

Job Title	Chief Executive Officer
Salary Band	£46,000 - £50,400 FTE, depending on experience
Hours	0.8 FTE - 28 hours per week over 4 or 5 days
Contract Type	Permanent
Responsible To	Board of Trustees
Location and Work Pattern	<p>Hybrid (at least 50% to be based in the office in Sheffield; other locations as required)</p> <p>SAVTE is open Monday to Friday but some evening and weekend work will be required. Core hours are 10am - 4pm.</p> <p>Requests for flexible working patterns will be considered.</p>
Probationary Period	This role is subject to a 6 month probationary period
Period of Notice	3 months either side
Annual Leave	28 days (including 3 days Christmas closure, but these may be taken during other festivals + 8 bank holidays)
Pension	SAVTE offers a workplace pension with People’s Pension
Start Date	January 2024
Date of Issue	July 2023

JOB DESCRIPTION

SAVTE (the Sheffield Association for the Voluntary Teaching of English) supports people to develop English language skills to help them gain confidence and become independent, active citizens. Working in partnership with disadvantaged communities in Sheffield, we offer a person-centred approach to practical language learning and increased participation in society.

## **MAIN PURPOSE OF THE ROLE**

The Chief Executive Officer (CEO) is a visionary leader for SAVTE. They guide and develop the organisation so it can continue to deliver successfully against its mission and values. At the heart of the role is the day-to-day management of the core functions of the organisation, and maintaining excellent governance practice. The CEO drives the financial development of the organisation, by securing funding and exploring different opportunities for growing and strengthening SAVTE's capacity to deliver.

The CEO inspires SAVTE's employees, volunteers and beneficiaries, and also builds and strengthens partnerships with local and national stakeholders to ensure the organisation's reputation and position continue to grow. Working closely with the Board of Trustees, the CEO drives the strategic direction and success of SAVTE.

## **JOB DUTIES AND RESPONSIBILITIES**

### **Strategic Direction**

- Lead on the planning and strategic development of SAVTE, and its vision and mission, with the support of the Board of Trustees.
- Direct SAVTE's activities in line with its strategic plan, and to evaluate and report against the delivery of this plan.
- Lead on income generation for SAVTE services, including preparing and submitting funding applications and contract bids, and lead on developing new opportunities for income generation.
- Strengthen and grow connections with key stakeholders at the local, regional and national level to develop SAVTE's reputation and drive new opportunities for funding and delivery.
- Identify and respond to changing needs in the provision of community-based English teaching and learning, and community development.
- Identify and address effectively risks and opportunities facing the organisation, in dialogue with the Board of Trustees.

## **Management and Leadership of SAVTE team**

- Manage SAVTE's staff team (currently 15 employees) through direct line management of the Operations Director, Office Manager, and Marketing and Fundraising Manager.
- Ensure staff policies and procedures are followed appropriately and equitably, and undertake regular review of these, with support from the Board.
- Manage staffing processes as required, such as leading staff recruitment and performance management, and recommend salary structures to the Board.
- Lead the continuing development of a positive, inclusive working culture at SAVTE for all employees and volunteers.

### **Operational Management**

- Working with the Operations Director, manage the delivery and development of SAVTE services (one-to-one teaching, conversation groups and ESOL classes) ensuring they meet the needs of learners and volunteers.
- Working with the Operations Director, oversee SAVTE's volunteer training programme and the ongoing support and development of volunteers, for a active network of around 130 volunteers.
- Working with the Marketing and Fundraising Manager, oversee the delivery and development of strategic goals to strengthen SAVTE's financial position and external communications.
- Manage SAVTE's annual budget (currently around £400,000) and finances, and ensure that reporting and monitoring meet funders', legal and the Board's requirements.
- Prepare with the Treasurer the annual budget for approval by the Board.
- Develop and maintain good working relationships with SAVTE's funders and ensure that SAVTE meets its grants and contract obligations.
- Maintain oversight of all monitoring, evaluation and quality assurance processes, and lead the development and delivery of impact measurement, to demonstrate the difference that SAVTE makes to its communities.
- Represent SAVTE at relevant external events, meetings and networks, and engage in partnership, policy and research work related to ESOL and SAVTE's work.
- Maintain a professional approach to engagement with all internal and external stakeholders.

### **Governance and Compliance**

- Understand and implement all legal requirements associated with leading a team of employees and a charitable organisation, including Health & Safety, Disclosure and Barring, Safeguarding, Financial Compliance and Data Protection legislation.
- Lead on contract management and take responsibility for ensuring the contract requirements are fully met, working closely with the Board of Trustees.
- Act as Designated Safeguarding Lead for the organisation.

## Other

- Maintain close and effective working relationships with the Board of Trustees, including regular communication and supporting the development of the Board where appropriate.
- Undertake relevant training in order to further develop leadership and management skills.
- Perform other duties commensurate with the position.

## PERSON SPECIFICATION

Qualifications and Experience	Shortlisting Criteria
<ul style="list-style-type: none"><li>● Financial management experience, including preparing and managing budgets, and financial reporting.</li></ul>	E
<ul style="list-style-type: none"><li>● Experience of developing strategy, policy and procedures.</li></ul>	E
<ul style="list-style-type: none"><li>● Experience of managing diverse teams (paid employees and/or volunteers) with varied workloads.</li></ul>	E
<ul style="list-style-type: none"><li>● Experience of developing, managing, monitoring, and reviewing operational delivery plans.</li></ul>	E
<ul style="list-style-type: none"><li>● Experience of fundraising, writing successful grant applications and / or other mechanisms of income generation.</li></ul>	E
<ul style="list-style-type: none"><li>● Experience of building and maintaining successful partnerships with a range of external stakeholders.</li></ul>	E
<ul style="list-style-type: none"><li>● Relevant professional qualification such as Teaching and Training, Project Management, Leadership, Management.</li></ul>	D
<ul style="list-style-type: none"><li>● Experience of leading an organisation.</li></ul>	D
<ul style="list-style-type: none"><li>● Experience of working with volunteers within the voluntary sector.</li></ul>	D
<ul style="list-style-type: none"><li>● Experience of working with a board of directors / trustees.</li></ul>	D
<ul style="list-style-type: none"><li>● Experience of managing communications, financial operations and/or administration functions</li></ul>	D
<b>Knowledge</b>	
<ul style="list-style-type: none"><li>● Knowledge of contract management and delivery including monitoring and managing budgets.</li></ul>	E
<ul style="list-style-type: none"><li>● Knowledge of legal frameworks applying to the workplace.</li></ul>	E

<ul style="list-style-type: none"> <li>● Knowledge of models of English language learning.</li> </ul>	<b>D</b>
<ul style="list-style-type: none"> <li>● Knowledge of project development, planning and management.</li> </ul>	<b>D</b>
<ul style="list-style-type: none"> <li>● Knowledge of community development practice and principles.</li> </ul>	<b>D</b>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>● Strong organisational skills, and ability to manage multiple, complex workloads of self and team, including when under pressure.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Good written, oral and interpersonal communication skills for working with learners (speakers of other languages), volunteers, stakeholders and the public.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● A motivational and coaching approach to team management.</li> </ul>	<b>D</b>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>● Ability to adapt to changing circumstances, priorities and resources, and continue to deliver against strategic objectives</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Ability to work flexibly and enthusiastically within a team and self-motivation to work on own.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Ability to inspire the organisation and its stakeholders.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Commitment to equalities, diversity and inclusion and community development values that SAVTE promotes.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Commitment to personal development.</li> </ul>	<b>E</b>
<b>Personal Circumstances</b>	
<ul style="list-style-type: none"> <li>● Eligible to work in the UK.</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Flexible to work occasional weekends and evenings (events, volunteer training, board meetings).</li> </ul>	<b>E</b>
<ul style="list-style-type: none"> <li>● Flexible to work at home, from the office, or in community settings.</li> </ul>	<b>E</b>

Key: E=Essential, D= Desirable