



**Job Title:** CEO  
**Reporting to:** Chair of the Board of Trustees and the Board  
**Location:** Surrey Research Park, Guildford  
**Work Pattern:** To be based primarily in our office  
**Salary:** Salary £45 – £55,000 dependent on experience and FTE commitment  
**Hours:** Both full or part-time 0.8FTE will be considered

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## Job Purpose

The CEO will work closely with both Trustees and key staff to set up a strategy and to plan accordingly the finances and resources to meet the charity's objectives. It is recognised that as a medium sized charity this will be a role which requires a broad range of senior and project management skills, with experience in all aspects of running a business successfully. This reflects the need to maintain core overheads to a level which closely reflects best-practice standards for a charity of SATRO's current size and income.

- Lead the charity and promote the activities of SATRO to inspire young people about their future careers, ensuring it is managed in accordance with the charity's charitable purposes and the relevant legal, regulatory, and statutory frameworks.
- Work alongside the Board in relation to the organisations strategic vision and be responsible for leading the implementation of the strategy.
- Act as the focal point of SATRO and public face for stakeholders, supported by the Chair and other Trustees as necessary.
- Responsibility for staff leadership, management, and administration of the organisation in the execution of the Board of Trustees' priorities.
- Maintain awareness of risks and changes in the external environment that affect the organisation. Supporting the Board with appropriate advice and information on all relevant matters related to governance responsibilities.
- Ensure that the charity's financial resources are managed effectively, and that the organisation remains in good financial health, identifying risks and taking appropriate action.
- Take an active involvement in the management and delivery of all programmes, ensuring all they are fit for purpose, innovative and meet the needs of our beneficiaries.
- Ensure that the product and service portfolio is current, saleable, and fit for purpose.
- Ensure understanding of the needs of SATRO's target beneficiaries is current and maintain an understanding of the 'environment' in which we operate. Including keeping up to date with developments in the charity, educational, careers, regional skills, and youth sectors.
- Ensure excellent relationships with partners, volunteers, corporate outreach, schools, colleges, regional careers hubs and skills organisations.



## Key Accountabilities

### Leading and Managing SATRO

- Lead the development and implementation of a new 3-year strategy designed to ensure the continued development, sustainability, and effectiveness of SATRO's work, consistent with its objectives. Work with the Trustees to ensure the viability of strategies within the resources of the charity.
- Provide leadership to management and the wider SATRO team, that all staff have adequate team leadership to ensure that SATRO's strategy is at the core of all activities and that staff can contribute to the direction of the charity.
- Ensure that the organisation has the resources (human, material and financial) to operate as effectively as possible. Set and manage the annual budget for the charity, ensuring a sustainable income from sales, individual, corporate, legacy and trust donations.
- Lead and manage the successful implementation of the income generation/fundraising plan including planning and target attainment, grant management and bidding, and by setting realistic pricing for programme sales.
- Maintain and develop policies, internal processes, and procedures to manage, report and monitor effectiveness of all our responsibilities and activities.

### Governance and compliance

- Ensure legal compliance with the Charities Commission and Company regulations.
- Work with the auditor to ensure a timely submission of annual accounts and report.
- Act as Head of Centre for the qualifications we deliver.
- Act as the Designated Safeguarding Lead for the charity.
- Act as the Data Protection Lead for the charity.
- Responsibility for the Health & Safety of staff, those we work with and our activities.

### SATRO within our Community

- Maintain effective networks with all principal supporters and stakeholders. Sitting on regional stakeholder and charity boards. Seek opportunities to network, expand and promote the role of the organisation.
- Recruit a growing team of partners, ambassadors, and volunteers through an effective programme of recruitment, retention, and involvement. To involve the engagement of industry, professional bodies, community organisations and individuals.
- Oversee the development of SATRO's image, marketing, and communications, and represent SATRO at public events, to include speaking and presentations. Ensure that we report and celebrate our impact as a charity.



## Key Skills

### Essential

- Personal drive and energy to lead a charity in which resources and funding are limited in the achievement of ambitious goals.
- Proven strong and effective leadership skills and good interpersonal skills.
- Strong Human Resource and Business Management skills including programme and project delivery.
- A STEM qualification or career background.
- Experience of the workings of charitable organisations.
- Experience of leading an organisation/business and the translation of strategic Board objectives into actions and policy.
- Experience of financial control and reporting including P&L management.
- Awareness of the policies and processes involved in working with young people under the age of 18 e.g., safeguarding, risk assessment, the responsibilities of staff working in schools
- Excellent communication skills and the ability to present SATRO's ideas and objective to stakeholders
- Team Player willing and able to participate in the activities that SATRO delivers.
- Organised, disciplined, able to perform under pressure and manage multiple priorities and parallel tasks.
- Presentation, communication and report writing skills.
- Willingness to work out of normal working hours as necessary e.g., to support core events or stakeholder engagement.
- Enhanced Disclosure and Barring Service (DBS) certificate will be required.
- Driving Licence.

### Desirable

- Management qualifications or training.
- Knowledge of the current educational and careers environment.
- A knowledge of corporate outreach and volunteering programmes.
- Good IT skills and familiarity with CRM systems, HR systems, financial management and reporting systems.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process, and we would aim to reach agreement to the changes.