

Job Description Chief Executive Officer Home-Start South Warwickshire

Job Title: Chief Executive Officer

Employer: Home-Start South Warwickshire, St Peters Church Centre, Church Street, Wellesbourne, Warwick CV35 9LS

Hours of work: We can be flexible for the right candidate, with a minimum of 3 days (22.5 hrs) and a maximum of 4 days (30 hrs) per week.

Responsible to: The Chair of Trustees

Responsible for: All Home-Start South Warwickshire employees

Salary: £34,834 - £40,648 (pro rata) depending on experience

Contract: 18 month fixed term contract

Overview: To provide vision and dynamic leadership to Home-Start South Warwickshire, driving growth and enhancing our early years work with families. Working with the Board of Trustees to develop the strategic direction of the charity, the CEO is responsible for operational and financial leadership and for identifying opportunities to ensure the charity thrives.

Purposes of the job

- To be the public face of the charity
- To lead the staff team, ensuring the charity achieves its strategic goals and vision
- To be responsible for ensuring the charity is financially sustainable with a multi-year strategy in place
- To build and maintain effective relationships with all relevant levels of statutory and voluntary organisations within both the public and private sector to maximise funding and partnership opportunities.
- To ensure effective day to day management of the charity in accordance with the Home-Start Agreement, Quality Assurance Standards and our policies and procedures
- To ensure the charity maintains high standards of practice in supporting families within the Home-Start operating model and to ensure good safeguarding practices are followed.

Main Responsibilities

Managing Home-Start South Warwickshire (HSSW)

- Take responsibility for the operational management of HSSW ensuring that the staff and financial resources are deployed effectively in line with budgets and funding requirements
- Identify and record any operational risks, keeping the Board of Trustees informed of such risks and proposed solutions.

- Report to and support the Board of Trustees in ensuring the effective strategic management, development and future funding of the charity.
- Ensure accurate records are maintained and readily accessible, enabling high standards of reporting and GDPR compliance
- Ensure that HSSW employees maintain high standards of practice in supporting families within the Home-Start model and that they adhere to HSSW policies and best practice
- Work with the team to develop a culture of continuous improvement through effective feedback mechanisms; engaging with stakeholders to identify future needs and implement improvements.
- Ensure all Home-Start policies, processes and procedures are implemented consistently and reviewed regularly, so that HSSW is viewed as a role model for best practice.
- Ensure equity, equality, diversity and inclusion in all aspects of HSSW's work and that Safeguarding, Health and Safety and Data management standards and policies are all maintained in line with best practice and legal requirements.
- Ensure that HSSW meets or exceeds the Home-Start Quality Assurance standards and that any QA reviews mandated by HSUK are carried out in a timely manner.
- Attend and present at all Board meetings, and other out of hours activities.

Fundraising

- Manage and develop fundraising activities for HSSW, collaborating with the Corporate Partnerships Manager to: write bid applications, identify grant opportunities, cultivate donor relationships, raise the profile of HSSW, oversee the fundraising pipeline, and support trustees in developing the HSSW Fundraising Strategy
- Manage the delivery and requirements of successful grant awards, writing reports as required and putting in place effective monitoring and evaluation processes to ensure successful completion in all aspects.

Governance

- Ensure that Home-Start South Warwickshire is fully accountable to the Chair and Board in the development and delivery of strategic, operational and annual plans, budgets, risk assessments and QA systems including safeguarding.
- Ensure that the Board receives appropriate advice and information on all matters relevant to the fulfilment of its governance responsibilities.
- Ensure timely and appropriate reporting to the Board on progress against relevant plans and responsibilities.
- Support the Board in periodic reviews of mission and strategy and in reviewing its own effectiveness and impact.
- Create and maintain an annual calendar of meetings of the Board
- Advise on the structure and composition of the Board.
- Work collaboratively with the Chair and nominated other Trustees as appropriate.

The post holder may be required to undertake any other duties needed to drive our vision and fulfil our mission to be there for parents when they need us the most.

This job description is current as of September 2024.