



Chief Executive Job Description

Contract type:	Permanent, Part-time
Hours:	26.25 per week or 3.5 days/week
Salary:	£28,000 pa (£40,000 pa pro rata)
Location:	Elm Park, Filton, Bristol BS34 7PS and from home when necessary
Reports to:	The Chair of Trustees
Line manages:	Head of Counselling, Head of Training, Office Manager, Fundraiser
Key relationships:	Volunteer counsellors, key supporters, Board of Trustees, Management Team, potential funders, external organisations

Job purpose

The Chief Executive:

- is responsible for leading Network as it serves clients and trains students.
- leads the organisation and manages the staff team.
- is responsible for the co-ordination, development and implementation of short- and long-term strategic plans for Network.
- is accountable to the Trustees for the financial stability and legal compliance of Network, as well as the overall running of operations.

Key responsibilities

Leadership/Governance

- Lead Network in prayerfully seeking God's will for the daily work and future development of the organisation.
- Provide effective leadership to the organisation, working with the Management Team which includes the Heads of Counselling and Training, and any other person deemed appropriate, in order to:
 - Provide high quality counselling at an affordable price
 - Offer counselling training to a wide range of students
 - achieve agreed strategic objectives
 - maintain a safe, healthy and inclusive environment for clients, students, volunteers and staff,
 - promote and maintain the Christian, person-centred ethos of the organization.

Key responsibilities continued

- Act as Company Secretary to the limited company and maintain and update all requirements of Companies House and the Charity Commission and to advise on compliance with their requirements.
- Provide reports for the trustees, the members, the independent examiner.
- Engage effectively and cooperatively with the Board of Trustees

Strategy

- In line with Strategic cycles, develop and revise Network's Strategy, in conjunction with the Trustees and Management Team
- Implement and report against operational plans that reflect the Strategy, ensuring that it is implemented to agreed timeframes.

Finance

- Ensure that Network remains financially viable, by the effective generation of income and the maintenance of appropriate levels of expenditure.
- Take overall responsibility for ensuring accurate bookkeeping and financial management within Network.
- Work with the accountants/independent examiner and Trustees to ensure clear and timely financial reporting.
- Set and manage a comprehensive income and expenditure budget.

Fundraising/Marketing

- In conjunction with the Fundraiser, manage effective fundraising and marketing functions, ensuring necessary funds are available for the day to day running of Network and for such additional projects as should arise.

Management/Personnel

- Provide line management to the Heads of Counselling and Training, Office Manager, and Fundraiser
- Work effectively with the Management Team to promote a culture of collaboration and co-operation and ensure the good governance of the organisation
- Be responsible for all HR functions, including recruitment of staff, in collaboration with Trustees when recruiting for Management Team posts.

General

- Manage Network's premises and equipment in collaboration with the rest of the Management Team.
- Hold overall responsibility for health and safety, safeguarding, professional ethics and other legal compliance.

Key responsibilities continued

- Attend meetings as required, including, for example, quarterly Trustees’ meetings, the AGM and occasional strategy days/half days. To chair and take notes/minutes of meetings as required/appropriate.
- Provide a “public face” for Network, promoting the work of Network at public events, liaising with potential donors, and other external parties as appropriate.
- Undertake/coordinate with other staff various administrative duties required by the role, including communicating with Network membership and supporters by newsletter and regular updates.

Person specification

Essential	Desirable
An active Christian faith.	Previous fundraising and/or marketing experience.
Agreement with our Statement of Purpose and Christian ethos.	Experience of running a charity.
Evidence of a collaborative management style, and ability to lead an effective team.	Previous work with Trustees.
Proven ability in managing a department/business, including personnel and financial issues.	Previous experience in managing a building.
Experience in strategic planning and financial management/forecasting.	Experience of working within the Christian community
Ability to work effectively with a wide range of stakeholders, including clients, students, staff, trustees, members of Network and external agencies.	
Good communication, organisational and leadership skills.	
Good IT skills including relevant software packages.	
An ambitious approach to identifying new opportunities and increase voluntary income.	
An understanding and appreciation of counselling and training.	
Demonstrated ability to work creatively and effectively with limited resources.	