

# Job Description

# CEO Young Hammersmith & Fulham Foundation

<b>Responsible to:</b>	The Board of Trustees
<b>Salary:</b>	£40,000
<b>Hours:</b>	40 per week based at Play Association Offices (25 days per year annual leave)
<b>Role:</b>	Grow the organisation support the member organisations and develop with the trustees' vision for the charity against funders' expectations.

## **Areas of leadership responsibility:**

### **Working with the board of trustees:** Specific duties include:

- ensure the board of trustees formulates and regularly reviews the organisation's vision, mission and values;
- in partnership with all trustees, developing a long-term strategy for the organisation within the vision, mission and values established by the board;
- ensure that the board can adequately monitor annual plans, targets and performance as agreed with external funders and with recipients of HYF grants;
- report to the board on organisational progress, providing information and answering for organisational performance;
- enable the board to broaden its capabilities and develop its leadership potential;
- ensure funders expectations are being met and regular reviews undertaken against KPIs;

### **Leading and managing the organisation:** Specific duties include:

- delivering the recommendations of the Youth Partnership report
- develop and foster relationships with all member organizations
- ensure that a long-term strategy is in place to guide the organisation in achieving its objectives and the priority themes for young people as outlined in the Youth Partnership Report;
- ensure that staff, volunteers and others working in the organisation are focussed on achieving the mission and strategic priorities.
- be responsible to trustees for the overall financial health of the organisation, including the YHFF overall, small grants funding and other funding streams.
- oversee the fundraising process of the organisation and that YHFF are on track to fundraise expected targets against the strategic aims and yearly plans.
- ensure the accounts meet the requirements of the Board of Trustees and are presented regularly

- ensure that the organisation has the human, material and financial resources it needs to operate effectively and efficiently;
- develop new ideas, concepts and relationships for ensuring future resources and funding;
- attend external meetings with agencies and partnerships, including other Young Borough Foundations from other London areas funded by JLC;
- work with young people's forums and encourage their involvement in designing and developing new services and pathways for Hammersmith and Fulham's young people, that may involve support for their campaigns;
- take appropriate steps to protect the organisation from risk;
- ensure the organisation fulfils its constitutional, regulatory and legal obligations;
- preparation of an annual report for both funders and members;
- ensure that the organisation has the right management systems and structures to carry out its work effectively, accountably and safely;
- to give all staff suitable line management supervision and annual appraisals where applicable ;
- oversee resources & equipment being purchased for the need of the organisation;

#### **Promoting the organisation:**

- protect and enhance the reputation of the organisation;
- seek fresh opportunities to expand and promote awareness of the organisation's work;
- use the media appropriately to raise the organisation's profile;
- act as the Foundation's spokesperson;
- actively drive the formulation of marketing strategies and campaigns;
- ensure that marketing materials and other communications accurately and persuasively present the vision, mission and values of the organisation;
- co-operate with fundraising staff, advising on grants, taking part in campaigns and meeting funders when necessary;

#### **Fundraising:**

- to make approaches to key individuals and assisting with personal approaches to trusts and foundations;
- to ensure the organisation is fully advised of members' proposed projects and to arrange for suitable funding applications to be made to support these in good time;
- to develop and deliver a regular and effective communication programme with charitable trusts, foundations and statutory funders;

#### **Support for YHFF member organisations:**

- develop opportunities through Hammersmith and Fulham Council for youth work to be performed by charities, third sector agencies & members be particularly aware of the IFSS development locally ;
- support partnership contracts with funding opportunities;

- review and support to develop a youth work standard across all member organisations;
- develop a communication strategy with schools to identify opportunities for youth volunteering, work placements, etc, to assist members' needs;
- support member organisations to apply for small grants or larger projects;
- support for member organisations who demonstrate a vision and ability to grow;
- deliver a capacity building programme to improve policies and procedures, human resource protocols, strategic delivery, leadership, governance, training, use of shared resources, and use of mentors, as well as accreditation with quality marks such as London Youth awards;
- lead on networking events;

### **Additional**

- to undertake training, as deemed relevant to the role;
- to keep up-to-date with trends within the charitable sector, youth work and policies within government funding, spotting opportunities for the development of the work of YHFF;
- to undertake other duties as the CEO may from time to time be required to undertake as advised by the trustees;

# Person Specification

## Experience:

### Essential

- experience of working in a youth focused charity
- working with charitable trusts and foundations against agreed targets.
- managing staff
- minimum of 5 years experience within the voluntary sector
- partnership working with other organisations and local/central government
- an understanding of fundraising
- experience and evidence of successful fundraising from Trusts and Foundations
- evidence of fundraising success, increasing funding from existing donors, and opening up new sources of income
- local knowledge of Hammersmith and Fulham and it's voluntary organisations

### Desirable

- managing successful events,
- major donor and/or legacy income programmes

## Skills:

### Essential

- an understanding of youth work and provision for young people
- excellent verbal and written communication skills
- understanding and empathy of the issues that YHFF may face
- experience of working to and achieving targets and meeting KPIs
- IT literate - strong knowledge of Microsoft Excel, Word and Outlook
- effective time management skills
- ability to give think 'outside the box'
- judgement to make reasoned decisions
- the need to plan and prioritise workloads within a context of multiple demands
- ability to relate to and work with professionals from a variety of backgrounds
- excellent presentation skills

### Desirable

- An understanding of social media and other online mechanisms in relation to fundraising and charitable communications

## Attributes:

- a confident and articulate individual who is able to communicate effectively with colleagues, professionals, members and the wider community
- to be able to see 'the bigger picture' and to use initiative
- ability to work effectively as part of a team, whether office based or remotely
- integrity
- be dynamic, committed and enthusiastic
- ability to work under pressure
- flexible in their approach