



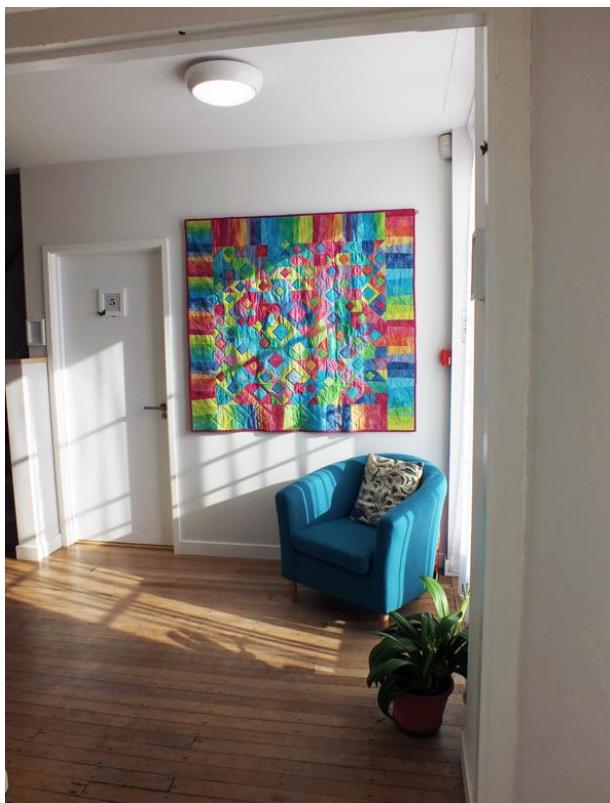
SUE LAMBERT TRUST

Chief Executive Officer

Supporting Information

Sue Lambert Trust is a Norfolk charity providing specialist counselling and support to survivors of sexual abuse and domestic violence. Established in 2007, it has developed an excellent reputation for the quality and effectiveness of services provided to clients.

The Trust works to preserve and protect the mental and physical health of people who have suffered sexual assault, sexual abuse



and/or domestic violence and to advance public education about all matters related to sexual violence. We provide the only free, specialist, counselling for this client base aged 11+ in Norfolk. Our main activity is counselling delivered by 70+ trained counsellor volunteers. We also deliver groups and a support service responsive to the needs of our clients. We have developed our services based on the needs of survivors of sexual abuse and domestic violence, identified through decades of listening to our clients.

All counsellor volunteers are BACP (British Association of Counselling and Psychotherapy) trained and have completed our 5 day Foundation course prior to starting work with clients and are provided with regular clinical supervision.



Job Description

Chief Executive Officer

Job Purpose

Leadership and Strategy

To provide visible, strategic and inspirational leadership to the organisation through a time of change and increased growth, taking staff, volunteers and trustees with them on development of a shared strategic, aspirational vision and underpinning strategic plan.

Performance

To deliver effective organisational and personnel management and administration within the strategic and accountability frameworks established by the Board of Trustees, ensuring a well-supported and engaged workforce, future sustainability for the organisation, an effective performance culture, risk management, business planning and governance.

To ensure that the Board receives advice and data driven information in a timely, thorough and appropriate manner, and to ensure good communication with staff and volunteers across the different sites.

Partnerships

To negotiate and influence constructive partnerships across the statutory and voluntary sectors, and with funders. To win contracts and funding, develop strategic and operational alliances, influence policy and promote positive change. To maintain the key role SLT has in the county as the lead specialist provider of support for victims of sexual abuse.

Main responsibilities:

- To lead the organisation and ensure the proper management and support of staff, volunteers and service users
- To maintain high ethical standards, ensuring that organisational policies and procedures are properly applied and that there is a culture of inclusivity, openness and honesty throughout the organisation
- To exercise financial stewardship – ensure effective financial procedures and regulations and that all the organisations' resources are being properly and

efficiently used

- To drive and manage income generation and fundraising activities to ensure future sustainability.
- To ensure that funding secured is used to meet the agreed aims and objectives of the organisation
- To ensure accountability to, and compliance with, the law through regular risk reviews and any other appropriate measures.
- To ensure that the organisation meets best practice requirements.
- To develop future leadership of the organisation and ensure that there are appropriate contingencies in place to manage turnover of key staff.
- To nurture external relations, and act as spokesperson and advocate on behalf of the organisation.
- To ensure that projects and partnership arrangements are properly managed and that they are delivered effectively and properly monitored and evaluated.
- To support and develop the Board and Chair.
- To undertake the role of Company Secretary.

Working with the Board

Working effectively with the Chair:

- To see that the Board of trustees formulates and regularly reviews the organisation's vision, mission and values;
- To work with the board to develop a long-term strategy for the organisation within the vision, mission and values established by the Board;
- To ensure that the Board can adequately monitor annual plans, targets and performance;
- To report to the Board on organisational progress, providing information and accounting for organisational performance;
- To develop policy proposals for Board discussion and decision;
- To ensure the Board is aware of all risks to the charity;
- To establish the annual calendar for Board and subcommittee meetings;
- To suggest development opportunities for the Board and its members as appropriate;
- To enable the Board to broaden its capabilities and develop its leadership potential.

Leading and managing the organisation

Specific duties include:

- To provide line management to key managers within the organisation including the Finance and Service Managers.
- To devise and plan strategies and implement them in order to ensure delivery and performance;
- To be responsible to trustees for the overall financial health of the organisation;
- To ensure that the organisation has the human, material and financial resources it

needs to operate effectively;

- To seek out and develop new strategies for ensuring future resources;
- To take appropriate steps to protect the organisation from risk and manage safeguarding
- To ensure that the organisation fulfils its constitutional, regulatory and legal obligations;
- To ensure that the organisation has the right management systems and structures to carry out its work effectively, accountably and safely;
- To provide leadership, direction and good communication to all staff;
- To ensure that staff, workers, volunteers and others working in the organisation are focussed on achieving the mission and strategic priorities;
- To function effectively as part of a team and maintain good working relationships with all contacts and colleagues.

Financial Strategy and Management

- To manage the financial operations of the organisation in line with the budget agreed and set by the Board;
- To achieve the targets for earned income identified in the budget to be generated by Sue Lambert Trust and review these regularly with the staff and Board;
- To review new funding opportunities in line with Sue Lambert Trust's strategic objectives, develop proposals in liaison with the Board and staff, and submit funding applications or bids as agreed; and to increase revenue, grant and donation income where appropriate and in line with the organisation's agreed strategies and actions plans;
- To ensure that business, operational and annual plans are developed, agreed and implemented against the annual budget as approved by the trustees;
- To monitor and review Grant Agreements with funding bodies and ensure that the terms of the agreements are met;
- To monitor existing grant funded projects in conjunction with relevant staff members and to ensure that the projects are delivered in line with expectations, on time and on budget;
- To ensure that the major financial risks to which the charity is exposed have been reviewed and systems have been established to mitigate these risks
- To provide executive expertise in the full range of financial and operating functions including capital management, mergers and acquisitions, and information systems.

Other duties

- Any other duties as commensurate with the role.

Person Specification

Chief Executive Officer

The successful candidate must have the ability to function at a broad-based, strategic level while also being capable of driving detailed, tactical execution.

They will have the following experience, qualifications, skills and knowledge:

Experience and Qualifications	Essential or desirable
Minimum 5 years senior management experience operating at overall strategic level	E
Degree or equivalent	D
Direct staff management experience with a track record in leading teams to deliver	E
Experience of delivering services with volunteers	D
Experience of financial management at a strategic level, including ability to interpret and communicate key financial information, monitor, plan, and budget, identifying risks and opportunities, ensuring financial sustainability, and providing effective governance	E
Experience of translating strategic decisions into operational performance, policies and procedures to ensure the achievement of organisational objectives and implementation of board decisions	E
Experience of leading and managing change and helping organisations plan for and implement change, and maintain effective operating systems during a time of growth,	E
Experience of managing risk and safeguarding	E
Skills Knowledge	
Dynamic, problem solving 'can do' approach	E

Exceptional negotiation skills, understanding of partnership working, and experience of working and negotiating contracts with partner agencies at a senior level	E
Exceptional communication skills, both verbal and written, and ability to communicate well with people at all levels and represent the organisation effectively	E
Knowledge of how to set out targets, monitor and assess impact, and ensure continuous improvement and quality of services	E
Knowledge and understanding of quality customer service and diversity issues	E
Knowledge and understanding of issues affecting client group – willingness and openness to working with operational staff and clients to ensure high quality of service	E
Knowledge of the mental health landscape and contract /income generation opportunities	D
Essential Requirements	
Able to work flexibly with some unsocial hours	E
Full driving licence or ability to travel to other locations as required	E