



Job Description

Job title:	Chief Executive Officer
Responsible to:	Chair of the Board of Trustees
Responsible for:	Operations Manager, BDMM, Finance Manager/Accountant
Hours of Work:	35 hrs per week
Location:	Leeds office base but with some regional/national travel
Salary and benefits:	£44,000 p.a. (pending pay award July 20) Holiday entitlement is 27 days p.a. pro rata plus bank holidays 4% contributing pension

Job Purpose

The CEO acts as ambassador for the organisation, building relationships with key stakeholders. Working on behalf of the Board of Trustees they develop and deliver the business plan and business strategy to ensure the ongoing success of Basis Yorkshire. Acting as a figurehead for the charity, they are a positive ambassador with local and national stakeholders and show strong and compassionate leadership for employees, volunteers and beneficiaries. The CEO demonstrates a commitment to evidence based practice (i.e. rights based approach, decriminalisation, trauma informed approach, etc.) in relation to the organisation's key areas of work, promoting that with partners and key stakeholders. Clear, confident and credible leadership in a politically sensitive area of work is key, alongside driving the adaptability of Basis Yorkshire to continue to meet the needs of the people served by the organisation

Department/team

The management team are the 'core' function of the organisation, providing leadership and management across: business development, operations, finance and administration. The team are key in ensuring a well supported and high performing workforce and an excellent service to it's beneficiaries. The team operate across Leeds and Yorkshire (with training delivered nationally), supporting women and young people to make positive choices.

Duties and key responsibilities

1. Vision, Leadership, Strategy & Governance

- Provide vision, leadership and direction to Basis, through effective partnership working with staff, volunteers and a wide range of external stakeholders, to achieve Basis's goals.

- Act as an ambassador for Basis and its policies, to a wide range of audiences for example; Select Committees, national conferences, strategic groups, and high-level policy forums both locally and nationally, recognising Basis's leading role within the sector.
- Actively contribute to and influence Local Government & Policing policy to ensure Basis's strategic contribution and front-line services remain central to their delivery plans.
- Actively contribute to and promote policy and practice that is evidence based and in line with a harm reduction ethos.
- Develop strategic options and proposals for Basis in the light of the changing external policy agenda and wider Government, Health, Policing and local Government initiatives.
- Support the Board and its appointed committees in their responsibility to ensure robust governance structures are in place for Basis and to provide advice and information to the Board regarding organisational performance, risk and direction.
- Keep the Board informed of organisational performance and matters of significance.
- Ensure strategic and operational risks are effectively identified and managed, providing strong leadership to mitigate those.

2 Relationship and Stakeholder Management/PR oversight

- Work proactively on developing and maintaining an effective Communications Strategy.
- Promote Basis's services to stakeholders and the wider public.
- Ensure Basis develops and maintains partnerships and networks in support of its goals. In particular to lead on high-level negotiations on behalf of Basis, to further its aims and reputation.
- Represent Basis through the media, enhancing its image and profile
- Have oversight of reputational risks and threats relating to Communications and ensure effective action to address those.
- Enable partnerships with key academic partners (through the UK Sex Work Research Hub) in order to evaluate and evidence Basis' work.

3 Business development

- Ensure effective income generation strategies are in place to support Basis's objectives and ensure its financial stability in line with the Business Plan.
- Lead on and develop funding opportunities to sustain services or to meet emerging needs.
- Develop positive relationships with funders and potential donors/funders/supporters.
- Ensure evidence-led business opportunities are identified and developed
- Work proactively with the Business Development and Marketing Manager to horizon scan, identifying potential funding and securing investment for innovation.

4 Organisational Management

- Provide leadership, support and professional development across the range of reporting functions.
- Work with the Operations Manager to ensure that appropriate processes and systems are in place.
- Ensure the effective management of budgets, working with the Operations Manager and Accountants to ensure timely budgeting and financial management.
- Ensure all teams are engaged in effective collaborative working across Basis.
- Co-ordinate and direct the management and delivery of organisation- wide strategic projects and initiatives.

- Ensure effective HR and workforce processes are in place in order to promote a health and positive culture and effective staff team.
- Ensure that there is an effective regime of resource/performance management, quality assessment and compliance, risk management, audit and compliance with charity commission/good governance standards.
- Ensure internal information, engagement and decision-making structures are in place to support the effective delivery of the Basis's goals, as set out in the Charitable Objectives and Strategic plan
- Maintain an effective safeguarding response throughout the organisation
- Ensure effective measures are in place to protect and safeguard 'at risk' beneficiaries
- Lead on effective and robust Information Governance processes, ensuring compliance with Data Protection legislation.

5 Quality and performance

- Maintain, develop and sustain the excellent reputation of Basis by ensuring the delivery of consistently high quality services and products.
- Establish and monitor key indicators and outcomes of the organisation's impact
- Ensure a culture of continuous improvement is embedded within Basis Yorkshire, including reflective practice.
- Provide high quality and evidence based reports, using Basis information wisely in order to ensure effective practice and policy, aligned to a harm reduction ethos.
- Maintain a culture of reflective practice to ensure a high quality response in all areas of service delivery

6 Management and leadership

- Develop a culture which motivates all staff to enable them to provide a high quality service to beneficiaries.
- Provide inspirational leadership for the organisation in order for basis to achieve it's strategic objectives.
- Ensure that transformation and change is led effectively so that Basis can adapt and capitalise on opportunities.
- Lead and manage staff with a trauma informed approach across the workforce, in order to effectively support the team and mitigate risks of secondary/vicarious trauma.
- Inspire and motivate partners and stakeholders (i.e. elected members, Council/Police officers, community members, faith leaders) to engage in dialogue in order to educate, inform and advise on matters relating to Basis' evidence based work

7 General Responsibilities

N/A

PERSON SPECIFICATION

EXPERIENCE

- Significant experience of working strategically, preferably with experience in the women's/girls, sexual health, multiple/complex needs or sex work sector.
- Working with a range of stakeholders and partnership working or strategic networking, spanning voluntary, leadership and women's sectors.
- Leadership of and planning & co-ordination of projects.
- Significant experience of leadership and management of teams
- Commissioning, contracting and funding arrangements
- Experience in financial planning, budget management and understanding financial records
- Experience of managing a range of functions and relationships at a senior level.
- Experience of delivering persuasive presentations to a variety of audiences.
- Experience of managing professional staff, delegating and monitoring the work of others to achieve targets

SKILLS AND ABILITIES

- Clear verbal and written communication skills including the ability to communicate clearly and assertively with a wide range of people
- Lobbying and representation at National and Local Government level
- Analytical, prioritising and decision making skills
- A facilitative approach to management with the capacity to coach and develop managers
- Plan and manage a complex workload across a range of subject areas, meet deadlines and manage risks.
- Project management skills
- Ability to read complex information, summarise and to present complex and sensitive information to a wide range of audiences
- Persuasion, negotiation and diplomatic skills within partnership settings, with a keen sense of when and how to engage in 'healthy challenge'
- Presentation and public speaking skills, including engagement with media (written, radio and TV).
- Proficiency in the use of Microsoft Word, Excel, Outlook, Powerpoint, Office 365

KNOWLEDGE

- Leadership and management with the charity sector
- Local Government, Health and Policing structures
- Commissioning and contracting processes
- Challenges for the women's sector, including Violence Against Women and Girls
- Knowledge and understanding of the social and political environment in which the voluntary sector operates and of the social policy issues which impact on Basis' work
- Best practice guidance and research relating to:
 1. Sex worker rights and sex work legislation
 2. Trauma informed approaches
 3. Safeguarding and sexual exploitation legislation and practice
 4. Charity governance and legislation
 5. Web based communications and technology
 6. Yorkshire localities and geography

EDUCATION/TRAINING/QUALIFICATIONS

- No one specific qualification is required, but evidence of recent continuing professional development in a professional area relevant to the post will be required. This could be for example: senior management in a partner organisation or commissioning/funding.

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- ✓ Confident, credible and adaptable.
- ✓ Engaging, motivational and compassionate
- ✓ Able to work in a fast moving environment with multiple deadlines.
- ✓ Can travel extensively within the geographical area of work.
- ✓ Can work flexibly, including some evenings and weekends
- ✓ Commitment to anti-discriminatory practice and equal opportunities, with an ability to apply awareness of diversity issues to all areas of work.