



Job Description

Job Title:	Chief Executive Officer
Location:	Hope for Children UK (Hemel Hempstead)
Reports To:	Chair of the Board of Trustees
Accountable For:	Finance Manager, Programmes Managers, Database Administrator, Marketing and Partnerships Manager, Fundraising Team

The Charity

[Hope for Children](#) (Hope) is a UK based charity which works towards a world where children's rights are realised and they can reach their full potential. We actively identify disadvantaged children and communities by working with local partners.

Through empowering, collaborating and learning together we aim to build a sustainable future for the children and communities we serve. Our focus is to reach as many children as we can and deliver to them the childhood every child deserves.

The organisation is forecast to turn over £900K in 2019/20. Hope currently operates in 8 countries in UK, Asia and Africa and supported over 60,000 children and their families in the past year. Hope is in a period of transition. This will give the new CEO the opportunity to shape and set the next 5 year strategy. Hope is looking to consolidate on its achievements and grow new business opportunities that increase revenue, expand its reach and improve outcomes for the children it serves.

Job Summary

The Chief Executive is accountable to the Board of Trustees for the overall management of the Charity, the delivery of its portfolio of international programmes and the relationship of the organisation with other professional and government bodies and, particularly, funding providers. S/he will be the figurehead and leader of the charity, whose role is to promote their aspirations, goals and achievements to staff at all levels and to key stakeholders. The CEO will lead the senior management team and will work with the Board of Trustees to ensure that strategy becomes operational reality. Additionally, the CEO will grow and develop the organisation, ensuring business growth, increased revenue and reduced costs. S/he will steer a process of culture/change management which is already underway.

As a charity working with children, child safeguarding is paramount. Hope for Children's recruitment and selection policies and procedures reflect our commitment to the safety of children. Any appointment is subject to commitment to our child safeguarding policy, satisfactory references and enhanced criminal record disclosure.

Principal Duties and Responsibilities

1. Strategic Leadership

- Lead the charity with vision and integrity, setting a clear direction to ensure it achieves its mission, strategy and long, medium and short term objectives

- Work alongside the Board to lead the development of the charity's strategy and to ensure the whole organisation is committed to the delivery of its priorities
- Maintain a business plan for ensuring growth and the long-term financial viability of the organisation
- Ensure that the charity implements a robust marketing and communications plan that informs business growth and leads to the achievement of business development plans
- Lead with commercial acumen, grow its revenue and increase its opportunities to secure new funds, with the aim of meeting needs of our beneficiaries in the communities we serve
- Model and encourage a positive style of leadership that enables staff and stakeholders to engage with the charity brand and objectives
- Ensure there is a clear understanding of the charity values and embed a culture of positive behaviours and child safeguarding in line with the charity's philosophy and policy
- Develop an ethos of continuous improvement that encourages staff to constantly seek ways to lead and improve performance
- Develop and maintain an environment that attracts and retains the best staff and volunteers and builds a sense of community across the organisation
- Develop and maintain positive and collaborative partnerships with all those we connect with – country staff, corporate partners, patrons, supporters, funders, NGOs, etc.
- Seek and pursue opportunities to promote, enhance and increase the profile of the organisation

2. General Management

- Lead and motivate staff, ensuring effective management and administration of the charity. Within the corporate governance framework, ensure that the charity complies with policies and procedures that protect the organisation, its stakeholders and staff, enabling it to achieve its objectives.
- Operate within the limits of delegated powers authorised by the Board, review powers and make recommendations to the Board when change is required.
- Manage the charity efficiently and effectively, by ensuring an appropriate management structure and systems are developed and implemented.
- Provide leadership to the senior management team, keep under review and appraise the work of direct reports.
- Ensure that business, operational and annual plans are developed and implemented, underpinning all strategic priorities.
- Ensure that the organisation has appropriate mechanisms for monitoring and reporting to the Board on the charity's strategic, operational and financial performance.

3. Finance and Risk Management

- Be responsible for the overall financial management and financial health of the organisation and its stability, ensuring effective budget setting and cashflow forecasting are implemented and monitored.
- Develop, oversee and monitor an effective programme of income generation that secures the business.
- Ensure all major organisational risks are identified and reviewed regularly by the Board and the leadership team, and implement effective actions to mitigate risk.

- Ensure the implementation of robust internal and external controls for financial and non-financial procedures.
- Ensure that the charity fulfils its legal, statutory and regulatory responsibilities and that child safeguarding principles are embedded across all aspects of its work.
- Ensure the charity's statutory accounts and trustee reports are properly prepared and audited.

4. Internal and External Relations

- Lead and adopt good communications across the charity, and externally.
- Strengthen the charity media profile as an impactful and responsive organisation.
- Ensure that all communications and materials accurately and persuasively present the charity as an outstanding organisation.
- Promote the charity nationally and regionally, acting as spokesperson and ambassador for the organisation.
- Actively review changes in the external environment that have an impact on the charity and proactively recommend actions that respond to these changes.

5. Effective Governance

- Ensure the Board and its committees have timely access to reliable, balanced and relevant information.
- As agreed with the Chair, develop policy proposals for Board discussion and decision.
- Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
- As appropriate, monitor and advise on the composition of the Board of trustees, its committees and the process of self-assessment and development.
- Ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.
- Work with the Chair to ensure that the Board of trustees formulate and regularly review the organisation's mission and strategic plan; ensure it monitors annual plans and targets.
- Work with the Chair to ensure that the Board receives appropriate advice and information on all relevant matters to enable it to fulfil its governance responsibilities.
- Ensure that staff understand and support the role of the Board and are clear on matters of delegated authority.
- Facilitate a positive and constructive relationship between the Board and staff team.

6. Regulatory framework

- Ensure that the charity complies with all the relevant company legislation and requirements of the Charity Commission.
- Ensure compliance with HMRC regulation, e.g. with regard to Gift Aid, PAYE, Corporation tax and VAT.
- Ensure that the charity meets its regulatory requirements and fulfils any conditions associated with financial grants.
- Ensure that the charity meets its responsibilities relating to safeguarding of beneficiaries, children and staff.

Person Specification

Knowledge and Skills

- Understanding and experience of organisational and change management
- Broad knowledge of business growth and diversification
- Good understanding of national, political and economic issues relating to children, international development and the not-for-profit sector
- Good understanding of governance structures for charitable organisations
- Excellent interpersonal skills with the ability to quickly establish credibility both internally and externally
- Excellent communication skills, able to communicate clearly, verbally and in writing, for a wide range of audiences and stakeholders
- Resourceful and innovative
- An inspirational and motivational leader
- Self-motivated and resilient
- Good financial planning skills and understanding of the financial issues affecting medium sized charities

Experience

- Experience in a senior management position
- COO, CEO experience - desirable
- A track record of delivering targets and strategic objectives
- Proven experience of financial planning and monitoring, budget development and funding
- Initiating and implementing strategic plans
- Implementing organisational change
- Marketing experience
- Bid-writing experience
- Commercial experience
- Experience of working with local authorities and funding agencies – desirable
- Fundraising experience
- Management experience in international development and/or voluntary sector - desirable

Other Requirements

- Ability to travel independently and internationally at least 3 times per year

Application Process

To apply for this position please visit <https://www.charityjob.co.uk/jobs/view/678315?tsId=8>

Thank you for your interest in supporting Hope for Children. We look forward to receiving your application.