



CHIEF EXECUTIVE OFFICER

Hours: 37 per week (full time) including some evenings and occasional weekend days as required.

Salary: £40,000 - £45,000, dependent on the experience of the candidate.

Contract: initially for one year, then dependent on funding.

Annual leave entitlement: 26 days per annum plus statutory Bank Holiday Entitlement.

Responsible to: Asha Management Committee

Location: Asha Neighbourhood Project, 43 Stratford St, Leeds, LS11 6JG.

Primary purpose of the role

Working in partnership with the Management Committee, Senior Team and service users to develop Asha's vision and strategy, channelling the voices of local women and ensuring long-term sustainability through effective governance. This will include strong financial management, reputation-building, partnership working, maintaining effective external relationships and the delivery of Asha's business plan. The postholder will also lead on staff management and delivery of services.

MAIN RESPONSIBILITIES

Leading and Managing the organisation

1. Leading, managing and motivating staff and volunteers to deliver the Charity's Services, ensuring a culture conducive to team working, continuous improvement and learning.
2. Providing effective leadership and management of the team and organisation to maximise its effectiveness whilst maintaining strong, effective working relationships both internally & externally to grow Asha's influence and reach in the south Leeds community.
3. Being responsible for organisational performance outcomes and progress to ensure improvement.

4. Ensuring that the organisation has the resources (human, material and financial) to operate as effectively as possible.
5. Implementing and monitoring all the organisation's policies and procedures, to ensure effective management and support of all staff
6. Leading on the monitoring and evaluation of Asha's services and activities, ensuring systems and tools are fit-for-purpose. Include case studies.
7. Compiling and submitting all monitoring reports to larger funders with the data provided by the staff team, in accordance with the individual funders' requirements.
8. Working with the Management Committee to ensure it receives information on all relevant matters to enable Asha to fulfil its governance responsibilities.
9. Taking responsibility for planning and delivering Asha's business plan.
10. Supporting the planning and delivery of Asha's Annual General Meetings.

Financial management and funding

11. Being responsible to the Management Committee for the overall financial health of the organisation.
12. Compiling and submitting applications for multi-year Trust funding, in accordance with Asha's Business Plan.
13. Exploring and pursuing commissioning and procurement opportunities and service level agreements.
14. Working with the Asha Treasurer (or other designated Management Committee member) and Finance worker to set and manage budgets and budget streams.
15. Leading on updating financial policies and procedures as necessary, working with the Management Committee.
16. Taking responsibility for the preparation of monthly finance reports and quarterly management accounts and providing other financial information as needed and requested by the Management Committee.
17. Being responsible for the coordination of the independent examination (or audit) and submission of the organisation's annual accounts.
18. Responsibility for coordinating salary payments and amendments.

External partnerships

19. Developing and being actively involved in external partnership work through sitting on Boards/Committees, attending relevant external group meetings and networking.
20. Taking a strong, positive and proactive approach to grow and develop Asha's contacts and relationships with other organisations and professionals, with a particular focus on improving diversity and inclusion.
21. Leading on PR and external communications, including updating the website and the strategic use of social media.

Staffing / Human Resources (HR)

The Centre Manager will assist the postholder in the following HR roles:

22. Leading, directing and developing staff, ensuring that those working for Asha are focussed on achieving the mission and strategic objectives.
23. Providing regular line management review and ongoing support to the senior team and providing annual appraisal for them.
24. Taking day-to-day responsibility for adherence to and implementation of Asha HR policies and procedures, including overseeing capability, absence, grievance, disciplinary, redundancy and other processes as necessary and appropriate, with guidance and support from the Management Committee.
25. Overseeing the recruitment and selection of new paid staff members.

General responsibilities

26. Overseeing the efficient running of Asha e.g. maintaining Quality Marks, to comply with GDPR requirements and Safeguarding provision.
27. Being the designated person responsible for Health and Safety.
28. Participating in and sharing the leading of full staff meetings.
29. Working with all at Asha to ensure that all our services, publicity and practices include and meet the needs of the diversity of women in Inner South Leeds, with a particular focus on under-represented and marginalised groups including black, Asian, minority ethnic groups, refugees and asylum seekers. (This list is not exhaustive.)

30. Attending Management Committee meetings and providing necessary reports.
31. Participating fully in supervision and appraisal processes and taking up training and continuing professional development opportunities, using Asha's training budget appropriately to develop skills.
32. Revisiting, updating and promoting Asha's values and ethos in all areas of work.
33. Taking on other tasks as agreed with the Asha Management Committee.

Expectations of an Asha employee

1. Asha employees are flexible and responsive to the changing needs of the organisation as it develops and grows.
2. Asha employees communicate openly and honestly. They are professional and approachable and make efforts to understand the viewpoints of others.
3. Asha employees actively seek out training and development opportunities to enable them to take on a range of roles and tasks.
4. Asha employees take responsibility for their own work and share responsibility for the work of the organisation as a whole. They are self-motivated and can self-manage, but at the same time are committed to working as an equal and valued member of a team.
5. Asha employees are enthusiastic about problem-solving. They understand that there will be tough times and problems, but they are willing to find and be part of the solutions.
6. Asha employees are expected to undertake occasional travel in order deliver the work.