



WRCC Job Description

Job Title :	Chief Executive Officer
Reports to:	WRCC Board of Trustees
Hours:	37 hours per week
Salary:	Circa £55,000
Location:	WRCC offices in Wellesbourne, Warwickshire Regular travel throughout Warwickshire & Solihull will be necessary

Overall Aim:

The Chief Executive Officer (CEO) of WRCC is responsible for leading the organisation in achieving its mission and strategic goals. The CEO will provide visionary and operational leadership to ensure the charity's growth, sustainability, and impact. This role involves working closely with the Board of Trustees, staff, volunteers, donors, and external stakeholders.

Key Responsibilities

Strategic Leadership:

- Develop and execute the organisation's strategic plan in alignment with its mission and vision.
- Identify and respond to emerging trends and opportunities in the charity sector.
- Foster a culture of innovation and continuous improvement.

Operational Management:

- Oversee daily operations, ensuring efficient and effective delivery of programs and services.
- Implement policies and procedures to maintain high standards of governance and accountability.
- Manage the charity's human resources, including recruitment, development, and retention of staff and volunteers.

Financial Stewardship:

- Develop and manage the annual budget, ensuring financial stability and sustainability.
- Secure funding through diverse income streams, including grants, donations, and partnerships.
- Ensure robust financial controls and reporting mechanisms are in place.

Fundraising and Development:

- Lead fundraising initiatives, cultivating relationships with donors and sponsors.
- Oversee grant writing and reporting processes.
- Explore innovative funding opportunities and partnerships to diversify income.

Stakeholder Engagement:

- Represent the charity to external stakeholders, including government agencies, media, and community organisations.
- Build and maintain strong relationships with key partners and supporters.
- Act as the primary spokesperson for the charity, effectively communicating its mission and impact.

Governance and Compliance:

- Work closely with the Board of Trustees to ensure effective governance and compliance with legal and regulatory requirements.
- Provide regular updates and reports to the Board on the charity's performance and strategic direction.
- Ensure the organisation adheres to its ethical standards and values.

Program Development and Delivery:

- Oversee the design, implementation, and evaluation of programs and services.
- Ensure programs align with the charity's mission and effectively meet the needs of beneficiaries.
- Promote best practices and evidence-based approaches in program delivery.

Communications and Public Relations:

- Develop and implement a comprehensive communications strategy to raise the charity's profile and engagement.
- Oversee the creation of marketing materials, annual reports, and digital content.
- Manage crisis communications and protect the charity's reputation.

Other Responsibilities

37 Hours per week, Monday – Friday, though evenings and weekend hours may be required.

The nature of tasks may vary from time to time but within the levels of responsibility of the post.

All employees have a responsibility for their own safety and must not endanger that of colleagues or visitors in the workplace.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the WRCC Equal Opportunities Policy.

Where a mobile phone has been issued staff should reasonably be contactable when off duty in order to respond to unforeseen incidents and emergencies.

WRCC is an equal opportunity employer and values diversity in its workforce. We encourage applications from all qualified individuals, including those with lived experience related to our mission.

Person Specification

CRITERIA	Essential/ Desirable	Assessed: Application form/ Interview/Task
QUALIFICATIONS & KNOWLEDGE		
Proven experience in a senior leadership role within the nonprofit, charity, or related sector	E	AI
Advanced degree in nonprofit management, business administration, or a related field	D	A
Strong financial acumen, with experience in budgeting, financial management, and fundraising	E	AI
Deep commitment to the charity's mission and values, with a passion for making a positive impact	E	AI
EXPERIENCE		
Experience in governance and working with a Board of Trustees	E	AI
Experience of working with rural communities	D	AI
Familiarity with digital transformation and technology in the nonprofit sector	D	AI
Experience in advocacy and public policy	D	AI
SKILLS & ABILITIES		
Excellent communication and interpersonal skills, with the ability to build relationships and influence stakeholders	E	AI
Ability to inspire and lead a diverse team of staff and volunteers	E	AI
Demonstrated ability to develop and implement strategic plans and achieve organisational goals	E	AI
Visionary and strategic thinker	E	AI
Integrity and high ethical standards	E	AI
Resilience and adaptability	E	AI
Collaborative and inclusive leadership style	E	AI
Strong problem-solving and decision-making abilities	E	AI