

Job Description - Chief Officer

Job Title	Chief Officer
Reporting to	Young Solutions Worcestershire Trustee Board
Location	Based at Young Solutions Worcestershire Office but expected to work as required in Worcestershire and surrounding areas

Main Purpose

- To provide effective leadership, management, administration and development of the activities of Young Solutions Worcestershire
- To act as an ambassador for Young Solutions Worcestershire providing the public face for the charity and building relationships with the Voluntary, Statutory and Private Sectors particularly those who work with children and young people
- To develop *The Right Solutions* so that it becomes a significant source of income for the charity

Duties & Responsibilities

- Work closely with the board of trustees to lead the strategic development of Young Solutions Worcestershire in line with the aims and objects, values and policies of the charity
- Undertake strategic analyses of the internal and external environment, including the assessment of stakeholder interests and identifying needs/gaps
- Maintain awareness of risks and changes in the external environment that affect the organisation
- Prepare an annual budget and business plan for approval by the board of trustees
- Deliver the organisation's business plan and develop *The Right Solutions* trading arm
- Oversee and manage the organisation's operation, including the efficient conduct of financial, operational, human resources and information management, complying with the law and regulations and ensuring all policies are up-to-date
- Act as Disclosure and Barring Service (DBS) Accountable Body Lead Countersignatory

Keeping young people
safe and involved

- Act as a positive ambassador for Young Solutions Worcestershire with key stakeholders and partners and as a positive leader and role model for employees
- Service the board and committee meetings, in liaison with the chair, and advise the board on policy, strategy, legal, financial, staffing, constitutional and procedural matters
- Direct the organisation's funding applications, meeting with funders and contract managers as appropriate
- Develop partnerships with voluntary, statutory, commercial and other relevant organisations
- Establish mechanisms for listening to the views of members on the organisation's performance
- Undertake any other duties that may be reasonably required from time to time

Context

Young Solutions Worcestershire is a charitable company limited by guarantee with an annual turnover of £200,000 in 2016-2017. It has over 100 member clubs and organisations from across Worcestershire. It is a progressive infrastructure charity, dedicated to keeping young people throughout our county 'safe and involved' by providing advice and training, and supporting the work of our members, voluntary youth clubs, community groups and all organisations with the well-being of children and young people at their core.

The Chief Officer has line management responsibility for four permanent staff members and 11 temporary project workers. Young Solutions also works with a small number of consultants.

Chief Officer - Salary & Benefits

The trustees will consider an appointment on either full-time or four days per week part-time basis. Candidates should indicate their preference on their application. There will be an opportunity for shortlisted candidates to discuss this during the interview.

The salary is subject to negotiation dependent on experience in the range £35,000 - £40,000 (pro rata for a part time appointment)

The Trustees of Young Solutions Worcestershire are planning to introduce a performance related pay element for senior staff which will reward success against short and long term objectives for both commercial activities and charitable purposes.

Pension: Young Solutions Worcestershire does not operate a pension scheme but employees are entitled to a contribution of 3% towards their pension; the details will be agreed with the successful candidate.

Leave: 25 days plus statutory bank holidays (pro rata for a part time appointment)

Six-month probationary period (without entitlement to sick leave)

Hours: Regular office hours are 9am to 5pm but there is a requirement for some evening and occasional weekend attendance at meetings and events.

This role is subject to a satisfactory Enhanced Disclosure and Barring Service check and references.

Equal Opportunities

Young Solutions Worcestershire has an equal opportunities policy and is an Equal Opportunities Employer.

Person Specification - Chief Officer

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<p>Qualifications:</p> <p>Degree (or significant relevant experience)</p> <p>Business Management qualification</p>
<p>Proven Experience:</p> <p>Significant management experience in a charity, not for profit setting, or commercial organisation</p> <p>Experience and track record in developing and successfully delivering business plans and strategies</p> <p>Experience of working closely with boards of trustees, advising and guiding robust decision making</p> <p>Experience of financial management including forecasting, budget setting and monitoring income and expenditure</p> <p>Experience of risk strategy and management in a charity, not for profit or commercial setting</p> <p>Experience of representing an organisation at a senior level with key stakeholders including public, business and funders</p>
<p>Experience of Safeguarding</p>
<p>Knowledge, skills and abilities:</p> <p>Knowledge within a related professional field (eg. children's development, youth work)</p> <p>Knowledge and understanding of the needs of young people</p> <p>Knowledge of the Worcestershire area</p> <p>Excellent communications skills - written and verbal including presentation and public speaking skills.</p> <p>Excellent IT skills</p> <p>Strong inter-personal skills and proven ability to develop effective working relationships with a range of organisations, partners and funders.</p> <p>A full driving licence and access to a car for work.</p>
<p>Other Attributes:</p> <p>Strong team player with proven team-building and leadership skills including staff development</p> <p>Ability to work under own initiative and follow direction from the board</p> <p>Confidential, tactful and diplomatic</p> <p>Committed to working within the organisation's agreed values</p>