

CEO The Foundation for Social Improvement

Job Description:

JOB TITLE: Chief Executive Officer

HOURS: Full time (37.5 hours)

REPORTS TO: The Chair of the Board of Trustees

BASED: Flexible between WFH and our London Office (based near Bank)

SALARY: c£55,000

Context and Background

The aim of the FSI is to ensure that small charities are efficient, effective, accountable and self-sustainable. At the FSI, we love small charities. Every day we are inspired by the amazing impact created by volunteers, trustees and teams working across the UK and internationally, and equally we work hard every day to help small charities make even more impact. We do this by providing free and heavily-subsidised training, advice, and conferences, as well as specialist consultancy and accredited Fundraising Qualifications. When a small charity is just trying to get on with making a difference in the world, the challenges of raising funds, evidencing impact, and planning and governing effectively can feel overwhelming. We're there, by each charity's side, helping them navigate and sharing our expertise.

The FSI have recently undergone a robust organisational review, which will result in a new strategy for the new CEO to take on board and implement. As the FSI is an inclusive and collaborative organisation and work place this process has involved in depth consultation with all our stakeholders, from Trustees, to Staff, current clients and potential clients. The new CEO will be joining the FSI at a time where we have a clear vision and strategy that is matched by an experienced, engaged and motivated team of staff and associates. You can find out more about our recent work in our latest annual impact report [Annual report](#).

Role overview:

To provide strategic leadership and operational management to support the organisation in delivering on its new strategy, vision and objectives. With a focus on continuing the development of the FSI as an organisation that is inclusive and respectful of staff, volunteers and our beneficiaries. Work with the chairperson of Trustees to ensure that the Board of Trustees formulate and regularly review the organisation's mission and strategic plan, receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities.

1. Governance

- Ensure appropriate presentation and reporting on the progress of the organisation on all matters relevant to the discharge of its responsibilities.
- Develop policy proposals for the Board of Trustees discussion and decision.

- Support the Chair in the engagement and involvement of all Board members.
- Monitor and advise on the composition of the Trustee Board, its committees and the process of assessment and development.
- Ensure there is an annual calendar of meetings of the Board and its principal sub-committees

2. Leadership & Management

- Lead the FSI through demonstrating inclusive leadership, a collaborative approach to problem solving, bringing forward innovative solutions that add value to what and how we work.
- Be responsible to the Trustee Board for the overall financial health of the charity; ensure that expenditure is controlled in line with the budgets approved by the trustees working closely with the Treasurer.
- Ensure that the charity discharges its constitutional and legal obligations.
- Provide leadership to the team, keep under review and appraise the work of the staff reporting directly to the Director.
- Create an inclusive culture supporting all staff (volunteers and associates) to deliver against the new strategic plan.
- Ensure that the charity has the resources (human, material and financial) to operate as effectively as possible.
- Establish and maintain an HR approach which maximises the potential of staff and is in keeping with the mission and values of the charity.
- Ensure the charity is presented in an appropriate and professional manner to its stakeholders.
- Manage relationship with external financial management firm with regards to all income and expenditure incl. Banking, Invoicing, Month end, etc
- Responsible for Quality and compliance including accreditations.
- Directing and ultimate responsibility for Marketing and communications.
- Management of statutory grants.

3. Promotion

- Maintain effective networks with all principal supporters and stakeholders.
- Seek opportunities to expand and promote the role of the charity.
- Amplifying the voice of small charities through networking including; policy makers and influencers.

What we are looking for

1. Experience

- Communicating with a range of stakeholders including the media, partners, academics and the general public.
- Working strategically in the private, public and/or voluntary sector and of working in partnership with other organisations.
- Working with a Trustee Board, Management Committee or equivalent in developing, delivering and reviewing strategies and plans.
- Managing staff and contractual relationships with individuals and organisations.
- Successfully developing and sustaining growth of organisations and teams.
- Strategic financial management knowledge including budget forecasting and review and presentation of financial information in appropriate formats for differing stakeholders (e.g. staff, trustees, funders etc).

2. Skills

- Ability to think strategically, be flexible and to organise and prioritise a complex workload within tight deadlines and budgets.
- Ability to lead a small team, ensuring all can contribute ideas and insights into the formation, delivery and evaluation of strategies, proposals and plans.
- The ability to communicate confidently at all levels and specifically, at a senior level (e.g. public presentations, involvement in decision-making forums, influencing policy, group facilitation, partnership meetings, etc.)
- Ability to communicate effectively in writing (e.g. Reports, meeting minutes, articles for media and internet, correspondence, complex funding proposals etc)
- Competent IT skills and the ability to complete administrative tasks related to the role.

3. Knowledge and Understanding

- Understanding of the role of the voluntary sector, encouraging social responsibility and promoting active, inclusive communities.
- Ability to analyse and apply evidence from research and understanding of methodologies for measuring the outcomes and impact of project and partnership initiatives.
- Knowledge of relevant sources of funding and processes for applying and monitoring income from grants, commissioning, contracting and sponsorship from public, private and charitable sources.
- Understanding of legal requirements and principles of good practice in the management and governance of charities
- Commitment to valuing diversity and promoting equality and human rights in all aspects of the role and willingness to adhere to the charity's operational policies and procedures.

4. Other requirements

- Commitment to the vision, mission, aims and values of the charity and willingness to work in collaboration with staff, Trustees and partners to achieve its goals.
- Willingness to work outside normal office hours from time to time, for which time owed in lieu will be granted.
- Willingness to travel to FSI events and meetings whilst being home based.

How to apply

- Please submit your CV and a 1-2 page supporting statement demonstrating how you meet the knowledge, skills and attributes and experience criteria to Tom@thefsi.org by Friday 27th of August at 12.00 noon.
- Complete our [FSI Equalities Monitoring Form](#) by Friday 27th of August at 12.00 noon.
- Please note that as part of our commitment to equality, diversity and inclusion we are testing blind recruitment processes so your CV will be anonymised prior to shortlisting. It would assist us if you could therefore provide your CV and supporting statement in Word format.
- Please provide the name of 3 referees including your current employer. They will not be contacted without your permission.

Recruitment process

- Applications will be shortlisted using the criteria specified ('what we are looking for')
- Shortlisted candidates will be asked to interview and prepare a short presentation.

If you require any reasonable adjustments to the recruitment process or for an informal conversation about the role candidates can email noorzaman.rashid@gmail.com to arrange an online meeting