



## **Chief Executive Officer (CEO)**

### **Job Description**

**Hours:** 35 per week (full time) including some evenings and occasional weekend days as required

**Salary:** £37,849 - £40,760 dependent on experience of candidate

**Annual leave entitlement:** 25 days per annum plus statutory Bank Holiday entitlement

**Nature of contract:** Permanent subject to 6 months' probationary period

**Responsible to:** The Human Resources (HR) Sub Group of the Support After Rape and Sexual Violence Leeds (SARSVL) Board of Trustees

**Location:** Leeds City Centre – expected to be in the office a minimum of 4 days a week (Currently some home based working due to COVID 19)

### **Primary purpose of the role**

To ensure long term sustainability, of SARSVL and its work, through effective governance, strong finance management and delivery of services, with overall responsibility for staff leadership and management. The post will also hold the strategic overview, developing SARSVL's external partnership working and be responsible for the delivery of SARSVL's business plan.

### **Main responsibilities**

#### **Leading and Managing the organisation**

1. Leading, managing and motivating staff and volunteers to deliver the Charity's services ensuring a culture conducive to team working, continuous improvement and learning;
2. Providing effective leadership and management of the team and organisation to maximise its effectiveness whilst maintaining strong, effective working relationships both internally & externally to grow SARSVL's influence and reach, for the benefit of survivors of rape and sexual abuse.
3. Be responsible for organisational performance outcomes and progress to ensure improvement;

4. Ensure that the organisation has the resources (human, material and financial) to operate as effectively as possible;
5. Implement and monitor all the organisation's policies and procedures, to ensure effective management and support of all staff;
6. To take a lead on the monitoring and evaluation of SARSVL's services and activities, ensuring systems and tools are fit-for-purpose;
7. To compile and submit all monitoring reports to larger funders with the data provided by the senior management team, in accordance with their individual requirements;
8. Work with the Board to ensure it receives information on all relevant matters to enable SARSVL to fulfil its governance responsibilities;
9. To be responsible for delivering the SARSVL business plan;
10. Ensure the organisation continues to implement and adhere to the Rape Crisis National Service Standards and the BACP membership requirements and standards;
11. To support the planning and delivery of SARSVL Annual General Meetings

### **External Partnerships**

12. To develop and be actively involved in external partnership work through sitting on Boards/Committees, attending relevant external group meetings and networking;
13. To take a strong, positive and proactive approach to grow and develop SARSVL's contacts and relationships with other organisations and professionals, with a particular focus on improving diversity and inclusion;
14. To actively pursue media promotion, issuing press statements as and when SARSVL has external news to share;
15. Ensure the organisation is presented in an appropriate and professional manner to its stakeholders;

### **Staffing / Human Resources (HR)**

16. Lead, direct and develop staff, ensuring that those working for the organisation are focussed on achieving the mission and strategic objectives;
17. Provide quarterly line management reviews, ongoing support and appraise the work of staff reporting directly to the CEO;
18. Provide case management for the Senior Counsellor and Senior ISVA;
19. To approve staff leave, training requests and expenses claims, issue and monitor timesheets and leave cards, and ensure the efficient and thorough completion of all HR-related administration for staff reporting directly to the CEO;
20. To take day-to-day responsibility for adherence to and implementation of SARSVL HR policies and procedures, including overseeing capability, absence, grievance, disciplinary, redundancy and other processes as necessary and appropriate, with guidance and support from the HR Sub Group;
21. To oversee the recruitment and selection of new paid staff members;

22. To lead the HR sub and work with them to update HR policies and procedures as necessary;
23. To oversee the completion of DBS checks for SARSVL staff;

### **Financial management**

24. Be responsible to the trustees for the overall financial health of the organisation;
25. Co-ordinate salary payments and amendments;
26. To compile and submit applications for multi-year Trust funding, in accordance with SARSVL's Business Plan;
27. To explore and pursue commissioning and procurement opportunities and service level agreements;
28. To work with the SARSVL Treasurer (or other designated Trustee) and bookkeeper to set and manage budgets and budget streams;
29. To lead Finance and Risk sub-group meetings and work with them to update Financial policies and procedures as necessary;
30. To prepare monthly finance reports and quarterly management accounts and provide other financial information as needed and requested by the Board;
31. To support and co-ordinate the independent examination (or audit) and submission of the organisation's annual accounts;

### **General responsibilities**

32. To complete all administrative tasks necessary to ensure the efficient running of the Service;
33. To manage own workload;
34. To ensure that the security of sensitive information is maintained and complies with GDPR requirements;
35. To participate and share the leading of full staff meetings;
36. To lead senior team meetings;
37. To attend Board meetings;
38. To work with all at SARSVL to ensure that all our services, publicity and practices include and meet the needs of the diversity of women and girls in Leeds, with a particular focus on under-represented and marginalised groups, including Black, Asian, Minority Ethnic and Refugee and disabled women (this list is not exhaustive);
39. To participate fully in supervision and appraisal processes and to take up training and continuing professional development opportunities, using SARSVL training budget appropriately to develop skills;
40. To adhere to and promote SARSVL's values and ethos in all areas of work
41. To take on other tasks as agreed with the SARSVL Board

### **Expectations of a SARSVL employee**

1. SARSVL employees have a broad knowledge and understanding of sexual violence against women and girls and of the wider political and economic context in which they are working.

2. SARSVL employees prioritise the good of the organisation, of the Rape Crisis movement as a whole and of women and girls who have experienced sexual violence, actively promoting SARSVL's values in all aspects of their work.
3. SARSVL employees are flexible and responsive to the changing needs of the organisation as it develops and grows.
4. SARSVL employees communicate openly and honestly. They are professional and approachable and make efforts to understand the viewpoints of others.
5. SARSVL employees actively seek out training and development opportunities to enable them to take on a range of roles and tasks.
6. SARSVL employees take responsibility for their own work and share responsibility for the work of the organisation as a whole. They are self-motivated and can self-manage, but at the same time are committed to working as an equal and valued member of a team.
7. SARSVL employees are enthusiastic about problem-solving. They understand that there will be tough times and problems but they are willing to find and be part of the solutions.

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