

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Chief Executive Officer
Salary Range/Grade:	Salary dependent on experience, qualifications and hours – to be discussed at interview
Hours:	Current CEO 25 hours per week flexible working, all year round – hours negotiable subject to funding
Work Base:	The RISE Trust Community Hub
Reporting To:	Chair of Trustees
<p>Main Purpose of Job:</p> <p>The RISE Trust delivers services to support families with children of all ages and we aim to improve outcomes for families and to have a positive impact on their lives.</p> <p>The post holder will oversee the trust's strategic development, delivery of services and safeguarding practices that meet the needs of local families with children and young people of all ages. They will ensure trustees are aware of the trust's services and provide up-to-date information to the board.</p> <p>Services/ priorities include Pre-School Education, Mentoring, Youth Work, multi-agency working and Alternative provision</p>	
<p>Key Task List:</p> <ol style="list-style-type: none"> 1. To oversee the work of the RISE Trust managers and teams providing the full range of services and support to the children and young people in our designated area. 2. To be responsible for the oversight of the day-to-day co-ordination of The Community Hub and other services. 3. To oversee the planning, delivery and evaluation of all services, using performance management data to ensure that services remain effective in meeting local needs. 4. To ensure effective consultation with children, families and other partners to evidence need and identify gaps in services, including regular review of outcomes and feedback data. 5. To ensure that baselining, tracking and follow-up of children and young people can evidence the outcomes and positive impact of all RISE Trust services on children and families' well-being. 6. To ensure team members and partners are aware of the aims and actions within each aspect of our Service Plans/ Action Plans, regularly reviewing progress against aspirational targets. 7. To ensure all services are prepared for inspections, including OFSTED, Alternative Provision, funding reviews etc. in ways which ensure excellent performance. 8. To facilitate and develop governance at group level and to provide reports for governance at a Strategic level. 9. To be responsible for the Trust's finances through effective budgeting, monitoring income and expenditure, generating income, managing funding streams and reporting regularly to trustees in liaison with the finance officer. 10. To report budgets and value-added services quarterly to the trustees. 11. To work in partnership with key agencies in order to deliver The RISE Trust services for families with children 2-19 years. This includes implementing and monitoring 	

- protocols for sharing information, working together documents and best practice to ensure highly effective partnership working.
12. To use data and local knowledge effectively and to gather evidence to ensure the effective targeting and monitoring of services to meet the needs of families, specifically those in the most deprived super output areas or those who are in priority groups or are 'harder to reach'.
 13. To use Service/ Action Plans, performance management and appraisal strategies to develop services which meet the needs of children and young people, and the wider community, and which are focussed on equality and narrowing the gap.
 14. Act as Designated Safeguarding Lead following The RISE Trust's Policies and Procedures, and the Wiltshire SVPP requirements including annual audits and a regularly reviewed action plan.
 15. To oversee GDPR compliance and complete annual data protection compliance audits to ensure practice is excellent and in line with government legislation.
 16. To be responsible for the overall health and safety of children, young people, staff and volunteers, in line with The RISE Trust's Policies and Procedures.
 17. To participate in the development of an effective and on-going information/publicity campaign to inform the local community, voluntary and statutory agencies about opportunities and initiatives within the RISE Trust's services.
 18. To provide support and advice for staff, volunteers and service users from a place of Christian values in line with the general practice within the RISE Trust.
 19. To articulate from time to time and as appropriate the Christian basis of social action as undertaken by The RISE Trust without prejudice to the Trust's commitment to inclusiveness and diversity.

Job Activities – Standard Terms Common to all Job Descriptions

1. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Trust's Delivery Plans. Any safeguarding concerns should be dealt with immediately using the Trust's alert process.
2. To undertake any other reasonable duties which are commensurate with the grade and responsibilities of the post as directed by the trustees in accordance with the objectives for the trust's operational plans. The RISE Trust exists to respond to the needs of individuals, consequently many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible, resilient and confidential manner when required, undertaking tasks that have not been specifically covered in their job description.
3. To promote the organisation's strong commitment to Equality, Diversity and Inclusion.
4. To promote the organisation's quality assurance systems.
5. To handle all details about the children and young people attending The RISE Trust's services confidentially and in accordance with the requirements of the Data Protection Act.
6. In discharging the duties of the post to have due regard for the provisions of Health

& Safety at Work legislation, as detailed in the Health & Safety manual, ensuring health and safety compliance, risk assessments and safe systems of work are in place and adhered to.

The RISE Trust is a Christian community charity which is totally diverse and inclusive.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.



Christian Faith Requirement

The RISE Trust is a faith-based organisation which has been providing services in the local community for some time. The post-holder would be expected to be able to preserve the distinctively Christian ethos of this socially inclusive charity.

The work of the RISE Trust falls into the 'Social Action' strand of Christian thinking. It was originally linked to the Faithworks organisation and is based upon the belief that 'Faith without works is dead'. All staff told at interview about The RISE Trust Christian values.

PERSON SPECIFICATION		
Factors	Essential	Desirable
Qualifications	Educated to at least Degree Level and/ or Level 5. Experience of working with children and families, health & social care, Early Years etc	Diploma in management and leadership Education, Child Care, youthwork, Social Work, Mental Health, or Parenting qualification
Experience/Knowledge	<p>Minimum of 5 years working in the community or in a Local Authority to develop and deliver support or educational services for children and their families. Good knowledge of child development, the EYFS and young people's services. Experience of working with a range of partners and the ability to develop effective working relationships.</p> <p>Ability to produce clear and concise reports for a variety of audiences.</p> <p>Previous line management experience including conducting reviews and appraisals of staff.</p> <p>Commitment to and excellent knowledge of safeguarding, trauma recovery, equality, diversity and inclusion opportunities and anti-discriminatory practice with the ability to engage with individuals from a range of backgrounds.</p> <p>Ability to work on own initiative – manage your own diary in a time efficient manner</p>	<p>Experience of organising committees/steering groups.</p> <p>Experience of partnership working with voluntary sector and local authority.</p> <p>Previous work within a charity.</p> <p>Experience of leading teams including during OFSTED inspections.</p>
Skills/Abilities	<p>Understanding of, passion for and commitment to community development approaches in the participation of service users in service planning, delivery and evaluation.</p> <p>Experience using data to inform service planning.</p> <p>An understanding of relevant social policies concerning families and in particular of the government's agenda for children's services.</p>	<p>Experience of using a range of public involvement/user participation/consultation techniques.</p> <p>Knowledge of data gathering systems and an ability to understand and manipulate statistical data.</p>

	<p>Excellent organisational and management skills to ensure team members have work plans and meet deadlines.</p> <p>Ability to produce written material for a range of readerships.</p> <p>Non-judgemental approach.</p> <p>Excellent level of computer literacy, including all Microsoft packages such as Outlook, Word and Excel.</p> <p>Car Driver and access to car essential.</p>	
Personal Qualities	<p>Ability to communicate effectively with a broad range of people from a range of backgrounds, from families to Senior Managers.</p> <p>The ability to empathise with children/ young people, parents/carers, staff and volunteers.</p> <p>Responsive to change and new ideas; adapt to new systems.</p> <p>Adopt flexible working pattern to meet the needs of the service and families.</p> <p>Enthusiastic and motivated who works to a high set of principles.</p> <p>The ability to prioritise workload and meet deadlines whilst under pressure, working in a fast-moving environment.</p> <p>The ability to be solution focused, tolerant, patient, kind, warm, empathetic, friendly and with a positive 'can do' approach.</p>	<p>Experience of developing wellbeing initiatives for staff.</p> <p>Sense of humour.</p>
The RISE Trust Christian values	<p>The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.</p>	
<p><i>“Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be.”</i></p>		