



JOB DESCRIPTION

Assistant Chief Executive

Reporting To: Chief Executive Officer

Contract Type: Permanent

Main Purpose of Job: Strategic implementation and operational development

Hours: 37 hours per week

Salary: £38,950-40,000

Primary Focus

The Assistant Chief Executive will work closely with the Chief Executive Officer to lead and manage the charity, ensuring the effective delivery of its strategic goals and operational objectives.

- To assist the Chief Executive Officer on all aspects of the charity.
- Combine leadership, strategy and operational management to drive sustainable impact and build the charity's capacity to deliver its long-term mission.
- Assist in the implementation of the charity's business strategies and managing operational performance, driving growth, improving operational processes and meet objectives.
- Deputise for the Chief Executive Officer as required, acting as a key advisor and strategic partner.
- To establish and maintain collaborations and relationships with partner agencies and key stakeholders, as alongside and as agreed with the Chief Executive Officer.
- To manage, support and guide the Operations Manager, Communications and Fundraising Co-Ordinator and Administration, working towards clear objectives, targets, and timescales set by the Chief Executive Officer.
- To manage all communications internally and externally for the charity.
- Undertake strategic fundraising initiatives, as agreed with the Chief Executive Officer to secure financial support and drive growth for the charity's mission, building strong relationships with donors, partners and stakeholders.
- Design and implement innovative, beneficiary-centered services that align with organisational goals to drive impact and outcomes.

Tasks

- Management of operational activities, ensuring that they are implemented and delivered effectively in line with the set objectives, activities and strategic plan, as agreed with the Chief Executive Officer.
- Provide 6-8 weekly reports to the Chief Executive Officer based upon strategy development and implementation.
- Attendance of key meetings, agreed with the Chief Executive Officer in line with strategic/operations management.
- Assist in the management of the charity's communication processes both internally and externally. Working closely with the Chief Executive Officer and Communications and Fundraising Co-Ordinator.
- Ensure that all governance, policies, and procedures are reviewed on an annual basis and updated as appropriate.
- Ensure all governance, policies and procedures are implemented throughout the charity and undertake regular audits to assess effectiveness.



- Oversee HR, day to day management will be undertaken by the Operations Manager who will provide a report on a 6-8 weekly basis.
- Oversee the safeguarding practices, safeguarding reporting and monitoring is adhered to by the Operations Manager and act as the named Designated Safeguarding Lead.
- Completion of funding applications for grants, stakeholders and third parties, supported by the Communications and Fundraising Co-Ordinator.
- Supporting the Chief Executive with the development and implementation of the strategic fundraising initiatives to secure financial support, foster organisational growth, and advance the charity's mission.
- Inform the Chief Executive Officer on potential strategic opportunities, directions and required decisions.
- Provide the Chief Executive Officer with timely and accurate information and reports on the progress of all aspects of the charity, in line with regular meeting requirements.
- Evaluate and improve all operational management systems, processes and best practice in conjunction with the Operations Manager.
- Assist and manage the day-to-day financial processes of the charity, including all project budgets and financial administrative duties, raising any issues to the Chief Executive Officer in a timely manner.

People

- Line management of the Operations Manager, Communications and Fundraising Co-Ordinator and Administration.
- Maintain awareness of current issues of relevance in the field of exploitation and children and young people, to the beneficiaries and contribute, as appropriate, to the overall agency pool of knowledge and best practice.
- Inform the Chief Executive Officer on any problems arising in the strategic developments of the service.
- Oversee the need for and provide and record appropriate information within a context of data protection and the legal requirements of the charity regarding all governance, policies and procedures.

Participate in Key Internal Meetings

- Monthly service delivery objectives.
- 6-8 weekly HR updates meeting.
- Quarterly leadership team meeting.
- Monthly team meeting.
- Quarterly service design meeting.
- Monthly communications meeting.
- 6-8 weekly stakeholder development/relationship management meeting.
- Monthly finance meeting.
- Monthly fundraising meeting.
- 6-8 weekly strategy development and implementation.
- Quarterly compliance/governance meeting.