

Chief Executive of Workaid

Thank you for your interest in the role of Chief Executive of Workaid. At Workaid we are committed to tackling poverty in a practical way by helping disadvantaged people in East Africa, and in the UK, to help themselves through practical skills training. Each year we help over 8,000 people to break the cycle of poverty and rebuild their lives.

Donated tools and equipment are accepted from throughout the UK and refurbished by our dedicated volunteers, currently supported by the General Manager and 4 full-time equivalent employees at our workshop in Chesham, Buckinghamshire. Over 250 volunteers work with us each week and in 2015, we were delighted to be awarded The Queen's Award for Voluntary Service in recognition of our work and contribution to the local community.

Workaid is now recruiting a Chief Executive to lead this small charity through an important stage in its development. We expect you to work closely with the governing Board of Trustees to ensure the effective financial and legal governance of the charity, whilst delivering the strategic aims of Workaid in a creative and inspiring way that will engage others. You will be passionate about Workaid's vision ([see website](http://www.workaid.org)) and committed to bringing out the best in the small employee team and ever expanding base of volunteers. A full job description and person specification is provided.

Applications

To apply for the position of Chief Executive, please send:

- your CV including details of two work-related referees, at least one of whom should be your most recent employer, and
- a covering letter to the Chair of the Board explaining why you would like to work for Workaid and how your skills and experience meet the requirements of this role.

Deadline: Applications should be made by post to the above address or by email addressed to HR@workaid.org to reach Workaid by **9am on Monday 16th July 2018**.

Two-stage Interviews: Short-listed candidates will firstly be invited to make a tour of the HQ and workshop in Chesham and undertake a first-stage interview during the week commencing **23rd July 2018**. Selected candidates will then be invited for a further interview, also to be held in Chesham, during which they will be expected to make a presentation to Workaid's Board of Trustees.



Summary of the role of Chief Executive

Job Title	Chief Executive
Status	Full time, permanent role subject to 3 month probation period 35 hours/week (8.30 – 4.30) 3 month notice period
Location	Chesham, Buckinghamshire with travel as required
Salary	From £40,000 and subject to experience
Holiday	28 days, inclusive of 3 days for Christmas shutdown, plus Bank Holidays
Purpose	To be responsible for the management and strategic development of the organisation and to direct its overall operations in accordance with the policy decisions of the Board of Trustees.
Reporting lines	Accountable to the Chair of the Board and Trustees
Main Duties	<p>The Chief Executive is the organisation's most senior member of staff and is responsible for:</p> <ul style="list-style-type: none">• informing and advising the Board of Trustees on the formulation of its policies and strategies, and for the implementation and monitoring of those policy and strategy decisions.• directing the organisation's operations, managing its resources, in compliance with legal requirements, and for ensuring good practice in all aspects of its work.• developing Workaid's public profile in order to position the organisation as a key agency acting as a guardian of the Workaid brand and reputation and enhancing it wherever possible.

Main Tasks and Responsibilities

1. Strategic Planning and Fundraising

- In consultation with the Chair of the Board and Trustees, to develop strategic plans, including financial planning, organisational and service development, and to work towards implementing the Trustee's policy decisions.
- To keep the Chair of the Board and Trustees informed about the progress of key strategies and to ensure the monitoring and evaluation of those strategies.
- To advise the Chair of the Board and Trustees on policy issues, bringing a wider perspective and well-informed views to the work of Workaid. This means that the Chief Executive must be fully aware of all relevant Government and local authority policy and legislation so that those involved with Workaid can be kept in touch with developments and changes.
- In consultation with the Finance Committee and the Finance Director, to develop financial strategies for the organisation to support its development, in accordance with charity legislation. This includes ensuring that an effective income generation policy is in place to secure income through trading, marketing and fundraising, and negotiating funding with institutional / significant donors, trusts, legacy giving and regular donors.

2. Financial Management

- In consultation with the Finance Committee and the Finance Director, to draw up and monitor budgets, produce regular financial reports, and ensure effective management and use of all resources.
- To ensure that the Chair of the Board and Trustees receive regular, clear and understandable financial reports.
- To ensure that appropriate legislative returns are made within deadlines to the Charity Commissioners, HMRC and other appropriate bodies.
- To advise the Chair of the Board and Trustees on financial risk assessment, reserves policy and investment policy for the organisation, taking professional advice when necessary
- To ensure that all financial controls and procedures are complied with, including insurances.

3. Management of Staff and Volunteers

- To ensure the overall effective management and supervision of all staff and volunteers of Workaid. To line manage all volunteers and employees directly accountable to the Chief Executive.
- To develop and lead the proposed senior management team, ensuring that responsibilities are clearly understood, and carry out their performance management e.g. appraisals, training and pay reviews.
- To ensure that the recruitment and deployment of the organisation's staff and volunteers is carried out effectively and efficiently in accordance with good personnel practice.
- To oversee IT and the delivery of management information.

4. Internal Policies, Administration and Health and Safety

- To develop internal systems to support, monitor and assess risk relating to all activities carried out by Workaid, in accordance with legal obligations, good practice, and to ensure quality provision.
- To ensure the maintenance of an efficient office base and management of the premises and equipment owned or used by the organisation, in accordance with Health and Safety legislation, to ensure a safe working environment for all staff and volunteers.
- To ensure that the principle of equal opportunities is implemented throughout the organisation, both in management practices and in the delivery of services to users.
- To ensure that all personnel policies and procedures are in place and are updated in accordance with changing employment law. This includes recruitment, training, staff development, appraisal, disciplinary matters and the maintenance of personnel records.
- To ensure that internal policies are reviewed and updated on a regular basis.
- To develop quality control in relation to Workaid's services, and to monitor the effectiveness of the services and to ensure that high standards are maintained.

5. External Relationships

- To maintain and develop good working relationships with overseas and UK partner organisations, including the management of Workaid representatives overseas.
- To work in partnership and collaboration with other agencies, including local government, statutory, commercial and voluntary bodies, and participate in any statutory planning processes
- To promote Workaid with the media and to act as the organisation's key spokesperson. To monitor and agree all staff contact with the media in order to ensure a consistent image and approach.
- To maintain and seek to improve the public profile of the organisation. To ensure the promotion of a consistent image of Workaid in accordance with developing marketing strategies.
- To maintain a professional, presentable and smart public appearance.

6. Other Duties

- To provide the Chair of the Board and Trustees with all relevant agendas, minutes and papers as required.
- To keep up-to-date with relevant research, developments and publications locally and nationally in relation to issues relevant to Workaid's activities, voluntary organisations and charity legislation.
- To undertake regular training to maintain the skills and knowledge necessary for the post.
- To take responsibility for the management and development of any future partnership activities.
- Any other duties which may be required by the Board of Trustees which are commensurate with the responsibilities of the post.

Person Specification

	Essential	Desirable
Experience	Proven ability to think strategically in the context of a growing organisation and to communicate the strategic vision	Previous experience within the charity sector
	Excellent financial management and budget development experience	
	Senior management experience in a relevant setting	Working with volunteers
	Understanding of Health and Safety regulations and good practice	Direct experience of Risk Management
	Relationship building with partners, funders and donor	Partnership development in an international context
Skills and Qualifications	Demonstrable leadership skills and the ability to enthuse and motivate others	Management qualification
	Excellent all round communication skills and relationship management abilities	Skills relevant to a practical workshop environment
Knowledge	Issues related to poverty, and knowledge of skills development, particularly for the most disadvantaged people and communities	First-hand knowledge of development projects in Africa
	Voluntary and community sector in the UK and the issues it faces	
Attributes	Personal drive, energy and integrity	
	Approachable and outgoing with strong interpersonal skills	
	Commitment to the aims and ethos of Workaid and a desire to bring about positive change	
	Respecting of other individuals; listening and taking into account different opinions and motivations	
	Pragmatic, practical and resilient	

Further information

- Phone the Workaid office on 01494 775220 and ask for Rob Levine, General Manager
- Email rob.levine@workaid.org
- For more information on Workaid please visit www.workaid.org