



The **Benjamin** Foundation

Thank you for expressing an interest in our vacancy for the post of Chief Executive Officer with The Benjamin Foundation.

More information about the position, including a Job Description and Job Specification are attached.

If you would like to find out more about The Benjamin Foundation, please take a look at our website <http://benjaminfoundation.co.uk/jobs>

Please return your curriculum vitae or completed application form with a detailed covering letter by email to:-

recruitment@benjaminfoundation.co.uk



The **Benjamin** Foundation

CHIEF EXECUTIVE OFFICER

Based in Norwich – Covering Norfolk & Suffolk

Full time – Permanent

£65,000 to £75,000 per annum (depending on experience) + Benefits

After 25 years of successful evolution meeting the changing needs of children, young people and families (service users), The Benjamin Foundation now delivers over 30 services, including providing over 40,000 safe nights a year for young people, 10,000 1:1 emotional support sessions across regional schools, plus nursery and community services delivered by 250 dedicated staff across Norfolk and Suffolk.

The Board of Trustees is seeking to appoint a new Chief Executive Officer (CEO) responsible for the leadership, growth, management and control of the Foundation. The CEO has primary responsibility for ensuring safeguarding, financial stability, health and safety, governance and legal compliance. We pride ourselves on our quality services – you will need to ensure effective delivery of all services along with efficient Head Office support functions to support our continuing development and long-term strategy.

The CEO will be an experienced Senior Manager/Director with a genuine interest in inspiring our teams across Norfolk and Suffolk to achieve great things. An existing knowledge of the charity sector and local government would be an advantage.

You will be comfortable working collegiately with a focused Executive and Senior Management team and be a visible leader for The Benjamin Foundation.

This role reports to the Chair of Trustees and is accountable to the Board of Trustees. Four operational Directors and two Specialist Senior Managers report directly to this position.

TBF is committed to safeguarding and promoting the welfare of Children & Vulnerable Adults. An enhanced DBS check will be required for the successful applicant, in addition you will undertake a safer recruitment interview as part of the selection process.

The Benjamin Foundation fully embeds the Nurtured Heart Approach[®] in all that it does and staff will adopt this approach as a part of their practice. Information and training about this Approach will be provided.

To apply, visit <http://benjaminfoundation.co.uk/jobs>

OR email recruitment@benjaminfoundation.co.uk with your CV and covering letter to include a detailed personal statement.

Closing Date: Monday 18th November 2019 Noon

Interview Date: Friday 29th November 2019 and Monday 2nd December 2019 (Norwich)



The **Benjamin** Foundation

Chief Executive Officer - Job description

Post:	Chief Executive Officer
Accountable to:	The Board of Trustees
Responsible for:	All staff at The Benjamin Foundation
Location:	HO Norwich, services across Norfolk/Suffolk

Purpose

After 25 years of successful evolution meeting the changing needs of children, young people and families (service users), The Benjamin Foundation now delivers over 30 services, including providing over 40,000 safe nights a year for young people, 10,000 1:1 emotional support sessions across regional schools, plus nursery and community services delivered by 250 dedicated staff across Norfolk and Suffolk.

The Board of Trustees is seeking a capable leader to continue our successful journey forward, responsible for the leadership, growth, management and control of the Foundation. As a Charity the postholder has primary responsibility for ensuring safeguarding, financial stability, governance and legal compliance. We pride ourselves on our quality services, you will need to ensure effective delivery of all services along with efficient Head Office support functions to support our continuing development and long-term strategy.

The Benjamin Foundation (TBF)

For more information on our Services and history, please see <https://www.benjaminfoundation.co.uk>

Strategic Planning & Leadership

- To lead TBF and develop the strategic framework with the Trustees, ensuring its successful implementation and delivery to meet the Foundation's purposes and values.
- Change is all around us, including the needs of the people we serve and the priorities of key external parties, you must ensure we evolve, responding to meet and serve these challenges successfully.

Financial, Compliance and Governance

- In an ever-changing external environment, it is vital that the Chief Executive delivers financial security, stability and increased financial resilience to the organisation - through effective financial planning, increased fundraising to meet strategic objectives and management of budget performance. Developing a balance between contract and independent income.
- To ensure that effective financial procedures and controls are in place with appropriate systems for monitoring their effectiveness.
- This role oversees and monitors TBF's risk management, compliance and governance responsibilities, ensuring up-to-date policies, training, implementation and timely response management / escalation takes place.
- Working with the Chair, The Board and Management committees to efficiently implement strategic plans and deliver day to day services within the policy and governance frameworks.



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- To ensure compliance with all relevant legislation to include but not limited to; Education Acts; the Charities Act 2011 and 2016, health and safety legislation; Safeguarding, employment law; the Equality Act 2010 and the Children's Act 2004.

Corporate Duties & Responsibilities

- To provide leadership and direction in the development and implementation of the strategic plan, promoting the Benjamin Foundation's ethos and culture, the principles of which are based on the values of the organisation, whilst ensuring equal opportunities and diversity.
- To manage operational activities' procedures effectively, and monitor performance regularly so as to achieve targets and objectives.
- Influencing and representation - to develop and maintain strong relationships with the local authorities, donors, funders, key partners and other stakeholders including End Youth Homelessness, in order to influence and promote TBF's work.

Culture, Ethos, People management

- TBF has a special culture and ethos and has successfully embedded the Nurtured Heart Approach – this permeates both the way we deliver services for our service users, and how we work with colleagues and partners. This role supports and champions the Nurtured Heart Approach (NHA) on an ongoing basis.
- TBF is a responsible employer and you will have responsibility for the motivation and management of the Foundation's staff, ensuring that they work as an effective and efficient team.
- To ensure that appropriate structure and staff management systems are in place, to deliver effective and responsive services and efficient overall management that satisfies all required employment, equality and diversity legislation.
- Effective line management for direct reports including regular personal reviews.

Advice and support to the Board of Trustees

- To ensure that the Board receives professional advice, particularly in respect of legal matters relating to their trusteeship of the Foundation; the governance of the charity; the long-term strategy and their responsibilities as employers of staff.
- To ensure the Scheme of Delegation is effective and provides governance controls appropriately.

Quality management

- TBF is proud to deliver quality services with successful outcomes to our service users – To develop, review and drive a high quality, high performing and results driven culture, responsive to service users' and stakeholder needs.
- We want to know both quantitatively and qualitatively how we perform - To establish and embed effective performance management systems and procedures, including external benchmarking, in order to create a culture of continuous improvement.
- To ensure that service users and stakeholders are engaged in the design and delivery of services and that their views are reflected in the strategic and operational plans.



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Additional information

- The CEO is often the public and internal leader of TBF - externally with Commissioners, Local government, forums, media and third sector partners – and will be expected to effectively champion the Foundation, and to set high standards of personal integrity and professionalism, leading by personal example
- The job description should not be read as a complete description of all tasks and responsibilities that may arise from time to time. The post holder will be expected to undertake other such duties as are within the scope and spirit of the job purpose, the title of the post and its grading
- Permanent role, 37.5 hours per week
- This post is subject to an enhanced and satisfactory DBS disclosure
- This post attracts an Essential Car Users Allowance
- The postholder will be required to become a director of the charity's wholly owned subsidiary, Bens Social Enterprises Limited

Chief Executive Officer – Person Specification

Criteria	Details	Essential	Desirable	Assessed
Qualifications	Educated to degree level and/ or hold an equivalent relevant professional qualification	•		Certificate CV and Supporting Statement
	Hold a UK Level 7 leadership and/ or management qualification or recognised equivalent		•	Certificate CV and Supporting Statement
	Must be eligible to be a director of a company under the Companies Act 2006	•		CV and Supporting Statement
Experience	A track record of effective senior leadership in a high performing and user focused organisation of similar complexity, commercial scope and budgetary responsibility	•		References Interview CV and Supporting Statement
	Experience of working within a social care, charitable, youth focused organisation		•	References Interview CV and Supporting Statement
	Experience in ensuring effective risk management and governance	•		References Interview CV and Supporting Statement
	A track record of delivering results through establishing, managing and developing collaborative relationships with a range of internal and external stakeholders	•		Interview References CV and Supporting Statement



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	Experience of developing and implementing innovative strategic plans and monitoring performance against agreed objectives	•		Interview References CV and Supporting Statement
	Proven experience of managing financial and human resources effectively, including the ability to lead, motivate and manage staff effectively	•		Interview References CV and Supporting Statement
	Experience of business development, fund raising and a track record in identifying and developing successful income generating activities	•		Interview References CV and Supporting Statement
	Experience of operating in a broader representational role and providing a high level external facing leadership role to an organisation	•		Application Form Interview References CV and Supporting Statement
	Experience of handling and appearing in the media on a local and national scale		•	Interview
Knowledge & Skills	Ability to innovate, influence and manage change within a multi-disciplinary environment	•		Interview References CV and Supporting Statement
	Effective team building, staff and organisational development skills, collaborative leadership style	•		Interview References
	Ability to create and maintain positive relationships with staff and a wide range of stakeholders (from local, grass roots level to very senior level)	•		Interview References
	A highly effective communicator and public speaker who is capable of delivering complex messages to a variety of audiences	•		Interview
	Ability to build consensus around an issue, through personal credibility and strong political antennae	•		Interview
	Ability to identify and develop opportunities for building on the mission of The Benjamin	•		Interview



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	Foundation			
	An understanding of the culture and climate of the not for profit sector organisations, including governance structures	•		Interview
	A genuine desire/motivation to help young people and break the cycle of homelessness and deprivation	•		Interview
	An understanding of the voluntary sector and the issues it is facing	•		Interview
Personal Qualities	Energetic, persuasive, outward facing personality	•		Interview References
	Personal integrity, resilience, empathy and not fearful of effective and respectful confrontation	•		Interview – SRI Panel References
	Strategic thinker and innovator with integrity and creativity	•		Interview References
	Collaborative style of working and ability to distil and make decisions in a timely manner	•		Interview References
	Full and personal commitment to the vision, promises and values of The Benjamin Foundation	•		Interview References
	To encourage the NHA based ethos & culture of the organisation	•		Interview