



# **RESTART LIVES**

Job Description

**Chief Executive**

February 2020

## Job Description

<b>Job title</b>	Chief Executive
<b>Reporting to</b>	Chair and Board of Trustees
<b>Responsible for</b>	Leading and Managing the Organisation
<b>Job location</b>	RESTART LIVES is a UK Charity with offices in Leicester Square, London and projects delivered at St. Columba's Church, Knightsbridge, London and across London more broadly. The CEO is expected to work across the organisation's footprint and be based in London.
<b>Hours</b>	37.5 hours per week
<b>Salary</b>	To be negotiated
<b>Contract length</b>	Permanent

### *Main purpose of post*

- To promote the mission, aims, values and objectives of the Charity and deliver the REGAIN Programme.
- To be directly responsible for specific agreed areas of the charity's operations and to oversee and ensure the success of all operations.
- To be accountable to the Trustees for all the Charity's affairs.
- To advise the Trustees on the strategic direction of the organisation and to implement Board decisions.
- To assist with charity fundraising.

### *Principal tasks and responsibilities*

- To support the Trustees in developing the Charity's strategic plans and development priorities in consultation with Charity staff.
- To deliver the Charity's REGAIN programmes effectively and efficiently.

- To work with the Trustees to develop and deliver successful fund-raising programmes.
- To develop and implement operational plans and policies.
- To manage and develop RESTART's staff in accordance with its values and ensure they are motivated and have high morale.
- To develop the Charity's public profile, influence key stakeholders and develop or maintain good relationships with other charities and private sector agencies, as well as with guests, volunteers and the general public.
- To keep up to date with new developments in the field of homelessness and employment and ensure that the organisation can respond rapidly to them.
- To ensure that the Charity's policies and practices are up to date, relevant and fair in the current environment and that the Charity is managed in line with current best practice.
- To build the income streams and reserves of the Charity.

### *Managerial*

- To work with the Trustees to ensure that the Charity's mission is delivered, statutory and regulatory duties are observed and that strategic and operational objectives are implemented in a timely, clear and relevant way.
- To support and service the Trustees, providing them with timely, relevant and transparent information.
- To support the Chair in further developing the Board and its role.
- To ensure that the staff structure and accountabilities develop so that all members of staff understand their key role and their accountability to the Trustees.
- To work with the Trustees to formulate the annual budget, to ensure that quarterly financial management information is provided to the Board, to monitor performance against budget and to take necessary corrective action.
- To manage the staff effectively, providing supervision, support, development and to undertake annual appraisals for all staff.
- To ensure that a risk management policy is in place and that the risk register is maintained and reviewed.
- To ensure an effective complaints system, dealing personally with initial complaints and referring to the designated Trustee where further investigation is required.

- To ensure compliance with employment and equality legislation and accepted good practice.
- To liaise with the Designated Safeguarding Lead (Trustee) regarding safeguarding policy and practice.
- To review and extend the Charity's existing policies and procedures regularly for compliance with relevant regulation and update them as necessary.

#### *Communication/Ambassadorial*

- To be the principal spokesperson for the Charity in all media including face to face opportunities with all stakeholders in order to promote the Charity's mission and programmes.
- To ensure that the Charity communicates its messages clearly and persuasively through its written work, website and social media platforms.

#### *Fundraising*

- To lead the Charity's fundraising and promote the Charity to funders and the general public in order to secure the funding required to support the Charity and build up its reserves.

#### *General*

- To maintain the required level of confidentiality.
- To ensure that all staff, guests, partners and volunteers are respected and valued.
- To uphold the commitment of the organisation to equality and diversity.
- To undertake any other duties as required by the Trustees.

***This job description is not contractual and is liable to change over time***

## PERSON SPECIFICATION

<b>Experience</b>	
Minimum of three years professional experience in any relevant sector	E
<b>Knowledge</b>	
Expert knowledge of issues surrounding homelessness and / or employment of vulnerable adults	E
A good understanding of the implications of working with current and former homeless people or with vulnerable adults more generally	E
A good understanding of health, housing, employment and social care systems in UK	E
A good understanding of the issues facing charities in the current market	E
A good understanding and experience of charitable fundraising	E
<b>Skills</b>	
A person / service /customer centred approach	E
Strong communications skills across all media, conferences, meetings and one to ones	E
Strong people management skills and knowledge of HR practice and ability to motivate staff	E
Outstanding time management and prioritisation skills	E
<b>Personal Qualities</b>	
Ability to motivate a team and defuse problems quickly	E
Ability to lead by example	E
Emotional intelligence, resilience and initiative.	E
Empathy with the Charity's aims and objectives and a commitment to equality and diversity	E
Efficient and reliable working practices	E
Methodical and thorough	E
Self-motivated, innovative, pro-active, excellent communicator and target driven	E

E= essential