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Signpost: Watford Advice Centre, St Mary's Churchyard, High Street, Watford, WD17 2BE  
P: 07914 871 477    E: [projects@signpostcounselling.co.uk](mailto:projects@signpostcounselling.co.uk)    W: [www.signpostcounselling.co.uk](http://www.signpostcounselling.co.uk)

## Chief Executive of Signpost

Do you want to help make a fundamental difference to the mental health of young people?

At Signpost we are committed to providing counselling, coaching and other support to help young people living in South and West Hertfordshire overcome problems in their lives. In 2017 we helped nearly 500 young people.

We are looking for an exceptional Chief Executive Officer to lead the team of staff and volunteers and work with the Trustee Board to shape and implement our future strategy. The role will have an exciting mix of strategic leadership, operational management, income generation, and stakeholder relationship development. Promoting the charity, fundraising and income generation are key elements of the job.

It will be advantageous if the new CEO has experience of working in a counselling/coaching or equivalent setting and believes passionately in the impact these services can have on the mental health of young people.

Although this role will be predominantly based at our offices in Watford, there will be travel to our Hemel Hempstead site and other locations around Hertfordshire. Access to your own transport and a full driving licence is essential to this role.

The new CEO will be an entrepreneurial and dynamic leader with a strong track record of delivery. You will model collaborative behaviour to foster a strong sense of community and build a collaborative workplace culture. As the CEO of a smaller organisation, you will be both strategic and operational in order to plan for the future as well as supporting current delivery. Proven experience at a senior level is essential.

## Applications

To apply for the position of Chief Executive, please send:

- Your CV including details of two work-related referees, at least one of whom should be your most recent employer.
- A covering letter to the Chair of the Board explaining why you would like to work for Signpost and how your skills and experience meet the requirements of this role.

**Closing date:** Applications should be made by email to [projects@signpostcounselling.co.uk](mailto:projects@signpostcounselling.co.uk) to reach Signpost by 10.00 am on 19th September 2018.

**Interviews:** Short-listed candidates will be invited to a first-stage interview on 25<sup>th</sup> Sept 2018. Selected candidates will then be invited for a further interview during week commencing 1<sup>st</sup> October. Interviews will be held at either Watford or Hemel Hempstead.

## Summary of the role of Chief Executive

<b>Reporting line</b>	Accountable to the Chair of the Board of Trustees
<b>Location</b>	Watford/Hemel Hempstead, Hertfordshire
<b>Salary</b>	circa £33,000
<b>Hours</b>	30 hours per week to be worked over a minimum of 4 days per week
<b>Annual leave</b>	18 days plus 8 days public holidays
<b>Purpose</b>	To be responsible for the management and strategic development of the organisation and to direct its overall operations in accordance with the policy decisions of the Board of Trustees.
<b>Main duties</b>	<p>The Chief Executive is the charity's most senior member of staff and is responsible for:</p> <ul style="list-style-type: none"><li>• Informing and advising the Board of Trustees on the formulation of its policies and strategies, and for the implementation and monitoring of those policy and strategy decisions.</li><li>• Taking a hands-on approach to promoting the charity, fundraising and income generation.</li><li>• Developing Signpost's public profile in order to position the charity as a key provider; acting as a guardian of the Signpost brand and reputation, and enhancing it wherever possible.</li><li>• Providing a dynamic role-model and leadership to the charity's staff and volunteers, working collaboratively across the organisation.</li><li>• Line management of a core team of clinical and non-clinical staff. (This does not involve direct management of client work).</li><li>• Directing the organisation's operations and managing its resources, ensuring compliance with regulatory requirements and good practice in all aspects of its work.</li><li>• Providing and ensuring appropriate support during staff absences.</li><li>• Ensuring Signpost's premises are fit for purpose at all times.</li></ul>

## **Main Tasks and Responsibilities**

### **Promotion of the Charity**

- Maintain effective networks with all principal supporters, partners and stakeholders.
- Seek opportunities to expand and promote the role of the charity.
- Identify new ways to create awareness and build Signpost's public profile.
- Ensure the charity is presented in an appropriate and professional manner to its stakeholders.
- Produce written material for the charity's own publications/promotional material as well as any appropriate external channels such as social media etc.
- Represent the charity in the press and public appearances when required.

### **Fundraising and income generation**

- Develop income generation strategies to maintain and enhance the level of funding from existing sources and develop new funding streams.
- Develop and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
- Take a leading hands-on role in applying for and gaining new grants, organising community fundraising and building income generally.
- Provide direction and support to any staff and volunteers involved in income generation activities and ensure team efforts are coordinated.

### **Leading and managing the organisation**

- Work with the Board to ensure that a long-term strategy is in place, which will support and guide the organisation in achieving its objectives.
- Lead the implementation of the strategy, including reviewing progress against the plan and setting appropriate targets.
- Develop operating policies to ensure programmes and activities are implemented effectively.

## **Leading and managing the organisation (cont'd)**

- Ensure the organisation remains responsive to the counselling, psychological and emotional needs of young people and can demonstrate the value of the services provided and the impact of its work.
- Have responsibility for day-to-day financial management of the charity, including preparation of budgets for agreement by the Trustees
- Ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed.
- Define, secure and co-ordinate the resources needed to operate effectively.
- Lead, manage and support the staff team to maximise their personal contribution.
- Facilitate effective communication and team-building.
- Manage and implement change effectively across the organisation.
- Ensure that the charity has the appropriate policies, procedures, systems and processes in place and that they are being implemented.
- Ensure Signpost's current premises are fit for purpose and identify new premises when required.

## **Working with the Governing Body (Board of Trustees)**

- Ensure appropriate presentation and reporting on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
- As agreed with the Chair, develop policy proposals for Board.
- Provide information in a timely and appropriate manner that will assist the Governing Body in fulfilling its responsibilities.
- Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
- As appropriate, monitor and advise on the composition of the Board, its committees and the process of self-assessment and development.
- Ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.

## Person specification

Key Areas	Essential	Desirable
<b>Education &amp; Qualifications</b>	Education standard to at least A level or equivalent.	Degree or further education qualification or equivalent.  Possible qualification linked to the voluntary sector.  Recognised management qualification.
<b>Experience</b>	Excellent financial management and budget development experience.  Senior management experience and evidence of managing staff in a relevant setting.  Management and understanding of Health and Safety regulations and good practice.  Relationship building with partners, commissioners, funders and donors.  Proven track record of obtaining grants and hands-on leadership of fundraising and income building activities.	Direct experience of a counselling setting.  Understanding of Safeguarding good practice.
<b>Skills &amp; Training</b>	High level of financial literacy.  Project management knowledge and skills.  Good communication skills; able to articulate and present ideas in clear coherent way both oral and written.  Excellent team-building skills.  Well organised with effective prioritisation and delegation skills.  Sales skills – ability to obtain grants, fundraise and build revenue.  Good computer skills.	Evidence of continual learning/professional development.  Evidence of published written work such as reports/articles etc.

## Person specification (cont'd)

Key Areas	Essential	Desirable
<b>Knowledge</b>	<p>Issues related to mental health in the UK.</p> <p>Voluntary sector in the UK and the issues it faces.</p>	<p>Specific knowledge of the mental health trends of young people in the UK.</p>
<b>Attributes</b>	<p>Approachable and outgoing with strong interpersonal skills.</p> <p>A collaborative working style.</p> <p>Personal drive, energy and integrity.</p> <p>Respecting of other individuals; listening and taking into account different opinions and motivations.</p> <p>Demonstrable willingness to be hands-on when necessary.</p> <p>Commitment to the aims and ethos of Signpost and a desire to bring about positive change.</p> <p>Pragmatic, practical and resilient.</p>	

## Further information

Phone: 07914 871 477

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For further information on Signpost please visit [www.signpostcounselling.co.uk](http://www.signpostcounselling.co.uk)