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# **ELFRIDA RATHBONE CAMDEN - Chief Executive Officer**

**Elfrida Rathbone Camden** (ERC) has been making a difference for children, young people and adults in London for more than 30 years, helping them achieve their potential and aspirations.

Elfrida Rathbone (1871-1940) devoted her life to working with young people with learning disabilities and their families.

Our organisation Leighton College - offers a 2 or 3 year course for 20 young people with learning disabilities, helping them develop practical and creative skills for independent living; and to gain qualifications in communication, and experience in work and volunteering.

Family support services - including an active Community Champions project, creative therapy classes and a Young People for Inclusion project.

Our new Chief Executive Officer will be expected to make sure the voice of service users is central to our work and vision.

ERC is an equal opportunities employer and is committed to creating an inclusive environment for all employees. We celebrate diversity and applications are actively encouraged from individuals from diverse backgrounds.

**Our Mission Statement**

Elfrida Rathbone Camden works to achieve independence, empowerment and personal development for disabled people, children and young people, parents and families.

**Our Goals**

* For the lives of parents and families to be improved by access to the support they feel they need.
* For disabled people to be supported to maximise their potential:
  + through access to education, training, information and recreation;
  + by promoting self-esteem, confidence and independence;
  + by supporting families and carers of disabled people.
* For children and young people to have the maximum opportunities to achieve their potential.

Despite the many challenges that have arisen, the pandemic has been a catalyst for positive change; we’ve supported families and students remotely, we’ve connected with more partner organisations to offer additional support and signposting, and we’ve designed new ways of working internally – all of which will stand us in good stead for the years ahead.

We are looking for an exceptional leader who is passionate about our mission and understands the traits needed for the job. They would be:

* A highly visible and inclusive leader, with the ability and passion to lead our organisation from the front.
* A strategic thinker who can see the bigger picture; where we are, where we need to get to and how we are going to get there.
* Able to achieve balance between IMPACT and financial sustainability.
* A good listener – who can walk the floor and quickly identify what the key issues are, whilst building relationships internally and externally.
* A good people manager with high levels of emotional intelligence.
* An excellent stakeholder relationship builder with commissioners, local statutory agencies, and other community and voluntary sector organisations.

**The successful candidate needs to**

* Provide inspirational leadership and management to the Senior Management team and to support all staff in their work to provide excellent services.
* Demonstrate a strong track record of growing an organisation and working to fulfil its business objectives.
* Manage, develop, promote, and grow the work of ERC by building and implementing an ambitious organisational strategy.
* Possess strong analytical skills, especially the ability to interpret and manage financial data, Key Performance Indicators, and drive operational improvement efficiencies across all aspects of the organisation.
* Show effective motivational and supportive leadership through engagement initiatives.
* Possess excellent relationship building skills
* Provide an excellent standard of service which supports project development and improves the quality of life for families and students.
* Ensure the financial sustainability of the organisation through sound financial planning, risk and business management and income generation.
* Take responsibility for identifying opportunities for growth, business development, fundraising and diversification.
* Develop the business agenda to meet changing market needs, utilising its people and resources optimally for this purpose in line with policies and guidelines agreed by the Board.
* Be calm under pressure and be able to take sound and quick decisions in an often fast-changing environment.

# **Job description**

**Job Title:** **Chief Executive Officer**

**Salary:** **45K – 50K dependent on experience**

**Hours:**  **35 per week**

**Probationary Period:**  **6 months**

**Responsible to:** **Board of Trustees**

**Purpose of Job:** **To provide leadership and overall direction in conjunction with the Board of Trustees to deliver quality services in line with ERC’s mission, vision and values.**

**Duties and Responsibilities:**

# **General**

* To provide strategic, operational leadership and motivation to ERC’s staff, volunteers and other stakeholders.
* To develop the strategy, business plan and budget, ensuring continuous improvement and development.
* To promote and develop partnerships and networks to achieve ERC’s strategic aims and objectives.
* To plan and develop new services in response to user demand and ensure they are accessible to all sections of the community.

# **Board of Trustees**

* To be accountable to the Board of Trustees and be responsible for day-to-day operations and development of ERC.
* With the Board of Trustees take the lead in making sure that the right structures are in place to deliver ERC’s goals and objectives.
* To ensure that ERC adheres to relevant quality standards.

* To provide regular reports to the Board of Trustees and attend sub-committee and Board of Trustee meetings.
* To be responsible for the development and implementation of ERC’s risk register.
* To ensure ERC fulfils its legal, statutory and regulatory responsibilities.
* To ensure the decisions of the Board of Trustees are disseminated and implemented across ERC.

# **Organisational Management**

* To recruit, supervise and delegate responsibility to staff members as appropriate.
* To draw up contracts of employment and put in place effective line-management procedures, including supervision, appraisal and staff development.
* To ensure that policies and procedures are up to date, and are implemented, including Health & Safety, Equality and Diversity and Safeguarding.
* To ensure that personal information collected complies with data protection regulations and GDPR
* To oversee the safeguarding of vulnerable children and adults ERC works with, ensuring DBS checks are carried out and staff are trained in ERC Safeguarding Policy and Procedures.
* To maintain the excellent reputation of ERC by making sure services are delivered to a high standard, including demonstrating the impact and value of ERC’s work.

# **Finance & Fundraising**

* To ensure ERC operates within budget and that the Board of Trustees receive regular financial reports.
* To ensure the timely preparation of the annual audited accounts and annual report.
* To produce financial, performance, risk and other management reports as required.
* To deliver ERC’s fundraising strategy including identifying new funding opportunities and streams, ensuring a sustainable income.
* To oversee all contracts and funding agreements, ensuring monitoring, evaluation and reports are delivered in line with funding agreements and contracts, including OFSTED and ESFA.
* To undertake the duties of Company Secretary.

# **Relationship Building**

* To be the strategic point of contact for ERC locally, regionally and nationally.
* To maintain and develop relationships with funders and other stakeholders by attending forums and developing partnerships and collaborative working.
* To liaise with appropriate national and local bodies in order to see the interests of beneficiaries are represented.
* To develop firm links with all other agencies offering services to, or relevant to young people with learning difficulties and vulnerable families.

**Other:**

* Lead on internal communications
* Oversee lease and management arrangements of premises.
* Other duties as appropriate.

**Person Specification**

**Leadership skills**

* Creative and strategic thinker and problem solver
* Ability to lead and use professional and organisational judgement
* Promote the vision, mission and goals of ERC

**Interpersonal skills**

* Inspirational communicator who can motivate volunteers, staff, beneficiaries, stakeholders and professionals in the voluntary, statutory and other sectors.
* Excellent written and verbal communication skills.
* Able to negotiate and influence at all levels
* Able to maintain relationships whilst also challenging decision making or cultures.
* Excellent partnership and networking skills.

**Finance**

* Experience of setting and managing budgets.
* Experience of developing and managing a fund-raising strategy.

**Knowledge and experience**

* Experience of working at a senior management level.
* Strong Team Leadership skills and managing complex situations.
* Understanding of social and economic issues in London.
* Experience of supporting and enabling diversity, equality and inclusion.
* Experience of partnership and collaborative working.

**Desirable**

* Experience of education delivery in the higher or further education sector.
* Experience of delivering services to vulnerable families.

**We have a number of different ways to work flexibly so at your interview, feel free to talk about what flexibility means to you. There are no guarantees, however, it may open the door to not only a new role but a new way of working.**

We positively celebrate Diversity and Inclusion at ERC and the foundations and principles underpinning all our work are about reflecting and connecting with the diverse community that we serve. We want people from all walks of life to work at ERC and to feel valued for their individuality, to thrive and to share a sense of belonging.

We wish to encourage applications to this position regardless of race, nationality, ethnic or national origins, sex, disability, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, age or religion or belief. All applications will be considered solely on merit.