



ASSIST Sheffield

Executive Director Job Description

Job Title: Executive Director

Responsible for: Management of Leadership Team (3 members), Finance Officer, Community, Events and Grants Officer and Office Co-ordinator

Accountable to: Trustees

Salary: £38,500

Hours: 35 hours/ 5 days, but we are willing to consider a 28 hour/4 day option

Holidays: 25 days plus Bank Holidays

Main responsibilities of the role

Strategic oversight and performance

- Lead on the communication of our vision and strategy for the organisation
- Ensure a common understanding and commitment to our purpose between clients, volunteers, staff and trustees
- Oversee an approach to the implementation of our strategy that supports cultural change and ensures that our values are embedded in all aspects of our work
- Oversee a plan for the delivery of our strategy and other change initiatives that meets key outcomes and milestones

Strategic communication and representation

- Build, support and oversee relationships with stakeholders including local government leaders, politicians, policy and decision-makers, commissioners allies and supporters, partners and coalitions

- Review opportunities for new partnerships that would benefit and drive forward our work
- Keep up to date with fast changing political and policy developments in our area of work
- Ensure that the rights, needs and voices of destitute asylum seekers are represented, amplified and heard in the local and national policy and in the media
- Ensure that the organisation's mission, brand and internal and external communication strategies are aligned and promote the reputation, objectives and the purpose of the organisation

Leadership

- Model and promote an open and highly collaborative leadership culture focused on delivering the best services for the clients we serve
- Take a lead on oversight of HR
- Provide effective line management, consistent 1:1 support and opportunities for ongoing professional development

Culture and change management

- Foster, model and promote a culture which places our clients at the centre of decisions impacting their lives. Oversee the implementation of new methods of collaboration across our organisation
- Champion our work on diversity and anti-oppression ensuring that all of our working practices honour our commitment to tackling structural racism

Good governance:

- Work closely with the trustees to ensure the Charity delivers excellent governance and demonstrates professionalism and adherence to ethical standards in all it does
- With the Chair and trustees, lead on the ongoing recruitment, development and retention of a diverse Board of trustees
- Work with trustees to develop a new Governance Improvement Plan and establish an ongoing process of review and self-assessment

Funding and Finance

- Lead on the development of our new Business Plan and provide regular progress reports to trustees

- Lead on the oversight of ASSIST's funding strategy, maintain a healthy pipeline of funding streams and oversee the bidding process
- Ensure that progress reports to our funders are submitted in a timely fashion and that we work hard to maintain positive long-term relationships with funders
- Oversee our financial procedures e.g. the preparation of the annual budget, the independent examination of accounts, our annual submission to the charity commission
- Ensure the financial sustainability of ASSIST by monitoring performance against budget, cash flow and growth

Compliance

- To ensure that the charity meets its legal obligations with regards to health and safety and data protection