

<b>JOB ROLE:</b>	Chief Executive Officer (CEO)
<b>REPORTS TO:</b>	Board of Directors
<b>DIRECT REPORTS:</b>	North Down & Ards Women's Aid staff
<b>LOCATION:</b>	Bangor, Co. Down, with travel.
<b>SALARY:</b>	£43,290

## **ABOUT NORTH DOWN & ARDS WOMEN'S AID**

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We are a not-for-profit organisation who combine the skills, experience and passion of our Board, staff and volunteers to keep women and children affected by domestic abuse safe.

We do this through the development and delivery of a wide range of services, to the local community, including floating support, children's services, and refuge.

Our services are delivered through a multi-disciplinary team of 15 full and part-time staff. The CEO will lead the team of staff supported by the Board of Directors.

### **OUR VISION**

Our vision for the 21st century is the elimination of domestic abuse.

### **OUR MISSION**

We exist to challenge attitudes, structures and systems which perpetuate domestic abuse. We seek, through our work, to enable women, children, and young people to live free from violence and abuse.

### **OUR VALUES**

Our values define who we are as an organisation and guide our organisational behaviour and decision-making. Our values influence all that we do and every interaction we have.

#### *Compassion*

We consistently demonstrate genuine empathy and respect to all women and children who are affected by domestic abuse.

#### *Empowerment*

We empower women and children to reach their full potential.

#### *Integrity*

We strive to always do the right thing.

#### *Accountability*

We are dedicated to the long-term sustainability of the organisation and to ensuring that we operate efficiently and effectively in the delivery of our services.

## **JOB DESCRIPTION**

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The CEO is accountable to the Board of Directors for the overall strategic direction, leadership and development of North Down & Ards Women's Aid (NDAWA) and the achievement of the organisation's strategic objectives.

She will:

- Lead and implement the strategic vision.
- Uphold the key values of NDAWA, placing the survivor at the heart of all activities.
- Maintain strong and effective working relationships with member organisations and the full range of key stakeholders to ensure best possible outcomes for member services which support women and children living with, escaping and recovering from domestic abuse.
- Find and develop income opportunities to ensure NDAWA has the resources required to fulfil its mission.
- Strengthen and invest in internal systems and staff to ensure long lasting success.
- Manage and lead NDAWA staff, providing support and guidance as required.

## **MAIN DUTIES**

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### **Strategic leadership**

- Work with the Board of Directors to develop a clear vision for the future of the organisation.
- Be accountable to the Board of Directors for the implementation of the strategic plan.
- Ensure the culture of NDAWA reflects its overarching ethos and values.
- Be accountable to the Board of Directors for the overall financial health of the organisation.
- Develop and maintain relationships with member organisations and key stakeholders.

### **Governance**

- Present and report to the Board of Directors on the charity's progress and on all matters relating to the discharge of its responsibilities.
- Share proposals on the implementation of agreed strategy with the Board.
- Support the Chair in ensuring the continued engagement/involvement of all members of the Board.
- Ensure the organisation meets its constitutional, regulatory and legal obligations.
- Ensure all projects, services and staff adhere to agreed policies and procedures.
- Ensure awareness of health and safety regulations and promote the importance of health and safety issues for staff, volunteers, visitors, and women and children using the charity's services.
- Ensure all physical environments are maintained to a high standard so they provide a positive and safe environment for all those accessing them.

### **Organisational management**

- Lead on the implementation of the strategy and business plan.
- Develop the organisational structures needed for sustainable growth.
- Lead, develop and support staff, ensuring structures are fit for growth, fostering a dynamic and effective culture.
- Manage internal and external communications to all stakeholders, whilst safeguarding the charity's reputation.

## **Project management**

- Ensure good management practice in the delivery of a high standard of service to all service users and their children.
- Facilitate the coordination of projects and services. Monitor the performance standards of multiple projects for various funders in accordance with the terms of individual service level agreements.
- Ensure and maintain good communication between projects in conjunction with the Board of Directors and senior staff.

## **Staff management**

- Recruit, develop and support staff to meet the needs of the services provided by NDAWA.
- Oversee all training, support, motivation and appraisal of staff and volunteers.
- Inform and liaise with the Board of Directors on staff issues as appropriate.
- Hold regular meetings with staff as appropriate.

## **External relations**

- Promote the objectives of the charity and influence key stakeholders to meet the needs and rights of women and children affected by domestic abuse, including inputting into relevant policy developments.
- Seek and develop opportunities to expand and promote the role of the organisation.
- Act as the main spokesperson for the charity and engage with media and social media to ensure the charity's profile and influence are maintained.
- Ensure NDAWA campaigns and speaks out on matters of most concern to survivors of domestic abuse.
- Represent the charity on a wide range of issues with all stakeholders.

## **Income generation**

- Develop a fundraising strategy that ensures sustainable growth for the organisation.
- Generate new funding opportunities through networking and developing partnerships.
- Develop and oversee plans to increase unrestricted funding, including developing robust funding propositions.
- Oversee the maintenance of the charity's existing funding income.

## **Financial management**

- Ensure accurate and timely financial accounting practices.
- Manage finances effectively, using good financial management and clear reporting.
- Ensure ongoing financial robustness and obtain best value across the organisation.

The above list is indicative only and not exhaustive. The post holder is expected to carry out all such additional duties as are commensurate with the role.

**Due to the nature of this role we will be considering female applicants only in accordance with the provisions of the Occupational Requirement (Equality Act 2010, pursuant to Schedule 9 part 1).**

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record in a senior strategic leadership role.</li> <li>• Experience of coordinating and managing significant projects, adhering to service level agreements.</li> <li>• Experience of leading and managing a team. Demonstrating an overall responsibility and ability to plan, allocate and monitor resources, and manage HR related issues.</li> <li>• Evidence of strong and effective financial management.</li> <li>• Experience of representing an organisation at a senior level to both internal and external audiences including media.</li> <li>• Experience of informing key decision making at a senior level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the field of women's services and/or domestic abuse support.</li> <li>• Experience of charity or public sectors, ideally within aligned organisations, e.g. women's and domestic abuse organisations, poverty, disability, mental health, anti-racism, LGBT+, etc.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Strategic and analytical thinking with good critical reflection skills and a growth mindset.</li> <li>• A strong and clear communicator and public speaker who can deliver messages to a variety of audiences, and to build a sense of passion and engagement.</li> <li>• Strong networking skills with an ability to quickly build excellent relationships and successful alliances with a wide range of stakeholders.</li> <li>• Ability to relate well with women and children.</li> <li>• Proven ability to give practical and emotional support and guidance.</li> <li>• Creative thinker, able to generate new approaches, e.g. fundraising strategies, demonstrating innovation.</li> </ul>	<ul style="list-style-type: none"> <li>• Sound IT skills including the use of MS Office or equivalent.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of legalisation, policy and practice regarding domestic abuse.</li> <li>• Knowledge of relevant statutory and voluntary agencies.</li> <li>• Knowledge of child protection issues and the statutory responsibility in relation to the area.</li> <li>• Excellent understanding of the cause and effect of violence against women and girls.</li> <li>• Sound understanding and commitment to equality, diversity and inclusion.</li> <li>• Sound knowledge of governance and financial management.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to demonstrate an interest in women's issues particularly in the area of domestic abuse.</li> <li>• An appreciation of the aims and objectives of NDAWA.</li> <li>• Knowledge of relevant health and safety issues and procedures.</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 GCSE's (or equivalent) to include English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• A qualification (or working towards) in Business Management (or similar).</li> <li>• A qualification (or working towards) in Counselling.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Committed to upholding the organisation's values.</li> <li>• Empowering and consultative leader.</li> <li>• Diplomatic and transparent.</li> <li>• Outgoing, confident and professional.</li> <li>• Charismatic, influential and persuasive.</li> <li>• A visionary with integrity and resilience.</li> <li>• Excellent self-presentation, drive and enthusiasm.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexible hours as required.</li> <li>• A clean driving license and use of a car.</li> <li>• Due to the nature of the post, the candidate will be subject to an enhanced Access NI check.</li> </ul>	

## **RECRUITMENT PROCESS**

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### **How to apply**

To apply for this position, please send a comprehensive CV and a supporting statement of no more than two pages of A4 to [jennifer@ndawomensaid.org](mailto:jennifer@ndawomensaid.org)

Please ensure that your application fully addresses the criteria in the person specification.

Women's Aid is committed to quality, equality and valuing diversity.

Should you be called for interview, we would also be grateful if you could let us know if you will require any special provision as a result of any disability.

Finally, please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available.

Shortlisted candidates will be interviewed by the Board.

The successful appointment is subject to satisfactory written references.

### **Queries**

If you have any queries on any aspect of the appointment process, need additional information or would like to have an informal discussion, please contact [jennifer@ndawomensaid.org](mailto:jennifer@ndawomensaid.org)