



## **Home-Start Nottingham Chief Executive Officer**

### **Job Description**

Home-Start Nottingham seeks to appoint a Chief Executive Officer to lead the organisation.

*Home-Start is a voluntary organisation committed to promoting the welfare of families with at least one child under five years of age. Volunteers offer regular support, friendship and practical help to families under stress in their own homes, helping to prevent family crisis and breakdown. Paid coordinators manage and supervise the support given by volunteers and work directly with families themselves.*

**Job Title:** Home-Start Chief Executive Officer – 30 hours over 4 days per week.

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**Employer:** Home-Start Nottingham

**Responsible to:** Home-Start Nottingham Chair of Board of Trustees

**Salary:** Up to £45,000 FTE per annum (pro rata) (Dependent on experience)

### **Principle purposes of the job:**

The purpose of the Chief Executive role is to ensure that Home-Start Nottingham has in place effective leadership required to meet its charitable objectives. The Chief Executive will work closely with the Board of Trustees and the senior management team to provide a robust Business Plan and Impact plan, together with the necessary resources to ensure the sustainability of the organisation.

The Chief Executive will lead on the development and implementation of income generation and service development strategies, as well as being responsible for the day to day running of the Charity ensuring all legal obligations are met.

The Chief Executive will be required to make his/her mark quickly, identifying and generating new sources of income; including commercial/unrestricted income. This is a challenging role but there is considerable scope for the post holder to make an impact on the organisation and increase profile in the region.

### **This is a strategic role for which the key responsibilities are:**

- Leadership & People Management
- Business Development and Planning
- Effective Networking, PR and Marketing
- Income Generation
- Performance Management
- Operational Management

**Key Skills and Experience:**

- The successful candidate will be an experienced Senior Manager/ Chief Executive with a demonstrable track record of successfully running an organisation within a relevant field.
- They will possess strong leadership, strategic management and governance skills as well as being solution focussed.
- Strong change management skills are essential as is the ability to generate income from a range of sources.
- They will be experienced in managing contracts and working in partnership with other VCSE organisations and commissioners.

**Detail of Responsibilities****Leadership and People Management**

- To provide leadership to staff, delegating specific responsibilities to them where appropriate, and to maintain a climate which attracts, retains and motivates good quality staff.
- To undertake the leadership and line management of the senior management team, including individual coaching, team development and motivation.
- To be responsible for ensuring that all aspects of staff recruitment, development and training, supervision, grievance and appraisal procedures are developed and conducted in accordance with accepted good practice and in line with Home Start UK Policies and Home Start Nottingham's strategic plan.
- To foster good communications within Home-Start Nottingham, develop the organisation's initiatives for continuing professional development and coordinate effective consultation procedures.
- To support team members to manage direct reports.
- To agree continuous professional development priorities with all staff.
- To ensure the implementation of equal opportunities policies throughout Home-Start Nottingham.
- To oversee and ensure all aspects of volunteer recruitment, development, training, supervision procedures are developed and conducted in accordance with accepted good practice.

**Operational Management**

- To effectively manage all operational activities, monitoring and reporting to the Board on performance against objectives
- To ensure systems and processes are fit for purpose, aligned with Home Start UK practices and consistent throughout the organisation
- To develop advantages of using technology
- To streamline practices across the organisation

## **Fundraising and Income Generation**

- To work with the Trustees and the Senior Management Team on the development and implementation of a fundraising strategy in line with the organisation's plans.
- To manage, support and work with the Senior Management Team to secure adequate resources for Home-Start Nottingham, work through applications for funds from grant making bodies, public sector (e.g. Local authorities, Government departments, NHS and CCGs) and tenders.
- To ensure research and funding priorities are up to date.
- To identify new opportunities for income generation that will support Home-start Nottingham's ambition.
- To manage the relationship with key stakeholders ensuring excellent understanding of the value and importance of Home-Start Nottingham's work.
- To ensure all relationships are carefully managed, and to act in the best interests of the scheme at all times.

## **Finance**

- To manage and deliver the financial plan and yearly budgets, working with trustees and senior management team to ensure continued financial viability and strength of Home-Start Nottingham.
- To be responsible for ensuring adequate resources for Home-Start Nottingham through sound financial management and effective budgeting.
- To take responsibility for service agreements, negotiating contracts and agreements as appropriate, in consultation with the Board of Trustees.
- To ensure that the annual financial audit takes place, and to oversee the preparation.
- To ensure all legal and financial requirements are carried out in a timely manner, and to facilitate and drive efficiencies.
- To ensure that the AGM is held, and annual accounts are approved at the meeting.
- To ensure financial procedures are effectively maintained.

## **Board and Governance**

- To attend board meetings
- To ensure the access requirements of the Board are met.
- To ensure the agenda is appropriate and ensure that such papers are available so as to enable the Board to make considered decisions about all matters of strategy, policy and finance.
- To work with the Chair and other trustees to identify, recruit and induct new trustees, ensuring that trustees and officers meet the requirements of the organisation.

- To ensure compliance with relevant regulatory and HSUK requirements (either directly or through delegation) through appropriate policy development and standards of behaviour.

### **External promotion and relationship building**

- To raise the profile and awareness of the organisation to help recruitment of volunteers and funding opportunities.
- Create opportunities for stakeholders to inform/influence the scheme's plans and operations.
- Identify and forge collaborations with allied services through strategic partnerships.

## **Home Start Nottingham Chief Executive Officer**

### **Person Specification**

The candidate will be a senior manager with a track record of facilitating the delivery of excellent services, strategic planning, generating income and developing excellent relationships.

### **Experience**

1. Experience of working in a senior management position within the 3rd sector.
2. Track record in taking financial responsibility for organisations and/or major projects, including setting and controlling large-scale budgets.
3. Track record in setting strategy and developing business plans, with evidence of successfully using their skills to transform strategic vision into reality
4. Track record in leading teams and direct staff management.
5. Experience of sound judgement, influencing and negotiating skills.
6. Track record in managing complex contracts for delivering commissioned services.

### **Knowledge and skills**

1. An excellent understanding of the voluntary sector and local authority structures.
2. Understanding of the Family Support and Children's Services sector.
3. Commitment to and understanding of equal opportunities, diversity, human rights and their implications for management and organisational development.
4. Excellent understanding of legislation involved in running a registered charity and company limited by guarantee.
5. Entrepreneurial approach to securing income from a range of sources.
6. Excellent communication and presentational skills, with the ability to communicate successfully at all levels to a variety of audiences, taking into account the communication needs of disabled people.
7. Ability to inspire and motivate a team and win the respect of colleagues and external stakeholders.
8. Ability to represent the organisation to a broad range of stakeholders locally, regionally and nationally.
9. Ability to negotiate, influence and effect change and to develop working relationships with people from a wide variety of backgrounds.
10. Ability to identify, secure and sustain a range of partnerships and networks.
11. Understanding of the management of information technology in the workplace.

12. Adaptability, flexibility, ability to multi-task

13. Excited by change, able to make strategic decisions while dealing with the unexpected and responding to new opportunities.

14. Ability to take the long view, while understanding the building blocks needed to achieve it.