

JOB DESCRIPTION

Chief Executive

Title:	Chief Executive
Contract:	Permanent / Full time
Responsible to:	President
Direct Reports	Directors of Finance, Operations and Public Affairs
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.00 Thursday; 9.00 – 13.30 Friday Plus some evening and Sunday meetings
Salary:	Commensurate with experience
Location:	Kentish Town
Holiday Entitlement:	20 days, plus 8 Bank Holidays and Jewish Holidays when the office is closed.

Applicants must have the right to live and work in the UK

General Description:

The Board of Deputies' Chief Executive was recently made a Life Peer and as a result has left the organisation to focus on her new parliamentary work. Since March, the role has been filled by an Interim Chief Executive. The Trustees are now seeking to appoint a permanent Chief Executive to ensure that the Board of Deputies continues to enhance its advocacy on behalf of the Jewish community, bolster its democratic function, deepen its connections with all parts of the Jewish community and ensure its long-term financial sustainability.

The purpose of this post is to:

- To lead, develop, maintain, and manage the operations and professional team of the Board of Deputies in order to ensure that all the organisation's roles are carried out in an effective, appropriate and affordable manner.
- To oversee the financial management of the Board of Deputies, developing long-term financial stability and ensuring compliance with all governance and legal requirements.
- Provide strategic vision and guidance to the organisation in collaboration with the President and Trustees, to ensure a high-profile presence and strong reputation for the Board of Deputies across the UK.

Key Tasks and Responsibilities:

A: Professional Team

1. To provide leadership and inspire, motivate and develop the Senior Management Team, to ensure the entire professional team delivers on the Board of Deputies' vision as agreed and set out in strategic plans.
2. To ensure, in conjunction with the Director of Operations, that all staff are managed, supported and developed to a high standard and that the Board of Deputies meets its legal and statutory obligations as an employer, including all Health and Safety regulations.

B: Income Generation

1. To develop and ensure implementation of policies and procedures designed to maximise income received for the Board of Deputies and to meet agreed income targets.
2. To actively pursue and identify income generation opportunities and new sources of income for the development and support of new and existing services. This includes managing relationships and stewarding existing donors, as well as seeking new donors.
3. To deliver presentations on the work of the Board of Deputies to promote the aims and objectives of the organisation and encourage local fundraising initiatives.

C: External Affairs

1. To represent the Board of Deputies, as appropriate, to politicians, national leaders, communal partners and the media.
2. To guide colleagues with regard to communication, media-handling and managing the reputation of the organisation
3. To guide and, where appropriate, lead advocacy to, and negotiation with, various stakeholders, government departments and other key contacts.
4. Maintain effective formal and informal links with major stakeholders, relevant government departments, faith groups, and other agencies, key decision-makers and other stakeholders generally.
5. To exchange information and views with stakeholders and conduct or commission adequate research to ensure that the Board of Deputies is developing policy that reflects the interests and concerns of the community and providing the appropriate range and quality of services.
6. To scan the external environment for changes that may affect the Board of Deputies, to advise the Trustees proactively and to work with them and the Senior Management Team to take necessary action.
7. To work to ensure the development and maintenance of an effective marketing, public relations strategy and digital campaign to promote the products, services and image of the Board of Deputies.

D: Strategic Direction

1. To work with the President and Trustees to prepare an annual rolling three-year strategic plan, and with the Treasurer and Director of Finance to prepare a budget and monitor progress against these plans, ensuring that the Board is able to attain its objectives in a cost effective and efficient manner.
2. To provide strategic advice and guidance to the President, Trustees and the Senior Management Team, ensuring they are kept aware of relevant developments within the sectors in which the Board operates, ensuring that appropriate policies are developed to meet the organisation's mission and objectives, and complying with all relevant statutory and other regulations.
3. To maintain awareness of risks and changes in the external environment that affect the organisation.
4. To identify opportunities for further development.
5. To develop short and medium-term action plans, including annual work plans, and ensure these are reported to the Trustees.

E: Plenary and Board meetings

1. To act as the Secretary of the Limited Companies of the entities within the Board of Deputies structure.
2. To be Secretariat for Board of Deputy plenary meetings and Executive meetings, ensuring that they are run efficiently. In partnership with the President, to ensure high quality agenda and papers are produced.
3. To ensure that the Trustees are given the information they need to perform effectively and be compliant in their duties.
4. To report regularly to the President/Trustees on the performance of the Board, progress towards the strategic priorities and the achievement of policies.
5. To submit high-level policy proposals for the approval of the Trustees/Board and to assist the President in the development of these policies, as well as taking responsibility for the efficient and effective achievement of these policies.
6. To oversee all Board elections, the on-boarding of new deputies and the development and embedding of any new constitution.

F: Finance

1. To ensure proper management of all financial resources of the Board of Deputies.
2. To ensure that detailed budgets are prepared annually, which at all times reflect the needs and priorities set out in the strategic plans.
3. To ensure that the Trustees are kept informed of all significant variances against budgets.
4. To oversee the management of Torriano Mews and other assets, identify and prepare for future premises requirements.
5. To ensure that adequate financial information is submitted in applications for grants and funding.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

Person Specification

Essential:

- Substantial senior level experience of leadership and management of people, and resources, with evidence of having set clear direction and delivered results in these areas
- Substantial experience and a good understanding of the Charity/Not for Profit/Voluntary Sector and its challenges, and in ensuring compliance with all governance and legal requirements
- Significant experience of the Jewish community as a professional or senior lay leader
- A strong network of contacts in the UK Jewish community
- In-depth knowledge and understanding of the Jewish community, its institutions, structures and current challenges
- Evidence of substantial and effective people skills and political awareness
- Strong track-record in advocacy and campaigning
- An individual who can demonstrate that they can make difficult and sometimes unpopular decisions
- Strong understanding of the practices and principles of charitable fundraising and evidence of fundraising experience
- Excellent communication and presentation skills
- Strong analytical and organisational skills
- Proactive, innovative approach and constantly looking for improvement
- Understanding and previous experience of compiling strategic plans
- Understanding of budget management and annual accounts and ability to interpret them
- Excellent organisational and analytical skills and attention to detail
- Excellent interpersonal, relationship management, communication and presentation skills; comfortable and used to working at a senior level both internally and externally; able to liaise with all levels of staff and volunteers including senior management, Trustees, Deputies and other senior external contacts
- Good IT skills and ability to be able to self-support in order to carry out role
- Flexible and able to think quickly and move rapidly from one area of work to another
- An awareness of HR issues and practice

Desirable:

- Experience of grant applications and knowledge of government funding streams
- A strong network of contacts in one or more of the following spheres: political, diplomatic, media, different faith groups and civil society
- Graduate level intellect, preferably with a qualification in a management discipline

Closing Date: Friday 6th August

Interviews: w/c Monday 19th August (first round, panel interview), w/c Monday 26th August (second and final round).

How to Apply: Please send a CV and covering letter, outlining how you meet the requirements set out in the person specification to ceorecruitment@bod.org.uk with the subject heading 'Chief Executive position'. Please also indicate where you heard about the job.