

Job Description

Executive Director

Responsible to	The Chair, acting as an Executive Trustee, and ultimately to the Board of Trustees,
Direct reports	Operations Coordinator
Internal contacts:	Chair of Trustees, Board of Trustees
External contracts:	Local Authorities, Multi-Academy Trusts, Schools and Teachers, Government, Sector Stakeholders, Media.
Location	Remote though will be required to travel to London occasionally for Board and other meetings/events. Possibility of hub working if required.
Salary	£45,000-£52,000 FTE
Contract	Permanent
Hours	Full time (37.5 hours) or part time – 3 days a week minimum

Overview/Purpose of Role – Executive Director

This role is to set and deliver a new strategy for the charity that delivers upon its core mission of supporting children who struggle with literacy in mainstream schools. Initially, the aim is to promote and make available the on-line courses, already developed, as a free resource. This will involve highlighting the issues faced by these children to a wide audience and raising the profile of the charity externally, both within the education sector (including Local Authorities, Multi Academy Trusts, Schools, teachers and other educational stakeholders,) as well as with other charities. There is a need to ensure that the charity is well received, and that there is wide-ranging take-up of the charity's training courses and materials.

The post is central to the performance of the organisation in terms of profile, reputation and ensuring we engage as many schools as is possible alongside the day-to-day delivery of the charity's work. Ensuring that all External Engagement capacity supports the strategic approach and delivers an innovative, effective, efficient and professional service, proactively raising the organisation's profile at a national level.

The role will include the management of the one staff member initially and external consultants, including commissioning education consultants to deliver training and support as and where necessary, as well as responsibility for the effective management of the charity, including day to day financial management, administration of IT systems, HR, governance requirements, fundraising, KPI tracking and reporting.

Responsibilities

Leadership

To be the face and voice of the charity: its principal ambassador to the broader community and to lead the organisation internally, through appropriate direction, guidance, support and challenge.

Strategy

To work with the Board to put together a new strategy for the charity that initially focuses on the free dissemination (and possible future creation, of on-line courses), summarised in a clear strategic plan, and lead the implementation and successful achievement of all objectives, targets, and outcomes.

General Operations

- To be responsible for the day-to-day management of the charity
- To highlight the issues faced by children who struggle with literacy in mainstream schools to a wide audience
- To raise the profile of the charity externally, both within the education sector (including Local Authorities, Multi Academy Trusts, Schools, teachers and other educational stakeholders,) as well as with other charities in order to distribute our training materials
- To develop an impact evidence-base of educational delivery to aid in building the charity's reputation and narrative for influencing government and stakeholders in the future
- To manage the relationships with our existing consultants, and develop new ones, being mindful of opportunities that may arise that will further our mission
- To manage the Operations Coordinator
- To ensure the smooth running of the courses and appropriate engagement with course attendees
- To understand and use the learning platform, Brightspace, in order to facilitate in the delivery of free courses on-line (training and external support provided)
- To be responsible for the efficient and effective delivery of the External Engagement activity campaigns, to be delivered through Marketing and Communications Consultant/s
- To ensure that relevant statutory and regulatory requirements are met (e.g. Data Protection, H&S)
- To keep the Chair informed of charity matters on a monthly basis and to report formally to the Board on a quarterly basis.

Monitoring, Evaluation & Reporting

- To work with the Board to put together an Annual Operating Plan and ensure it is up-dated quarterly and demonstrates the charity's progress against strategic objectives

- Lead on putting together an Annual Report that showcases our work with other appropriate information eg case studies, key statistics

Finance

- To work with the Treasurer to set and keep to an agreed budget
- Overall responsibility for the monitoring, planning and delivery of the charity's budget, ensuring that financial targets are met
- General financial and budgetary administration and record keeping

Fundraising

- Researching new potential funders
- Drafting grant applications and proposals as appropriate

Governance

- To ensure, in consultation with the Board, that the charity's overall governance structure, policies, and procedures are appropriate, effective and implemented, and advising the Board and taking remedial measures and implementing changes as necessary
- Working closely with the Chair to draft board papers and agendas ahead of quarterly meetings
- Monitor and follow up on agreed actions following quarterly board meetings
- Attending board meetings and taking minutes
- Day to day governance support (e.g. filing necessary documents)

HR

- Day to day HR provision, administration and record keeping with the support of our HR consultants

Other

- To work as part of a team and contribute to the overall aims and objectives of the organisation
- To be an advocate for the organisation
- To attend staff meetings and training as required
- All staff are required to operate in accordance with Driver Youth Trust's values, policies and procedures, including but not limited to, Health and Safety, and Data Protection

The above list of duties and responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

This job description sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Person Specification

Essential

- An understanding of the educational sector
- Recent experience of leadership in a charity, not-for-profit, private or public sector organisation, working to a governing body of trustees or directors or similar
- Experience of financial management including managing budgets, and undertaking day to day financial tasks for a small organization
- Experience of planning, reporting and presenting at senior/board level
- Experience of building strategic relationships and partnerships
- Excellent communication (verbal and written), presentation (digital and face-to-face) and interpersonal skills. Enjoys being the face of an organisation and has an ability to enthuse and engage others in a cause
- Ability to earn and maintain the trust of those people with whom the organisation deals, including funding bodies
- Track record of successful income generation, through trust or foundation funding or other fundraising,
- Solutions-based, 'can do' attitude. Thrives on taking responsibility for actions, overcoming obstacles, and delivering. In addition, the successful candidate needs to have the ability to think creatively, be agile and responsive to the current educational landscape and be able to be a 'voice' on behalf of the charity and the children and young people we represent.
- Excellent organisational, administrative and IT skills, including Microsoft Office
- Experience of or the ability to track and report against organisational KPIs and experience of using data to drive decision making
- An understanding of legislation relevant to operations of small not for profit organisations (including but not limited to data protection, safeguarding and health and safety)
- Experience of Charity Governance
- Able to plan, prioritise and deliver to tight timescales, responding flexibly and effectively under pressure
- Strong attention to detail
- Line management experience
- As part of a small team, the successful candidate will be expected to work collaboratively and flexibly with an ability to work at pace and under pressure

Desirable

- A network of people and organisations to engage with relevant to the role, which can be beyond the immediate educational stakeholders
- Experience of managing external consultants
- Experience of project management
- Evidence of forming effective local, regional or national partnerships in an organisation or network
- Experience of drafting engaging case studies to demonstrate organisational impact
- Knowledge and use of learning platform eg Brightspace.

Apply:

Please send your CV and cover letter to Sarah Driver: sarah.driver@driveryouthtrust.com by 17th June.