



## Job Description – Chief Executive

<b>Job Title:</b>	Chief Executive
<b>Reporting to:</b>	The SRC Board
<b>Main purpose:</b>	To lead the organisation, ensuring it meets its purpose of supporting survivors of sexual violence, raising awareness, and working to stop violence against women and girls – now and in the future.
<b>Based:</b>	To be confirmed by arrangement. SRC has offices in Bury, Ipswich and Lowestoft.
<b>Hours:</b>	35 hours per week
<b>Salary:</b>	£42,500 pro rata

### About Suffolk Rape Crisis

SRC is a specialist, feminist sexual violence service run by and for women. We work to support survivors of sexual violence and to challenge the underlying attitudes that allow Violence Against Women and Girls (VAWG) to continue. SRC provides support to all self-identified women and girls aged 14 and above who have experienced any form of sexual violence, at any point in their lives.

SRC provides a range of person-centred services to meet the needs of diverse women in Suffolk, including counselling, outreach, helpline and online support. SRC also takes part in both local and national feminist activism, including coordinating the annual Ipswich Reclaim the Night March.

**Our Vision:** A world free from sexual violence and gender inequality

**Our Mission:** To work as part of a worldwide movement to ensure that women and girls experiencing any form of sexual violence in our community are able to access needs-led, specialist support. At the same time we will challenge the underlying attitudes that allow sexual violence to continue.

#### Our values:

- Empowerment
- Diversity



## SUFFOLK RAPE CRISIS

- Transparency
- Change

### **Main responsibilities of the role.**

The Chief Executive (CEO) has overall responsibility for managing the strategic direction (as agreed with the Board of Trustees) and day to day performance of SRC. She ensures that a feminist approach underpins all SRC activities, and that all those contributing to its mission understand and operate within the SRC values, policies and procedures.

### **Income, fundraising and marketing**

- Develop and manage an income strategy that:
  - a) ensures sustainable funding for all of SRC's current activities and
  - b) enables SRC to develop services and activities in line with its strategic plan and overarching aims.
- Build and manage relationships with core funders.
- Negotiate and manage funding arrangements, contracts and service level agreements, ensuring funding conditions are met, and reports submitted, delegating as appropriate.
- Lead on SRC's fundraising activities, including bid writing and community fundraising, delegating as appropriate.
- Lead on tendering for commissioned services.

### **Relationships, partnerships and promotion**

- Ensure SRC develops and maintains effective relationships with supporters, volunteers, donors, funders, other VAWG organisations, community and voluntary organisations and statutory agencies.
- Build and sustain partnerships and collaboration to better serve the needs of survivors, promote SRC, and campaign for change.
- Ensure SRC is positioned as the expert local agency in the field of supporting survivors of sexual violence.



## SUFFOLK RAPE CRISIS

- Ensure that SRC effectively markets its services, that its website and other materials are current and impactful, maximising the potential of social media, networks and news media to ensure the widest familiarity with SRC's purpose and approach.
- Represent SRC as a member of Rape Crisis England and Wales, or delegate as appropriate.
- Ensure SRC is effectively represented at local and regional forums, partnerships and events; in general, the CEO will connect with strategic forums, with operational staff attending operational forums.

### **Strategy and development**

- Work with the board of trustees to develop and implement a strategic plan for SRC.
- Lead the staff to develop the SRC annual operational plan, supported by individual work plans.
- Work with staff to design and develop new services and activities responsive to the needs of survivors.
- Ensure that SRC actively seeks to meet the needs of women and girls who may face particular barriers to accessing services, including those from different ethnic and cultural backgrounds, LGBT + communities, disabled people, women with complex needs and other minoritised groups.
- Ensure that all services are sensitive to the needs of the people using them, that effective systems are in place to ensure systematic gathering of information, enabling SRC to be responsive to survivor feedback and that those benefiting from SRC's services are engaged in the design and delivery of its services.

### **Governance, quality and compliance**

- Support the board to understand and meet its governance responsibilities, including the recruitment, induction, and training of trustees.
- Provide appropriate reports and updates to the Board, including reporting on the achievement of the strategic goals.
- Ensure services are delivered in accordance with SRC's quality management system and Rape Crisis England and Wales Service Standards.
- Work with the board to ensure that SRC meets all its legal obligations, and best practice, and advise the board accordingly. This includes charity law, employment law, data protection, health and safety and best practice in regard to safeguarding and working with vulnerable adults and children.
- Ensure that SRC can demonstrate its policies are appropriate, and consistent, ratified and reviewed by trustees and are implemented effectively.



## SUFFOLK RAPE CRISIS

- Work with the board to ensure there is an annual governance calendar and risk register.
- Liaise regularly with the Chair of Trustees and attend Board meetings, as required.

### Finance

- Ensure robust financial management by working with the treasurer to set the annual budget for approval by trustees.
- Ensure all budget-holders are clear as to their remit and responsibilities, and that day-to-day financial controls are understood and maintained.
- Manage income and expenditure against the agreed budget; report on this regularly to the board, particularly any significant variations to budget or anticipated cash flow.
- Ensure that SRC meets all its financial obligations.
- Ensure that day to day financial activities are managed properly and effectively to minimise risk.

### Staff Management

- Ensure clear lines of accountability and responsibility, fostering and maintaining effective working relationships at all levels within SRC.
- Line-manage the Volunteer and Helpline Coordinator, Office Manager, Senior Outreach Worker, Senior Counsellor.
- Ensure all staff and volunteers at SRC work within the values of the organisation, in accordance with its policies and procedures, and that a feminist approach underpins all SRC operations and activities.
- Foster an organisational culture reflecting SRCs values where equality, respect, collaboration, support and quality are valued.
- Ensure staff, volunteers and trustees are empowered to play their part in meeting the strategic and operational aims and purpose of SRC.
- Ensure regular and effective staff meetings take place, and other team events, as appropriate.
- Ensure that SRC staff are supported and encouraged, trained and supervised (both line-management and clinical supervision).
- Ensure fair recruitment and effective induction of staff and volunteers.
- Ensure that SRC has robust HR policies and processes and lead on implementation as needed.



### General

- Adhere in full to all SRC's organisational policies and procedures.
- Ensure that security of sensitive information is maintained and complies with the requirements of The Data Protection Act 2018, Charity Commission requirements, and other legislation.
- Undertake any other related activities as required by the Board of Trustees, consistent with the role.