**Gilgal Birmingham**

**Job Description**

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| **JOB TITLE** | Chief Executive Officer (CEO) |
| **REPORTS TO** | The Gilgal Board |
| **HOURS** | 37.5 Hours per week (Full Time) |
| **SALARY** | £45,000-50,000 per annum dependent on experience |
| **LOCATION** | Birmingham |

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| **PURPOSE OF THE ROLE** |

The Chief Executive Officer (CEO) is accountable to the Gilgal Board and will provide leadership for all aspects of the company's operations, with an emphasis on long-term goals, growth, profit, return on investment, leadership development of Gilgal, and achievement of the organisation's strategic objectives.

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| **PRIMARY RESPONSIBILITIES** |

**Strategic Leadership**

* Play a key role (with the Gilgal Board) to develop a clear vision for the future of the organisation, upholding the key values of Gilgal; placing the survivor at the heart of all activities, inclusion, resilience, and empowerment.
* Build an effective working relationship with the chair of Gilgal Board and sub-committees.
* Accountable to the Gilgal Board for the development and implementation of a Strategic Vision and Business Plan, with clearly defined operational, income, communications/media, financial management and governance objectives, to lead and manage organisational change.
* Enhance the organisations reach and reputation as a best practice provider and in supporting vulnerable women survivors of domestic abuse and their children.
* Embed a culture of continuous learning, to ensure Gilgal are reaching for the right outcomes, and that plans and budgets are designed to maximise impact
* Develop and maintain relationships with the Gilgal team, other national organisations, key funders, relevant government departments and associated agencies, other voluntary organisations and sponsors.
* Collaboratively lead the development of the organisational strategy and translating this strategy into operational plans that enact our vision, mission and values.
* Secure the charity's long-term sustainability by delivering a diverse and sustainable income strategy to secure funding for key service areas, as well as for service development as appropriate.
* Identify, assess and deliver on opportunities for Gilgal to innovate, grow and expand to meet the needs of the service users and support our long-term sustainability.

**Governance**

* Develop a culture of learning and accountability at all levels.
* Support and challenge the Gilgal Board to do their job to the best of their abilities through providing the information, training opportunities and guidance so the Board can exercise its legal, financial and other responsibilities.
* Ensure Gilgal fulfils all legal, statutory and regulatory responsibilities as an organisation and employer and all activities are conducted in accordance with Memorandum and Articles of Association.
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* Implement and maintain Board approved policies and practices for recruiting and managing staff, for contracts and conditions of service, for supervision and appraisal, for staff development and training, for disciplinary and grievance procedures, for Health and Safety, and Safeguarding.
* Present regular reports on the status of the company’s operations to the Board of Directors and to attend Board and Sub-Committee meetings.
* Proactively identify, monitor and manage all strategic, financial and operational risks that could impact our ability to achieve our desired outcomes.
* Embed an effective performance monitoring and management systems for reporting on activity and outputs, measuring outcomes and impact against agreed KPIs.
* 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.

**Organisational Management**

* Develop an optimal operating structure with the required skills, competencies and capabilities to deliver the charity objectives delivering sustainable growth.
* Review the financial results of all operations, comparing them with Gilgal’s objectives and taking appropriate measures to correct unsatisfactory performance and results.
* Lead, inspire, develop and support staff, ensuring structures are fit for growth, fostering a dynamic and effective culture.
* Manage internal and external communications to all stakeholders, whilst safeguarding the charity’s reputation.
* Develop an organisation where equality, diversity and inclusivity are encouraged and embraced, and which actively supports the welfare and well-being of staff.

**Income Generation**

* Maintain a strategic overview of all income generation.
* Oversee a revised fundraising strategy that ensures sustainable growth for the organisation.
* Generate new funding opportunities through networking and developing partnerships, with a particular focus on philanthropists, corporates and trusts.
* Oversee plans to increase unrestricted funding, including the development of a robust funding propositions.
* Ensure an income generation approach across the organisation (outside of the fundraising team).

**Financial Management**

* Ensure an appropriate process for the preparation and management of annual budgets and that strong and robust financial accounting practices and systems are in place to monitor progress towards financial targets.
* Oversee Gilgal's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
* Provide strong financial management and ensure adherence to financial policies.
* Prepare a strategic plan and annual budget for approval by the board.
* Manage finances effectively, using good financial management and clear reporting.
* Ensure on-going financial robustness and obtain best value across the organisation.

**Advocacy & Representation**

* Act as the national ambassador for Gilgal, representing, promoting and enhancing the overall impact of the organisation.
* Build partnerships and work collaboratively with a range of audiences including government, funders (including corporates, trusts and major individual donors), partners, and supporters. Ground these relationships in high levels of trust and a clear sense of shared ambition.
* Ensure that Gilgal maintains a strong and credible media presence, seeking and capitalising on opportunities to ensure the charity’s profile and influence are maintained.
* Ensure Gilgal has a clearly defined communications strategy which will focus on supporting fundraising, amplifying voice and influence.
* Ensure Gilgal campaigns and speaks out on matters of most concern to survivors of domestic abuse and member organisations.

**General Responsibilities**

* Keep abreast of all legislation and best practice that is relevant to Gilgal and the services the charity provides, ensuring it is implemented at every level of the organisation especially but not limited to Health and Safety and Safeguarding.
* Lead the Gilgal team and provide direct line management to all Senior staff team.
* Ensure a well-supported and highly skilled workforce with clear succession plans.
* Perform any other duties reasonably required within the job scope and its grading.
* Undertake all work with a view to continuous improvement in service quality and with due regards to our public image and reputation.
* Work flexibly, including evenings or weekends when required.
* Offer a service underpinned by a very high threshold of professional confidentiality.
* Ensure that as an organisation we are meeting the requirements of GDPR and that our systems evidence this.
* Assume the Lead on all Safeguarding matters and undertake relevant training as required. To be responsible for monitoring, recording and reporting all matters as required by Law.

The above list is indicative only and not exhaustive. The post holder is expected to carry out all such additional duties as are commensurate with the role.

**Qualifications**

* An undergraduate degree relevant to the role is desirable.
* A master’s degree would also be helpful (for example in social care or development) but is not essential.

**Special Conditions**

* Due to the nature of the work, this post is only open to applications from women. The post is therefore covered by a Genuine Occupational Requirement (Schedule 9, Equalities Act 2010).
* All appointments are made subject to satisfactory references, DBS Police checks.
* All Appointees must abide by Gilgal’s Terms and Conditions and Code of Conduct.
* Any person seeking to join Gilgal must be able to work in sympathy with its Christian aims and ethos.

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| **PERSON SPECIFICATION** |

**EXPERIENCE:**

* Minimum of five years experience in senior management or organisational leadership is desirable.
* An inclusive and transformational leader who can take an organisation onto the next stage of development.
* Business planning, business development and fundraising experience.
* Project management experience and service delivery across multiple functions.
* Delivering a robust approach to governance, controls and definition/implementation of new processes.
* Developing strong and sustained collaborative relationships with multiple stakeholders to achieve organisational objectives and drive income.
* Managing organisational change.
* Working with committees or boards is advantageous as a important aspect of the CEO role is the need to work closely with the Gilgal board.

**KNOWLEDGE OF:**

* Management and financial practices in all areas and phases of business operations including budgeting and delivery of cost and income targets and risk management,
* Current political, social and economic issues related to domestic violence.
* Health, housing, employment and social care systems in UK.
* Issues facing charities in the current market.
* Charitable fundraising.

**SKILLS**

* Excellent senior managerial and financial skills, commercial acumen and the ability to take leadership over any business operations area.
* Superlative communication skills, particularly the ability to communicate as a leader.
* Strong people management skills and knowledge of HR, with the ability to motivate, coach, lead and communicate effectively to inspire staff.
* Outstanding time management and prioritisation skills.

**BEHAVIOUR:**

* You’ll be prepared to commit to the organisation’s long-term development, have an ability to build and nurture a culture of support, trust and transparency.
* Self-motivated, innovative, pro-active, excellent communicator and target driven.
* Ability to motivate a team and defuse problems quickly.
* Ability to lead by example.
* Emotional intelligence, resilience and initiative.
* Empathy with the Charity’s objectives and a commitment to equality and diversity.
* Methodical and thorough.

**COMPANY BENEFITS:**

* A culture of trust, empowerment and autonomy over your work.
* A thriving, energetic and collaborative team.
* The role is office based with remote working on occasion, and hours can be worked flexibly to meet the requirements of the role.
* A competitive salary of between £45,000 -£50,000 *(dependant on experience).*
* Company Pension.
* A generous 25 days of annual leave, plus 8 bank holidays.
* Company Sick Pay Scheme.

**INTERESTED?**

For a confidential discussion about the role, feel free to speak with our advising consultant

**Tim Sewell** on **07904 117369**

Or to **DOWNLOAD APPLICATION FORM CLICK** [**HERE**](https://sewellandwood.com/media/1087/gilgal-birmingham-application-form.docx)