

JOB DESCRIPTION

1. JOB DETAILS

Job title	:	Chief Executive
Reporting to	:	Co-Chairs
Status	:	Permanent / Flexible / Part-Time
Salary	:	Up to 60k (pro rata for part-time)
Location	:	Home based with some travel

(Applicants must have the right to work in the UK and be resident in the UK.)

2. PURPOSE OF JOB

Our Chief Executive will be a passionate and knowledgeable figurehead for Getting on Board. You will be a story-teller and enthusiastic champion of our vision to make trusteeship more accessible, effective and inclusive.

You will have the experience and understanding to do all the things it takes to keep a small team of a growing organisation financially and operationally sustainable – you will, for example, be excellent at generating income. But you will be much more than that. You will also be a leader who places a premium on enabling and empowering your colleagues and associates to deliver high-quality work to achieve greater impact for Getting on Board.

Developing partnerships and promoting our services to other organisations is at the heart of the role. This will be achieved by building trust and credibility with a range of senior people in the public, private and charity sectors around the benefits of trusteeship and creating high-performing and diverse boards.

3. KEY TASKS AND RESPONSIBILITIES

Leadership:

- Provide exceptional leadership to enable the charity to support its mission to make trusteeship accessible, improving the effectiveness of charity trustees and advocating for greater diversity on boards.
- Lead the development and growth of the charity's revenue streams, ensuring the charity can maximise its impact and run a robust and sustainable operation.
- With trustees take responsibility for developing and implementing the charity's strategy and theory of change.
- Implement new initiatives to raise the profile and reach of the charity in line with its strategic ambitions.
- Responsible for the design and delivery of campaigns, acting as a thought leader on charity governance and trusteeship within the sector.
- Represent the charity externally raising impact through extending the brand and targeted advocacy with policy makers and fund holders across the sector.

External:

- Act as an ambassador and lead representative for the charity at sector events, conferences and panels.
- Create and sustain excellent strategic external partnerships to advance the aims of the charity.
- Lead responsibility for press relations and marketing to raise the profile of the charity's work across the sector.
- Network with sector partners and industry bodies to advance the scope, reach and impact of the charity's work.
- Work closely with the communications lead to develop and deliver effective ways of spreading our messages.
- Undertake occasional travel to meet partners and potential partners.

Internal:

- Oversee the effective and high-quality delivery of programmes through the line management of the Operations Manager.
- Shape and influence a positive culture with responsibility for developing HR policies and procedures across the charity.
- Ensure accurate financial records and be responsible for all financial processes of the charity.
- Ensure the organisation fulfils its legal, statutory, and regulatory responsibilities by servicing the Board of Trustees and its sub-committees with regular information and updates.
- Produce regular financial reports and forecasts for the trustees and manage the charity budget.
- Responsible for the recruitment and induction of new trustees with the Board.
- Ensure the effective and accurate administration of payroll through the external provider.
- Ensure the health and safety and safeguarding of all Getting on Board staff, associates, and participants.
- Ensure full and accurate reporting including the preparation of an annual report and financial statements to the Charity Commission.

Fundraising & Income Generation:

- Act as the lead fundraiser, responsible for generating income through trusts, grants and donations from other means.
- Develops and maintains commercial and charity partnerships to provide essential sponsorship and funding for the charity's work.

Corporate Partnerships:

- Lead on new business activity to find, build and maintain B2B relationships with large and complex public and private sector organisations.
- Ensure that we are increasingly working with more organisations to support their CSR and employee development programmes by helping their employees into trusteeships.

This is a demanding role with multiple tasks and responsibilities. The above should not be taken as an exhaustive list. The postholder will be expected to undertake a wide range of duties, sometimes at short notice and often in an uncertain context, as the role requires and as the Board deem necessary. Most importantly, you are expected to deliver excellence in all you do and, in return, will be free to work in a highly autonomous fashion.

4. PERSON SPECIFICATION: VALUES, KNOWLEDGE AND SKILLS REQUIRED (E: Essential; D: Desirable)

Values:

- A highly supportive leader keen to collaborate rather than duplicate for the widest impact. E
- A strong commitment to the principles of good governance, diversity and potential power of trusteeship. E
- A positive and proactive mindset that is keen to advocate strongly for Getting on Board to make trusteeship more accessible and empower unheard voices. E
- A strong commitment to excellence in their own work and the work of Getting on Board. E
- Comfortable operating in the context of acute resource management, regular change and an evolving role. E

Knowledge and Experience:

- Knowledge of the charity sector and the challenges it faces. E
 - Experience of working at a senior level in a growing a charity or similar organisation. E
 - Experience of successfully leading a team of staff, freelancers and associates to deliver impact. E
 - Experience of effectively line managing and coaching colleagues. E
 - Experience of the operational aspects associated with running a small organisation including financial management, performance management, human resources and governance. E
 - Experience of successful fundraising and revenue generation. E
 - Experience of business development, setting targets, B2B marketing and a track record in meeting new-income targets. E
 - Experience in building and maintaining complex partnerships with and between organisations. E
 - Experience of being a trustee or similar. E
 - Experience of working with a Board as an executive. D
-

Skills:

- Outstanding written and oral communication skills. E
 - Strategy development and implementation. E
 - Relationship-building with stakeholders, partners and clients. E
 - Able to motivate and inspire colleagues and wider networks to commit to change. E
 - Able to operate effectively and independently under pressure and in contexts characterised by unlimited resources and competing priorities. E
-

This job description is not exhaustive and is liable to review following discussion with the job holder. The post-holder will be expected to undertake any other reasonable duties as requested by the Board of Trustees.
