



Winchester Youth Counselling

Role Description

Post

Chief Executive Officer (CEO).

Responsible to

The Chair and Trustees of Winchester Youth Counselling.

Responsible for

Service Manager and Administration Staff.

Purpose of Role

To lead, promote, resource, and oversee the work of Winchester Youth Counselling. To ensure that Winchester Youth Counselling expands and continues to deliver a first class service to young people.

Duties and Key Responsibilities

Project development and fundraising

- To lead Winchester Youth Counselling's business development and income generation strategies, including the development and preparation of bids for funding. To manage work with partners to secure funding for the Charity and manage funding bids accordingly.
- Where required, to provide direct project management to specific areas of work and support the provision of counselling and therapeutic services to young people. To work alongside the Manager to ensure the delivery of a high quality counselling service to young people.

- To seek and develop new streams of funding and build relationships with corporate partners and continue to strengthen the core purpose of WYC to provide free counselling and therapeutic services to young people.

Leadership

- To lead, develop and promote the work of Winchester Youth Counselling.
- To develop partnerships and relationships with the statutory and voluntary sectors to enable the continued expansion of the work of WYC.
- To lead, develop and motivate the team to be collaborative and professional in their thinking and delivery, setting clear examples of excellence and best practice.

Financial Management

- To prepare WYC's Annual Budget in conjunction with the Treasurer and monitor income and expenditure within the budget agreed by the Board of Trustees, including authorising expenditure within the limits set by the Board.
- To oversee the financial administration of the organisation's accounts and liaise with the Treasurer or the appointed financial accountant and advisors.
- To manage contracts, funding bids, monitor grants and report to funders.

Robust Governance

- To advise the Board and ensure WYC complies with its responsibilities as an employer, ensuring that the organisation's policy and practice meets legal requirements and supports best practice.
- To enable and manage the change from WYC being an unincorporated charity to an incorporated charity.
- To act as the organisation's Company Secretary to ensure the organisation meets all its responsibilities as a charity.

Other

- To ensure the offices at WYC and all equipment are well maintained to enable a safe and healthy work space for all staff and users of the premises.
- To represent WYC to funders, corporate organisations, statutory and voluntary agencies in order to promote the work of the charity.
- To take part in management and recruitment of staff and volunteers.
- To manage personal administrative needs including use of computer.
- To be flexible in adapting the needs of the post according to the changing and emerging needs of WYC and to undertake other duties and responsibilities from time to time commensurate with the grade of the post.
- To ensure all staff and volunteers are appropriately trained and qualified.

Person Specification

Experience

- Recent experience of working at a senior level in the Not for Profit sector or Public Sector.
- Proven track record of success in bidding for grants, making relevant applications, monitoring and feedback.
- Fundraising skills.
- Experience of management of contracts and Service Level Agreements.
- Experience of working with and supporting a Board of Trustees or equivalent.
- Experience of leading and representing organisations with multiple stakeholders and relationships.
- Line Management experience.
- Experience in managing budgets and resources.
- Experience in dealing with the media.

Knowledge, Skills and Abilities

- Ability to work in a charity and to think strategically by assessing opportunities, benefits and risk.
- Knowledge and understanding of young people's mental health.
- Ability to inspire and engage a wide range of stakeholders, including staff and members of statutory and voluntary sector.
- Ability to set and agree clear, relevant and measurable targets.
- Ability to engage, persuade and influence a wide range of personnel across mental health, wider health and youth sectors.

Leadership and Staff Management

- Outstanding leadership skills which motivate and inspire.
- Ability to set work plans, clear objectives and target.
- Ability to manage staff.
- Understanding of good employment practice.

Project Development and Fundraising

- Strong understanding of business planning to support innovation and business growth.
- Understanding of the needs and requirements of youth counselling.
- Working to often competing deadlines and managing competing priorities.
- Able to write bids and design projects.
- Capacity to secure funding to sustain the organisation and meet its needs.
- Demonstrate a good understanding of the project development process.
- Able to negotiate with funders.

Financial Management

- Able to set and manage budgets.
- Manage and control income and expenditure.
- Able to integrate project and financial plans.

External Relationships

- Able to be an active and inspiring leader for WYC, proactively promoting the charity externally, building networks and identifying opportunities to introduce WYC to new audiences.
- Ability to form relationships across a wide range of professional groups relevant to youth counselling and therapeutic work.
- Able to represent WYC and its service users at a wide range of external meetings and events.
- Ability to build and maintain partnerships.
- Ability to represent the charity at a local level and brief the media.

Support Robust Governance

- Understanding of Charity Governance Code.
- Work with WYC Board and its Chair to ensure WYC meets its legal and financial obligations.
- Act as the organisation's Company Secretary.

Other

- Excellent written and oral communication skills.
- Ability to manage own administrative needs and workload pressures.
- Committed to WYC's core values and principles.

Personal Attributes and Other Requirements

- Ability to work flexible hours and from home when required.

Terms

Salary Scale

£32,760-34,320 per annum for 30 hours per week

Pension

Contributory Pension

Annual Leave

25 days plus public holidays (plus three extra days normally granted between Christmas and New Year)

Office Location

WYC offices in Trinity Centre, Bradbury House, Durngate Place, Winchester, SO23 8DX and working from home when required.

Probation Period

6 months