

Chief Executive

YOUTH REALITIES

ROLE:	CEO
RATE:	£55,000 - 65,000 Pro Rata to 21 Hours
HOURS:	Part time - 3 Days Per Week
LOCATION:	Colindale, Barnet / Hybrid
CONTRACT:	Permanent

Key Responsibilities

Key Objectives of the job:

- Provide strategic vision and leadership further developing and embedding the organisations strategy
- Ensure that the charitable purposes of the organisation are followed and that It delivers the charitable benefit set out in Youth Realities' vision and governing documents
- To take overall responsibility for Youth Realities' management and administration within the governance and accountability frameworks established by the Board of Trustees
- To secure funding and drive the organisation forward ensuring it is sustainable and able to grow

Governance and support to the Board

- To service the Board and provide them with the information they require for decision making and governance, including performance data and risk management data
- To ensure the charities strategic direction is aligned with the boards aims and objectives for the charity
- To alert the Board to issues of concern, and action their decisions
- With the Board, to ensure the charity adheres to relevant rules and regulations including but not limited to GDPR, data protection, health and safety, employment and charity law

Strategic Planning & Service Development

- Work with the trustees and staff to determine Youth Realities' strategic direction. Work to the 3-5 year strategy and develop as required

- Support the development of quality direct, partnership or strategic responses to meet identified needs
- Ensure Youth Realities infrastructure develops this includes organisational development and management of all areas including monitoring and evaluation, data collection, service development planning and outreach
- Involve young people in every area of the organisation with a view to set up a youth advisory board to share our learnings and voice to lobby for change

Staff Management and Leadership

- Excellent management of the team
- Inspire and support the team to meet targets and to understand how their contribution is vital to achieving wider strategic aims
- Ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships for the organisation
- Follow all legal and regulatory guidance regarding employment, including Safeguarding and Safer Recruitment frameworks, as well as ensuring all employees have proper and adequate Human Resource support

Finance and Legal

- Responsible to the Board of Trustees for the overall financial health of the organisation
- Producing a budget acceptable to the Board and ensuring the sound financial management of Youth Realities within that budget
- Building and maintaining the financial reserves of Youth Realities to an appropriate level set by the Board
- Ensure full and accurate reporting, including the preparation of an annual report and financial statements, making returns to Companies House on a timely basis
- Taking appropriate steps to manage risks that could impact the organisation
- Ensuring that the organisation has the right management systems and structures in place to carry out its work effectively, accountably and safely, and that professional standards are met.

Fundraising

- Lead the Youth Realities fundraising strategy, coordinate and deliver fundraising to build a sustainable and diverse level of income streams to ensure long-term sustainability; this work should be completed with oversight and assistance from the Treasurer
- Hold responsibility for the delivery of the annual income of the organisation
- Build strong relationships with a range of potential funders and oversee shaping and writing of major bids, partnerships and tenders

- Identify and cultivate fundraising opportunities with high value donors
- Ensure the fundraising KPIs/reports are completed and submitted on time to the Trustees.
- Monitor grants and contracts and report to funders in a timely manner

Communication and Representation

- Deliver Youth Realities' mission and values; encouraging collaboration with communities and supporters to make real individual and social change to the lives of young people
- Manage communications to develop and implement a structured media presence that is reflective of the work we do, and ethos we adopt
- Act as an ambassador for Youth Realities, networking widely to build new and existing strategic relationships such as partner charities, corporate companies, statutory bodies, relevant high-profile individuals and other necessary persons
- Ensure all stakeholders are communicated with effectively and kept up to date of any developments, to hold relationships across the borough as needed
- To ensure Youth Realities has a voice within the borough and represents the young people it works with

PERSON SPECIFICATION

Essential

- At least 2 years experience in a CEO or equivalent leadership position with demonstrable strategic development and organisational management outcomes
- Proven and open leadership style, with the ability to enthuse, motivate and develop a small team to deliver results in a collaborative environment
- Proven track record implementing fundraising plans and of securing funding in a tough financial climate, particularly through trust and foundation applications
- Financial management expertise, able to maintain management accounts and set project and organisational budgets
- Excellent communication skills
- Ability to assimilate complex information quickly, and research and report writing skills
- Ability to prioritise and delegate
- Commitment to the aims and ethos of Youth Realities and a desire to bring about positive change in the lives of young people impacted by violence and abuse
- Understanding of key youth and domestic abuse issues, policy and legislation
- Willingness to undertake an Enhanced DBS check
- Right to Work in the UK

Desirable

- Relevant qualifications within the youth or domestic abuse sector
- Experience in leading change management