

### Chief Executive Office: Job Description

Job title:	Chief Executive Officer
Status of job:	Permanent, full time
Salary range:	£60,000-£70,000
Brief description:	<p>Taking responsibility for</p> <ul style="list-style-type: none"> <li>• implementing the Trust's vision and strategy, including its strategic plan, in pursuit of its objects</li> <li>• reporting and contributing to Trust meetings on the progress of the strategic plan and other aspects of the Trust's work</li> <li>• managing the Trust's staff and consultants</li> <li>• maintaining positive external relations and partnerships;</li> <li>• acting as Chief Accounting Officer to the Trust, and being responsible for its finances</li> </ul>
Reporting to:	Chair of Trustees
Supervision of:	Office managers and other staff
Date JD last reviewed:	December 2018

#### Introduction

The role of Chief Executive Officer (CEO) is a crucial role in the leadership, strategic thinking, planning, implementation and smooth running of the Trust. It includes responsibility for managing and monitoring all projects within limits set by Trustees, allocating project responsibilities, receiving project reports and being accountable to Trustees for all the Trust's work. It also includes using a wide knowledge of the education system, theology, religious studies, religious education (RE) and the policy environment in order to create and manage strong and effective partnerships with other trusts, associations and agencies. The role requires a combination of administrative ability, system knowledge, particularly of the charity sector and charity governance, understanding of professional and policy issues, ability to develop and articulate the Trust's vision in public, imagination and entrepreneurship. The role also requires a strong knowledge and appreciation of the aims and purposes of the Trust, together with a knowledge, understanding and sympathy with the Church of England. Given that the Trust is a small organisation undertaking and managing a variable range of national projects on a networked basis, the role also requires flexibility in terms of approach and time. The responsibilities described below are likely to fluctuate over time.

## Main Responsibilities

Working with and to the Chair of Trustees, this post carries responsibility for:

### *Leadership and strategy*

1. Thinking strategically, developing and maintaining a vision for the Trust, relevant to its charitable objects and to the needs of the beneficiaries.
2. Developing and maintaining up-to-date knowledge of the education system, policy context, RE, the churches and other faith communities.
3. Acting as a public face of the Trust, creating and nurturing positive external relations, partnerships, forums and networks, as appropriate, with trusts and other potential partners.
4. Engaging entrepreneurially with the wider RE, faith and educational communities, through speaking, writing, research and membership of networks, in order to lead and influence thinking, research, training, teaching and policy on RE.
5. Creating and maintaining appropriate partnerships, including jointly funded ventures.
6. Designing, managing and evaluating educational projects, including research, conferences, symposia and working groups.
7. Leading and managing the office staff and consultants in support of the vision and strategic objectives of the Trust.
8. Preparing, presenting and monitoring the strategic plan.

### *Accountability and development*

9. Implementing the policies and decisions of the Trustees.
10. Determining and receiving reports on all the Trust's workstreams.
11. Reporting to the Board of Trustees and its committees on all aspects of the Trust's work.
12. Acting as servicing officer to the Trustees in the preparation and processing of papers and actions.
13. Advising Trustees on matters related to the programme and grants.
14. Ensuring that the Trust's office base, staffing and consultant community are well equipped to deliver the strategic plan.
15. Ensuring that all work streams are on time and in budget, giving good value for money.
16. Ensuring that the Trust manages and accounts for its financial resources effectively.
17. Taking part in performance appraisal and taking responsibility for individual professional development, as appropriate.
18. Undertaking other tasks as reasonably requested.

## Key Skills and Attributes

The following skills and attributes, though not exhaustive, are relevant to this post:

- Strong understanding of and sympathy with the Trust's objectives, priorities and ways of working.
- Strong analytical ability in relation to policy, education, training and research.
- Diplomatic skills in forging working relationships and partnerships.

- Excellent communication skills both interpersonally and in groups, in writing and orally.
- An ability to reach decisions, persuade others, follow through and hold to account.
- A capacity to predict tasks and issues, prioritise, adapt and use time efficiently.
- An ability to work alone and with others as part of a team.
- An ability to thrive on multi-tasking.
- Personal skills in computer and website.
- An attention to detail in balance with an awareness of the bigger picture.

Candidates should have experience of, or be willing to learn, charity law and governance in order to be able to advise the trustees.

### **Person Specification**

- Ability to think strategically and develop a vision for Culham St Gabriel's.
- Evidence of entrepreneurial ability
- Excellent interpersonal skills and ability to work collaboratively as well as to lead
- Knowledge of RE, its challenges and opportunities, and of the RE community
- Experience in designing and managing educational projects
- Knowledge and experience of research projects
- Confidence and ability to work with educational organizations, particularly those connected with RE, church college trusts and other charities
- Awareness of the political context of the Culham St Gabriel's work and the importance of the media
- Good financial management skills
- Knowledge and understanding of, and sympathy with, the Church of England