

Job Description:

Post:	Chief Executive Officer *Female (job share/part-time)
Salary:	Salary: SCP 40 - 43 £46,549 - £49,590 (pro-rata) (annual inflation-related pay award decision pending)
Responsible to:	The Board of Trustees
Responsible for:	Staff & Volunteers
Location:	Hull
Hours per week:	22.5 hours (Wednesday – Friday)

*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Key Purpose:

This role requires strong leadership and strategic skills, and the ability to act as a key representative for Hull Women's Aid and its work. The CEOs will lead the organisation, and work with the whole team in taking forward strategies to strengthen and grow the organisation on behalf of the Board. A strong understanding of the local landscape in terms of commissioning and governance will be required, as well as knowledge of the demographic characteristics of the women and children, who are our service users. The role also requires organisational and financial management and an ability to build and sustain the structure of the organisation. The CEOs will oversee the development and delivery of high-quality services aiming to achieve the organisation's objectives.

Strategy and planning

1. In conjunction with the Board of Trustees, set the strategic vision for Hull Women's Aid, advise the Board on the strategic direction of the charity and implement Board decisions.
2. Ensure that the whole team are part of the setting and achieving of the organisation's strategy.
3. Place the experiences and views of the women, children, and young people we support at the heart of Hull Women's Aid's strategy and development.
4. Work to ensure the strategy is in line with external and legal changes, as well as the changing needs of women, children, and young people.
5. Report regularly on progress with accountability for achievement of strategic goals and performance of the organisation.
6. Identify potential future risks and opportunities in conjunction with the Board to proactively plan and position the charity for the future.

Leadership

7. Communicate and sustain an inspiring vision for the team.
8. Continually place the views and experiences of the women, children and young people at the heart of the charity's strategy and practice.
9. Lead Hull Women's Aid through opportunities and challenges, always seeking to meet the needs of our beneficiaries.
10. Ensure that our feminist leadership ethos remains an inspiration for the team and our stakeholders.
11. Nurture and continue to build high-performing teams throughout the organisation in alignment with Hull Women's Aid mission.
12. Develop and implement HWA's policies and procedures in line with legislation, relevant professional advice, and the Board's decisions.
13. Have overall responsibility for safeguarding (adults and children), and ensuring the service complies with national and local guidance and legislation.
14. Ensure all services are managed and maintained to a high standard in day-to-day operations, with full regard to Health & Safety legislation.
15. Have the overall responsibility for promoting and delivering on Equality and Diversity, in line with Equality Act 2010 and any subsequent legislation or guidance.

Building Our External Profile

16. Act as an ambassador for Hull Women's Aid, campaigning and informing the media and the community regarding domestic and sexual violence and the organisation's work within the Violence Against Women and Girls agenda.
17. Oversee the on-going development of a publicity and marketing strategy for the organisation which will promote its aims and values and build a strong and positive reputation.
18. Participate in relevant interagency and community working groups, committees, and forums (including WAFE) to represent and promote the aims and values of Hull Women's Aid and the views of its service users.
19. Direct Hull Women's Aid to contribute in any way possible to research on issues related to domestic and sexual abuse, and Violence Against Women and Girls, whether national, local, regional, or trans-national.
20. To provide management and expertise to external and/or partner projects where appropriate.

Income Generation

21. Develop and monitor strategies for accessing and securing funds to build and sustain the organisation and its strategy.
22. Develop and implement an income generation strategy on behalf of the Board of Trustees.
23. Maximise the potential income of Hull Women's Aid wherever possible.
24. Ensure that strong and enduring relationships with key funders and corporate partners are established and nurtured.

Finance

25. Take top-level responsibility for the overall financial and operational health of the charity, ensuring Hull Women's Aid activities and assets are efficiently managed and in line with available resources.
26. Ensure that all funds are used in an efficient and accountable way, in line with the standards and legal requirements of the Charities Commission and other relevant bodies, including WAFE.
27. Oversee the preparation of budgets and business plans where appropriate, identifying the strengths and weaknesses in the organisation's financial position and working with the Board of Trustees to address these.

Governance

28. Ensure that Hull Women's Aid meets its statutory and other obligations as a Charitable Incorporated Organisation, and that good governance is central to the charity.
29. Convey to Hull Women's Aid's Board of Trustees the activities of the organisation, including producing an Annual Report, Business Plan, and other reports where appropriate.
30. Identify and implement effective risk management strategies and frameworks to measure progress against objectives.

Commitment to our values:

Equality	Honesty	Empowering women and children
Openness	Care and compassion	Respect for individual dignity and diversity

Person Specification

KNOWLEDGE, QUALIFICATIONS & SKILLS	Essential Desirable	How assessed
1. Educated at least to graduate level	E	A
2. Significant experience of team management and leadership	E	I
3. A recognised social work, equivalent or management qualification	E	A / I
4. Experience of income generation and of tendering and procurement processes	E	A
5. Direct experience of Domestic Abuse related work	E	A / I
6. Knowledge of the operational structures needed for the delivery of services and organisational sustainability.	E	A / I
7. Demonstratable IT skills, such as Word, Excel, PowerPoint.	E	A / I
8. A satisfactory enhanced DBS check (to work with both vulnerable adults and children)	E	A
LEADERSHIP & MANAGEMENT		
9. Proven leadership skills, developed through senior management or CEO experience.	E	I
10. Demonstrable ability to lead and inspire an organisation at all levels to achieve its strategic objectives	E	A / I
11. Demonstratable experience of performance monitoring and quality assessment frameworks	E	A / I
12. A strong team working ethos	E	A / I
13. Experience of managing and directing front line domestic abuse services	D	A / I
ANALYTICAL & STRATEGIC THINKING		
14. Experience of strategy development and implementation	E	A / I
15. Ability to exercise independent judgement and challenge constructively	E	A / I
16. Excellent communication skills on all levels	E	A / I
17. Experience of public speaking and excellent presentation skills	E	A / I
18. High levels of skills in report and critical review writing	E	A / I
RELATIONSHIP & MANAGEMENT		
19. Demonstratable knowledge of governance, trusteeship, and the necessary lines of authority within charitable organisations	E	A / I
20. Strong policy understanding and a proven track record of working in the voluntary sector to influence change	E	I
21. Excellent networking and stakeholder management skills, with a high level of experience of representing organisations externally	E	I

22. A commitment to ensuring equality and diversity is promoted and met within service planning, delivery and employment and a willingness to challenge discrimination	E	I
PERSONAL QUALITIES & ATTRIBUTES		
23. Strong leadership qualities	E	A / I
24. Excellent oral and written communication and inter-personal skills	E	I
25. An ability to manage crisis situations calmly and with a problem-solving approach	E	I
26. Ability to work under-pressure and using own initiative, with sound judgement	E	A / I
27. Ability to work flexibly and some unsociable hours	E	I
ADDITIONAL		
<p>This job description and person specification is current as at the date shown. In consultation with you, it is liable to variation to reflect or anticipate changes to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade. This post is subject to an enhanced DBS check (in relation to both adults and children).</p>		