board of Trustees up to date with accurate information to enable them to make decisions about the organisation.
- Build a collaborative working partnership with the Chair, and enable communication and collaboration between Board members, staff, volunteers and stakeholders.
- Have oversight of health and safety within Kinergy.

Financial and Legal Management

- Ensure, alongside the SMT that all legal and statutory requirements are met.
- Work alongside the Business Manager and Treasurer to ensure budget setting and finance systems provide effective oversight and reporting of finances and budget to the Board of Trustees and the funders

People Management

- Line manage, coach and empower the Business Manager and Clinical Manager using a range of different approaches.
- Enable a working environment in which staff and volunteers achieve role satisfaction and which encourages personal/professional development
- Maintain an organisational culture that fosters communication and collaborative working relationships across the organisation, with stakeholders and the wider community

- Ensure that the staffing structures and resources meet the changing needs of the organisation, developing succession planning strategies for key roles
- Ensure, through best practice recruitment and selection, development and review and ongoing leadership.
- Manage internal organisational, employee and procedural processes, ensuring these are up to date and serving the organisational goals and aims.

General Responsibilities

- To network specifically within the social sector to inform of developments and emerging best practice in all financial matters and practices
- To undertake continuous professional development / professional training / learning opportunities in line with the needs of the post and resources available
- To be familiar with and uphold all organisational policies and procedures including Health and Safety and Equal Opportunities
- To undertake other tasks and duties as appropriate following consultation with the Chair of the Board of Trustees

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 the light of experience and in consultation with the post-holder.

PERSON SPECIFICATION AND KEY COMPETENCIES

<p>Knowledge and Qualifications</p>	<p>Essential</p> <p>Educated to degree level, or post graduate professional qualification, or can demonstrate equivalent qualifications, skills and experience.</p> <p>Knowledge and experience of operating at a senior management level, preferably within the Charity sector</p> <p>Knowledge, understanding and experience of working with a governance framework</p> <p>Desirable</p> <p>Recognised management qualification to degree or post graduate level</p> <p>Knowledge of trauma related counselling and its impact.</p> <p>Have an understanding of sexual abuse and how this can affect feelings regarding power dynamics and how this applies within a working environment.</p> <p>Knowledge of funding and bid processes</p> <p>Knowledge of Charity and Contract Law</p>
<p>Experience</p>	<p>Essential</p> <p>Substantial experience of business and strategic planning, with an ability to track performance against objectives and deliver results</p> <p>Developing and fostering close working relationships with a Board of Directors or Trustees, in particular the Chair of the Board</p> <p>Managing and leading a team of senior managers, including developing and supporting</p> <p>Successful strategic and day to day financial management, including budget preparation, monitoring and reporting</p>

	<p>Human resource management, including recruitment, succession planning and workforce development</p> <p>Previous exposure to organisational legal responsibilities and requirements</p> <p>Desirable</p> <p>Show evidence of managing and delivering change</p> <p>Project management</p>
<p>Skills and Key Competencies</p>	<p>Essential</p> <p>Excellent organisational skills – able to plan, manage and deliver a complex workload</p> <p>Experience of building personal and professional credibility with Board, management and staff</p> <p>Excellent leadership and influencing skills, with the ability to demonstrate professional credibility</p> <p>Excellent strategic thinking and analytical skills; able to solve complex problems swiftly and effectively</p> <p>Excellent interpersonal skills, with an ability to build and maintain effective, co-operative working relationships with people from all communities and backgrounds including key partners, funders and other external agencies</p> <p>Experienced in working collaboratively with others to deliver results</p> <p>Excellent written and verbal communication skills, including presentation and public speaking and the ability to relate to people at all levels</p> <p>Excellent ICT skills, including proficiency in the use of MS Outlook, Word and Excel</p>
<p>Personal Qualities</p>	<p>Essential</p> <p>An alignment with and commitment to the aims, purpose and vision of Kinergy</p>

	<p>A commitment to and passion for equality and diversity best practice and championing within the workplace and the delivery of services</p> <p>A creative and innovative thinker who builds support for new ideas both strategic and tactical, as required, applying strong analytical skills and clear judgement.</p> <p>Adaptable and flexible to new and changing working practices</p> <p>Highly self motivated; driven</p> <p>Resilient, with techniques for working under pressure, within established budgets, and successfully meeting deadlines</p> <p>High level of self awareness, with a commitment to personal and professional development</p> <p>Ability to work within the boundaries of confidentiality</p>
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