

## Stay Safe East

### Chief Executive



**Salary:** £ 50,000 per annum  
**Hours:** 35 hours per week  
**Funded by:** Three Guineas Trust and other income

## JOB DESCRIPTION

### **Main Purpose of Job:**

Stay Safe East is run by and for disabled people, and provides advocacy and support to survivors of domestic abuse, sexual violence, hate crime, harassment, cuckooing and other forms of abuse or crime in London and promotes the human rights of disabled people.

The CEO is responsible for ensuring that Stay Safe East is professionally run, well administered and meets its governance responsibilities. The CEO is required to maintain an effective organisation, capable of delivering excellent services which are in line with Stay Safe East's mission, vision and ethos.

The CEO will steer the organisation in partnership with the Board, and provide operational leadership to managers, staff and volunteers advocating and supporting disabled survivors of violence, abuse and other crimes.

**Responsible to:** Chair and Board of Trustees

**Responsible for:** VAWG Service Manager, Advocacy and Benefits Services Manager, Operations Manager and Policy Manager.

**Post funded by:** Three Guineas Trust and income from contracts and grants.

### **A. Ethos**

The Chief Executive of Stay Safe East will:

- Work to promote the human rights of disabled survivors of abuse;
- Work at all times within an intersectional approach to the social model of disability and use non-discriminatory practice;

- Ensure that the values and the ethos of the organisation as a user-led disabled people's organisation are maintained.

## **B. Responsibilities and Tasks**

### **Strategic Development and Oversight of Projects and Services**

1. Provide strong and collaborative leadership to Stay Safe East and provide a positive role model to staff, volunteers, clients and partners
2. Working with the Board of Trustees, enable staff, volunteers, clients, partners and other stakeholders to work together to further the organisation's objects, in line with its values and ethos.
3. Ensure that the organisation delivers its strategic and organisational objectives in line with a strategic plan agreed with the Board of Trustees
4. Ensure operational plans are in place for the reasonably foreseeable future, are developed in partnership with the Board, managers, staff and volunteers and are updated and tracked.
5. Ensure quality and effectiveness in the delivery of all projects and services offered by Stay Safe East
6. Oversee the monitoring of key projects and services and the reporting to key partners and commissioners
7. Ensure the development and implementation of relevant quality assurance frameworks
8. Provide support and guidance to staff in delivering these plans, ensuring that everyone in the organisation understands and agrees to their role in delivering the plans.
9. Hold overall responsibility for ensuring Stay Safe East has effective systems to enable the smooth running of the organisation and delivery of services.

## **Policy and representation**

10. Represent Stay Safe East at national and regional levels, most importantly on Violence against Disabled Women and Girls, in order to raise the profile and impact of the organisation, influence national policies and attract support for the services it provides.
11. Working with the Board and the Policy Manager, set the overall priorities for Stay Safe East's input into policy and change work with regional and national government and our partners.

## **Governance**

12. Advise and support the Board to ensure that the organisation meets all relevant legal, contractual and constitutional requirements to enable the Board to fulfil its governance responsibilities
13. Work with the Chair to ensure that Trustee responsibilities are made known to all Board members and that a record is kept of Board meetings, register of interests etc; ensure that the Board has access to appropriate skills and development opportunities to enable them to fulfil their role.
14. Work with the Board to:
  - produce an accessible and timely Annual Report on the activities of the Charity.
  - deliver successful Annual General Meetings, including the running of elections and the appointment of other board members in accordance with the Charity's Constitution.
15. Hold overall responsibility for ensuring that Stay Safe East has clear, up-to-date policies in place, in line with quality assurance standards and legal obligations, and that these are updated to meet the changing requirements of the organisation.
16. Ensure the implementation of all Stay Safe East policies, including the Equality and Diversity policy and ensure an inclusive and non-discriminatory approach in all aspects of the organisation's work.

17. Provide regular updates to the Board on relevant changes to the law, and on the implementation of policies to enable Trustees to fulfil their responsibilities under each policy.
18. Ensure all legal and health and safety requirements, both as an employer and service provider, are always met.

### **Quality Assurance**

19. Promote a culture of continuous improvement across the organisation and ensure that Stay Safe East staff, volunteers and Board members understand the impact and value of the work done.
20. Hold overall responsibility for quality standards.
21. Ensure that complaints are dealt with in line with the organisation's procedures.
22. Oversee the collection and recording of data and monitoring and evaluating procedures across the organisation, in accordance with all relevant contract and service level agreements.
23. Ensure that the organisation's services and activities are enhanced by the information obtained from monitoring and evaluation processes and are developed in conjunction with the people who use them.

### **Financial Control and Management**

24. Hold overall responsibility for the financial management of the charity, including ensuring the effective implementation of the organisation's financial procedures, and critical challenge to and oversight of the financial responsibilities of the Service Managers and of Operations Manager in their management role with the Finance Officer.
25. Work with the Treasurer and Finance Officer to ensure:
  - that financial risks are identified and managed;
  - that agreed internal controls are implemented as set out in the financial procedures;

- management accounts are reported against agreed budgets, and that the organisation secures and achieves appropriate income levels to fulfil its financial obligation;
- effective management of restricted and unrestricted income sources and related expenditure, and of the organisation's reserves;
- that Annual Accounts and Reports are delivered in a timely manner in line with Charity Commission requirements and Statements of Recommended Practice (SORP).

### **Fundraising and relationship building**

26. Lead on fundraising to provide the resources required to support the delivery of quality services and other work, and to ensure financial stability.
27. Ensure that the organisation's fundraising strategy remains current and relevant, and that there is an up-to-date fundraising action plan.
28. Actively research and seek new fundraising opportunities, build on existing relationships with commissioners, grant makers and other potential sources of income and develop collaborative areas of interest to identify joint opportunities for fundraising and partnership work.
29. Working with other staff and freelance fundraisers as appropriate, deliver a managed programme of high quality, successful funding applications.

### **Human Resource Management**

30. Create a supportive environment for all staff so that they feel motivated, cared for and able to do their work to a high quality and efficiently.
31. Hold overall responsibility for ensuring that legal obligations are met with regards to supporting people while they work for the organisation – paid or unpaid. This includes working with the Operations Manager and the service managers to:

- Oversee performance management procedures and internal complaints and grievances;
  - Monitor the organisation's staffing needs, including training, development and progression of staff and volunteers;
  - Ensure accessible and appropriate recruitment, selection, induction, probation, appraisals and review processes for staff.
32. Manage the Service Managers, Operations Manager and Policy Manager, and any other staff as required.
  33. Agree and monitor objectives for each of the staff in these roles, conducting supervision and appraisals in accordance with the Stay Safe East Review Process.

### **Other**

34. Support managers and staff in the delivery of service to disabled survivors, and step in with survivors (usually of domestic abuse) in an emergency if required.
35. Attend and where necessary chair staff and Board meetings and working groups as required.
36. Attend supervision and other meetings with the Chair as your Line Manager.
37. Be responsible for organising your own training, professional development and external non-managerial supervision or mentoring.
38. At all times act in accordance with Stay Safe East's ethos and Equal Opportunities policy.
39. Carry out any other duties as may from time to time be reasonably required by the Board of Trustees.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of the organisation.

## PERSON SPECIFICATION

### ESSENTIAL CRITERIA

#### A. Experience

1.	Personal lived experience of disability
2.	At least three years' recent experience at senior management level, preferably within the charity sector
3.	Experience of managing and developing an organisation (or a significant part of a large organisation) including working on and implementing the organisation's strategic plan
4.	Experience of successful service or project development
5.	Experience of evaluation and implementing quality standards
6.	Experience of partnership working in the delivery of services or projects with organisations in both the community and statutory sectors
7.	Proven experience of people management, including staff support, supervision and work planning
8.	Experience of delivering or managing casework
9.	Experience of advocating for or providing support to survivors of violence or human rights abuses, including of violence against women and girls (VAWG)
10.	Experience of working with disabled people across diverse communities
11.	Business skills and a track record of generating income for a third sector organisation, including winning funding bids and being awarded public sector contracts
12.	Experience of financial management including organisational or departmental budgets, budget control and obtaining value for money

## **B. Knowledge and understanding**

13.	An in-depth understanding of an intersectional social model of disability and the ability to implement this across the work of the organisation
14.	An in-depth understanding of equality and diversity issues, particularly as these might apply to disabled people with multiple protected characteristics
15.	In-depth knowledge and understanding of gender-based violence against women and girls (VAWG) and of the causes and consequences of VAWG
16.	Knowledge and understanding of the causes and consequences of hate crime and harassment
17.	A thorough understanding of the experiences of and barriers faced by disabled survivors of abuse
18.	An understanding of a trauma informed approach and the impact on staff and volunteers of working with abuse survivors
19.	Knowledge and understanding of the policy and legal framework that informs our work such as domestic and sexual abuse and hate crime legislation and other relevant legislation
20.	Knowledge and understanding of the legislative framework and of good practice relating to charities and the implementation of these within a third sector organisation
21.	Thorough knowledge of the current third sector funding context
22.	Knowledge and understanding of safeguarding, health and safety, data protection and other relevant issues and procedures and an ability to implement these in the workplace

## **C. Skills and Abilities**

23.	Strong leadership skills coupled with a collaborative approach and an ability to make decisions
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24.	Proven ability to develop and inspire staff and volunteers throughout the organisation to deliver their best, so that everything they do is driven by the needs of Stay Safe East and its clients
25.	Ability to think strategically whilst also paying attention to detail
26.	Excellent communication and interpersonal skills, with an ability to adapt your style to the needs of different audiences
27.	An understanding of causes and consequences of conflict in organisations and an ability to respond skilfully
28.	Ability to meet the access, communication and support needs of disabled staff and clients and advise others on how to do so
29.	Commitment to appropriate user involvement in the design, development, and evaluation of Stay Safe East's services
30.	Ability to demonstrate empathy with disabled people receiving support from the organisation, and ensure they have confidence in you and Stay Safe East's services
31.	Ability to understand, negotiate and implement service level agreements, grant agreements and contracts
32.	Ability to develop and implement plans and manage projects effectively
33.	Ability to maintain accurate records, produce accessible reports and monitor services
34.	Ability to use Windows and other software (with access support if needed)
35.	Numerate and proficient at managing complex data (with access support if needed)
36.	Able to work flexibly, including working at different locations, and the willingness to work occasional weekends or evenings if necessary

## **D. Personal qualities**

37. Well organised and able to plan and prioritise work effectively
38. Hard working and reliable
39. Assertive, with a creative, problem solving and collaborative approach
40. Willing to learn from mistakes
41. A leader who listens and welcomes challenge but is able to set boundaries
42. Able to show empathy but maintain objectivity and a cool head when faced with a crisis
43. Able to delegate, whilst also engaged, hands on and willing to step in when needed
44. Passionate about the human rights of disabled people from all backgrounds and communities

## **DESIRABLE REQUIREMENTS**

1. Personal lived experience of disability
2. Experience of public speaking
3. Experience of working with and reporting to a Board of Trustees
4. Educated to degree level or equivalent
5. Recognised qualification in leadership or management