

JOB DESCRIPTION

ROLE TITLE:	Chief Executive
REPORTING TO:	Surrey Care Trust Board of Trustees
LOCATION:	Home-based with travel across Surrey
HOURS:	Full Time
SALARY:	£50,000 - £60,000
DIRECT REPORTS:	Eight (Deputy CEO, Finance Manager, Quality & Mentoring Manager, Fundraising & Marketing Manager, Personal Assistant, Children's Centre Manager, STEPS Programme Manager, Swingbridge Co-ordinator)
CLOSING DATE:	14 th November 2018
INTERVIEW DATE:	First Stage – Panel Interview - 23 November 2018 Second Stage – Interview and Presentation - 7 December 2018

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged young people, adults and families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Children's Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; giving adults a second chance of education with our pop-up **adult learning** programmes; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes ; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

Overall purpose of the role

The Chief Executive provides inspirational leadership and strategic expertise for Surrey Care Trust, working on behalf of the Board of Trustees and its beneficiaries and leading our team of 45 staff and 270 volunteers to deliver an evolving range of programmes that change the lives of some of the most vulnerable families in Surrey through skills training, education and support designed to meet specific learning needs.

Duties and Responsibilities

- To deliver the Trust's new strategic direction, ensuring that the key objectives are achieved within the agreed timelines and financial constraints, in line with the Trust's values
- To increase and diversify the Trust's funding sources to meet the immediate requirements of the Trust and to ensure a strong financial base for the future
- To ensure the financial viability of the Trust by developing and implementing a financial management strategy which ensures that resources are best deployed to achieve the aims and objectives of the Trust
- To act as principal advisor to the Board on all matters relating to the Trust and the environment in which it operates and to ensure any matters requiring the attention of the Board are raised in a timely manner
- In partnership with the Board, identify and manage opportunities that will expand the scope of the Trust in line with the Trust's strategic objectives, through organic and non-organic growth (including mergers and partnerships)
- To represent, network and influence on behalf of the Trust with key organisations and individuals to increase the Trust's service options and support base
- To exercise overall responsibility for external relations and the profile of the Trust including the positioning and communication of objectives of the Trust and the benefits of its programmes
- Using comprehensive networking and influencing skills in Surrey to develop ways of expanding the impact of the Trust in order to achieve the identified objectives
- To lead, motivate, support and develop our employees, providing each individual with the opportunity for personal growth whilst ensuring the required experience and skill levels are in place to meet the strategic aims and operational targets of the Trust
- To champion and develop the role of volunteers within the Trust, providing leadership, support and guidance across the volunteer teams and ensuring appropriate induction, training and on-going support
- Working with the management team, ensure appropriate systems and performance targets are in place to deliver agreed programme outputs, outcomes and impact and to achieve a high level of satisfaction from partners and beneficiaries
- Ensure the Trust complies with all statutory regulations required by the Charity Commission, as an employer and in specific programmes
- Ensure the development and application of organisational policies and procedures including health & safety, safe guarding and data protection

Person Specification

Education, Training and Work Qualifications
Educated to degree level and holds a relevant professional qualification
Relevant Experience
Essential
Previous experience of working in a senior role within a charity, or have had extensive experience of working with the voluntary sector to deliver key objectives
Demonstrable experience of effective financial planning and budget management
Experienced in leading and managing a large team to facilitate organisational success through periods of funding instability and change
Significant experience in setting, planning and delivering a strategic plan, instigating a new strategic direction within a complex environment
Direct experience of charity governance, as an officer or trustee
Desirable
Previous experience within a family-orientated learning and development environment
Experience within the public sector and / or delivering local government contracts
Skills and Expertise
Strong people leadership skills, able to bring a diverse group of employees and volunteers together, inspiring people to support the vision and to meet the objectives of the Surrey Care Trust
Effective networker and influencer who is able to engage across a wide range of stakeholders to create, strengthen and diversify external relationships

A strategic thinker, able to appropriately challenge, evolve and translate the Trust's strategy to maximise the impact of the Trust within its chosen area
An ability to translate and embed strategy into tangible actions and deliver outcomes to create success for the Trust
Excellent communicator who is able to interact with external stakeholders, donors, employees, volunteers and beneficiaries in a compelling and appropriate way, and in a diverse range of communication forums and formats
An ability to work through a range of complex and sometimes conflicting priorities to ensure that the appropriate actions are taken and delivered within the defined timescales
Good risk management skills, able to balance risks and benefits in order to make the right decisions for the Trust and its beneficiaries
Strong financial understanding, able to understand and analyse financial information in order to make recommendation and decisions and to provide insights for future actions
A collaborative approach to ensure that all available knowledge, skills and resources are utilised to meet the Trust's objectives in a positive and constructive way
Knowledge
A strong underpinning knowledge of the true demographics of Surrey and an understanding of the complexities of securing funding and delivering services in 'hidden' areas of deprivation within an affluent county

This role will be based at home, working full-time on a flexible basis within the strategic parameters set by the Board. The role will require regular travel across Surrey to meet stakeholders, visit SCT programmes and to continue to develop the key relationships required for the success of the Trust. The Chief Executive will liaise with the Chairman, Vice Chairman and other Trustees on a regular basis. Please note you will be required to undertake enhanced DBS clearance for this role.

For an initial discussion about this role please contact Elaine Tisdall, current Chief Executive on 07796 953772 or email elaine.tisdall@surreycaretrust.org.uk

To submit an application please complete an application form and send it to emma.marsh@surreycaretrust.org.uk – Closing date for applications is 14th November 2018