

Recruitment of chief executive officer

Journalists' Charity

Helping journalists in need since 1864

**RECRUITMENT PACK
OCTOBER 2018**





Welcome from Jill Palmer, chairman

Dear Applicant,

Many thanks for your interest in the position of Chief Executive Officer with The Journalists' Charity.

Charles Dickens was one of the founding members of the charity and for more than 150 years we have taken great pride in helping journalists and their families who find themselves in very unfortunate circumstances.

Many of the thousands of people we have supported testify to how our charity has helped turn their lives round.

We are now moving into a new era where, in addition to assisting those in need, we are encouraging more younger journalists to become members and supporters of the charity through attractive networking opportunities and events.

We are looking to recruit a dynamic CEO to lead the charity as we embark on this new chapter.

This is an exciting opportunity for a highly-motivated leader who aspires to make a real difference and relishes the chance to shape and deliver a compelling vision for the future of the charity.

The CEO will lead a committed staff and be responsible for developing and implementing our strategic and business plans, leading on public partnership and business development and being an effective advocate for the charity and its beneficiaries.

We seek someone of exceptional calibre who is interested in the world of journalism and will help drive support for and membership of the charity, develop fund-raising strategies and represent the charity effectively and confidently externally.

About the charity

The Journalists' Charity is a registered charity (Registered Charity No. 208215) and supports journalists in need and their dependants across the UK and Ireland. The Queen is the charity's Patron and Lord Rothermere, President. The charity has the support of the UK's main media organisations.

We provide grants to beneficiaries of the charity to help them in times of hardship and this assistance is provided to address a multitude of personal problems including illness, mental health issues, loss of employment, benefits and home. In recent years, we have seen a significant increase in the number of younger people seeking assistance and currently the charity awards between £400,000 and £500,000 in grants per annum.

The charity also operates a sheltered housing complex at Dorking, Surrey, which is a mix of 23 apartments and bungalows.

The charity is governed by a board of trustees ('the council') which comprises working and former journalists. The trustees are actively involved in the activities of the charity, serving on a variety of committees within the governance structure and helping to organise fund-raising events. Regional committees in Scotland, Wales and the Midlands also support the charity's work and stage fund-raising events.

The charity's fund-raising events are often high-profile featuring leading politicians or media figures as guest speakers.

We are committed to a strategy of raising awareness of the charity and encouraging journalists, at all stages in their careers, to become active members and supporters.

We promote the charity as not only offering help where needed but also assisting journalists to develop their careers through events and networking. To learn more about us visit: www.journalistscharity.org.uk

The CEO's role

Job title: Chief Executive Officer, The Journalists' Charity

Role: To provide executive leadership for the charity.

Hours: Full Time (35 hours per week): 30 days annual leave plus public holidays.

Place of Work: Primarily based in Dorking, Surrey, and London area with further UK travel as required.

Reports to: Board of Trustees (the council).

Line management: Assistant Director (finance), administrative assistant (part-time), grants officer (part-time), events and marketing resource (part-time), sheltered housing manager.

Salary: £ Attractive and negotiable.

Benefits: Employer benefit contribution.

Main duties and responsibilities

Leadership

Lead the charity towards a compelling vision for the future work of the organisation.

Liaise with, support and motivate all staff, trustees, charity ambassadors and supporters and secure their loyalty and commitment to the charity's aims, objectives and ambitions.

Seek out, develop and maintain effective working relationships with all relevant organisations and individuals to promote the work of the charity.

Lead by example, instilling a culture of professionalism and inclusion.

Strategy

Liaise with the council in relation to the further development of the charity's strategic vision and be responsible for leading its implementation.

Be responsible for the development and delivery of the charity's agreed business plan.

Present a compelling case for support and engagement.

Identify strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.

Seek out and implement opportunities for innovation and ensure that the charity remains effective in the delivery of its objectives.

Main duties and responsibilities

Partnership and Business Development

Lead the promotion and development of our charity's work, raising the charity's profile and maximising its reach.

Drive forward strategies to attract new members and supporters.

Develop and implement fund-raising and sponsorship initiatives.

Seek out, develop and nurture beneficial partnerships with supporters, donors, other charities and all relevant authorities/organisations.

Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

Liaise with our regional committees on a regular basis to ensure that our national as well as regional engagement, membership & fundraising activities are fully supported.

Advocacy and influencing

Be a passionate and effective advocate in advancing our charity's objectives. This will include instigating meetings and events at senior level within the media arena and networking with media figures, our members, funders, like-minded charities, academic institutions, government and local authority departments.

Main duties and responsibilities

Operations

Be responsible for the implementation of all the charity's organisational plans.

Oversee all operational functions including administration, finance, fundraising, marketing, communications and IT.

Ensure that our charity's services, contracts and projects are delivered to the highest standard with due regard for time scales, targets and budgets.

Take overall responsibility for the recruitment, management and effective deployment of staff, including applying robust HR processes covering recruitment, performance management, appraisal and remuneration.

Be responsible for the custody, maintenance and efficient use of the charity's assets.

Financial Control

Ensure that the charity's financial resources are managed effectively and that our charity remains in good financial health, identifying risks and taking appropriate action.

Liaise with the council to develop and lead on the implementation of the charity's financial plans.

Maintain effective financial management and control systems; ensure delivery within budgets and to performance targets and oversee production of management accounts, statutory accounts and annual reports.

Main duties and responsibilities

Governance and Compliance

Liaise with the council to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective.

Attend all council meetings and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the charity's activities during the previous period; ensure that the council is made aware in a timely fashion of any matters requiring its attention.

Develop and maintain effective operational policies and processes in all the charity's functions.

Review and update scope and content to meet legal, regulatory and best practice needs.

Ensure the development and practical application of all organisational policies and procedures e.g. with regard to health and safety, equality and diversity, and safeguarding.

Ensure that the charity complies with best practice in all areas of operation including Health and Social Care, Health and Safety.

Ensure that collection and protection of personal information complies with current GDPR regulations.

Ensure that all of the charity's activities are conducted safely and that Health and Safety policies are understood and followed by everyone.

Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity's risk register.

Qualifications and experience

Qualifications

Desirable - Educated to degree level or equivalent professional qualification.

Experience

Essential

Proven record of achievement in a senior position within a professional organisation over at least five years.

Experience of effective partnership working and development and external relationship management.

Experience of managing, motivating and developing staff.

Experience of business planning and business development.

Experience of project management and service delivery across multiple functions.

Financial management skills including budgeting and delivery of cost and income targets.

Robust approach to governance, controls and definition/implementation of new processes.

Experience of financial and risk management.

Desirable

Experience of effective grant-making, impact evaluation and review.

Qualifications and experience

Skills and knowledge

Essential

Inspirational leadership, management and motivational skills.

Strong financial skills, including the ability to understand and analyse budgets and accounts within a financial structure that includes a managed investment portfolio of several million pounds, property assets of substantial value and operational revenue and expenditure of several hundred thousand pounds per annum.

Highly organised and personally effective.

Exceptional verbal and written communication skills.

Excellent interpersonal skills.

Ability to persuade and influence, both face to face and in writing.

Outstanding business development skills.

Rigorous analytical skills.

Desirable

An interest in and knowledge of the world of journalism and an understanding of the issues affecting journalists.

Knowledge of the health & social care sector.

Qualifications and experience

Personal attributes

Essential

Empathy for the people we support.

Positive, pro-active and dynamic.

Inclusive and flexible, with a consultative approach to leadership.

Confident and assertive.

Ability to pursue the mission and objectives of our charity with demonstrable passion, drive and commitment.

Committed to best practice and with a drive for continual improvement.

The appointee will also be expected to be fully IT literate and possess a clean driving licence.

How to apply

Please note:

This job description is for guidance only. All members of staff are expected to be flexible and co-operative and to undertake additional duties as required.

Application details:

To apply, please forward a CV with covering letter outlining how you meet the requirements of the person specification and how your experience, skills and knowledge and personal attributes make you the ideal candidate for this role. Please give any other information that you consider appropriate to your application. Please email your CV and covering letter to *chair@journalistscharity.org.uk*

The closing date for applications is 5pm on 30th November.