  

**We are Northern Ireland’s only charity dedicated to helping cancer patients, the terminally ill and older people with a disability hold on to their companion pets at a time when they need them most.**

**Job Description**

**Job title:**Chief Executive Officer

**Reports to:**Board of Trustees

**Responsible for:**Setting the strategic direction, leading and supporting employees and volunteers, managing overall operations and making major decisions in conjunction with the Board of Trustees.

**Location:**based from home with travel across Northern Ireland

**Salary:**£31,700 per annum

**Hours:**16 hours per week. Hours will be flexible across a 7-day week to meet service needs

**Tenure:** 3 year fixed term contract with the potential for extension

**Job purpose:**  To develop, manage and implement strategies to support the growth, development and impact of Rosie’s Trust across Northern Ireland.

**Main accountabilities and responsibilities of the post:**

**Leadership**

**The chief executive officer is responsible for:**

* Leading Rosie’s Trust in a manner that supports, and guides our mission as defined by the Board of Trustees.
* Motivating and engaging both employees and volunteers to work as a team
* Communicating clearly with all stakeholders
* Developing fresh ideas in conjunction with employees and volunteers
* Making decisions in the best interests of the charity
* Managing staff and their growth and development

**Advocacy**

**The chief executive officer is responsible for:**

* Acting as the public and private face of Rosie’s Trust
* Effectively promoting the aims of Rosie’s Trust
* Ensuring service users are accessing the correct services
* Ensuring the correct services are provided for the needs of service users
* Understanding and influencing public's attitudes and behaviours in relation to the services provided

**Governance**

**The chief executive officer is responsible for:**

* Communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
* Reporting to and working closely with the Board of Trustees to seek their involvement in policy decisions, fundraising and to increase the overall visibility of RT.
* Ensuring robust, effective systems and procedures are developed, established and maintained to meet legal requirements and to measure and evaluate RT’s impact.
* Overseeing relationships with external stakeholders and delivery partners.
* Working with the Charity Commission to ensure quality assurance, effective management of the charity and in meeting legal obligations.
* Ensuring effective management of risks

**Strategic Direction**

**The chief executive officer is responsible for:**

* Working with the Trustees, regarding the strategic planning to ensure that RT fulfils its vision and mission, now and into the future.
* Leading the development and implementation of short term and long term strategy
* Working with the Trustees to develop an operational plan that will support the strategic vision and mission.
* Measuring impact of the service, including evaluation and social value

**Financial Accountability**

**The chief executive officer is responsible for:**

* Generating income through a variety of strategies: working with colleagues across the organisation - which will maximise reach and income generation.
* Writing funding bids and negotiating contracts.
* Working with the Trustees to ensure the fiscal management of RT: that generally anticipates operating within the approved budget, ensuring maximum resource utilization and maintenance of RT in a positive financial position.
* Working with the Trustees to ensure the financial integrity of RT, to include submission of proposed annual budget and monthly financial statements, which accurately reflect the financial condition of RT.

**Other**

* The post holder will be expected to carry out such other duties as are commensurate with the responsibilities of the post.
* The post holder will be expected to comply with all Rosie’s Trust policies.

**Personnel Specification**

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| **Essential Criteria** |
| Qualifications and Experience | Hold an undergraduate degree at 2.2 level or above or equivalent **AND** have5 years’ experience in a leadership role5 years’ experience managing a team5 years’ experience in voluntary sector**OR** have7 years’ experience in a leadership role7 years’ experience managing a team7 years’ experience in voluntary sector |
| Skills | Must have a coaching / developmental leadership styleMust have a collaborative personal style and highly effective interpersonal skills including:* Strong written and verbal communication skills
* Effective presentation skills
* Ability to build effective relationships

Must have a good understanding of the financial context, current issues, and challenges in the voluntary sector It is essential that the person appointed shares the same core values as the organisation  |
| **Desirable Criteria** |
| **Experience** | Experience working with committees or boards |



**Application Form**

Rosie’s Trust is a unique NI charity dedicated to helping people with cancer, a terminal illness or older people with a disability hold on to their companion pets at a time when they need them most.

**Guidance Notes for completing your application form**

1. Please complete all sections of this application form.
2. The short listing process will be based solely on an assessment of the strength and quality of the evidence provided in your application form.  It is essential therefore that you provide sufficient detail to demonstrate how and to what extent you meet the requirements.
3. Please do not change or remove any of the sections of this form
4. If you need to add any supplementary information, please keep this to a maximum of 300 additional words marked on a separate piece of paper.  Any inclusions over 300 words will not be considered
5. We reserve the right to apply additional criteria if necessary as part of the shortlisting process.
6. If you require an alternative form of application please contact aileen@rosiestrust.org

**Closing date: 5.00pm, Tuesday 26th September, 2023.**

Please return your completed application form to aileen@rosiestrust.org

Completing this application and returning it electronically will be accepted as a signed application.

If you have any queries regarding your application, please contact Aileen on

07870 661066

We look forward to hearing from you!

**Position applied for:** Chief Executive Officer

**Personal details:**

|  |  |
| --- | --- |
| Title  |   |
| Name   |   |
| Address  |     |
| Postcode   |   |
| Contact number  |   |
| Email address  |   |

Are you a volunteer or have you volunteered with Rosie’s Trust in the past? Yes/No

**Education and training**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Qualification/s awarded** | **Date of award** |
|  |  |  |
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**Further/higher education qualifications e.g. NVQ’s, BTEC, HND, Degree or equivalent**

|  |  |  |
| --- | --- | --- |
| **Place of study** | **Qualification/s awarded** | **Date of award** |
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 **Membership of Professional Bodies**

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| --- | --- | --- |
| **Name of Professional Body** | **Class/grade (if applicable)** | **Date (from start to end)** |
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**Work related training**

Please give details of any relevant training courses you have been on, particularly those in the last five years

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| --- | --- | --- |
| **Organising body** | **Course title/subject** | **Date** |
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**Work history**

Please do not go back more than 10 years unless you have particular experience from that time that is relevant to this role.  Please provide as much information as possible, starting with your current or most recent job.  (You may use additional sheets if necessary)

**Current/most recent employment**

|  |
| --- |
| Job Title:   |
| Date commenced:   | Date left or notice required:   |
| Current or most recent salary and benefits:    |
| Name of employer:    |
| Address of employer:   |
| Main Responsibilities:              |
| Reason for wanting to leave / leaving:     |

**Please give details of your employment history in reverse chronological order for up to 10 years only.  Indicate any career breaks and the reasons for them and state other full time commitments.**

|  |  |  |  |
| --- | --- | --- | --- |
|  Employer’s name and address  | Job title and salary  | Dates: from - to  | Reason for leaving  |
|                                                 |   |   |   |

**Statement addressing essential criteria**

Please demonstrate using examples how you meet the essential, and where applicable, desirable criteria detailed in the job description.

**Essential Criteria:**

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| --- |
| Hold an undergraduate degree at 2.2 level or above or equivalent **AND** have5 years’ experience in a leadership role5 years’ experience managing a team5 years’ experience in voluntary sector**OR** have7 years’ experience in a leadership role7 years’ experience managing a team7 years’ experience in voluntary sector |
| **Applicant Response:** |

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| --- |
| Must have a coaching / developmental leadership style |
| **Applicant Response:** |

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| --- |
| Must have a collaborative personal style and highly effective interpersonal skills including:* Strong written and verbal communication skills
* Effective presentation skills
* Ability to build effective relationships
 |
| **Applicant Response:** |

|  |
| --- |
| Must have a good understanding of the financial context, current issues, and challenges in the voluntary sector  |
| **Applicant Response:** |

|  |
| --- |
| It is essential that the person appointed shares the same core values as the organisation |
| **Applicant Response:** |

**Desirable Criteria:**

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| --- |
| Experience working with committees or boards |
| **Applicant Response:** |

**Additional information**

**References**

Please give the name and address of two referees.  Please include your current or last employer.  Your referee should ideally be your line manager or an individual in a higher level position who can comment on your performance.

*NB: references will only be contacted with your prior agreement.*

**Referee 1**

|  |  |
| --- | --- |
| Name:  |   |
| Relationship:  |   |
| Company:  |   |
| Address:  |   |
| Tel:  |   |
| Email:  |   |

**Referee 2**

|  |  |
| --- | --- |
| Name:  |   |
| Relationship:  |   |
| Company:  |   |
| Address:  |   |
| Tel:  |   |
| Email:  |   |

**Interview requirements**

Please let us know if you have any specific requirements in order to attend an interview.

**Declaration and Consent**

If shortlisted for interview you will be required to disclose details that may be verified, if appropriate. Applicants are encouraged to disclose convictions and Rosie’s Trust will consider these on their merit as appropriate. All posts within Rosie’s Trust undergo an enhanced Access NI check.

I declare that the information I have given is complete and accurate.

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| --- |
| Print name:   |
| Date:   |