



Chief Executive Officer

Job Description and Specification

Job Title:	Chief Executive Officer
Reports to:	Trustees of Level Trust
Job Purpose:	To provide the highest level of leadership in order to achieve Level Trust's strategic objectives in accordance with the requirements of the Trustees.
Salary:	£40,000 - £42,000 pro rata, per annum.
Position:	Full time (40 hours per week)
Contract:	Permanent
Location:	Luton

Level Trust is looking for new Chief Executive to join us as we seek to build on our important work and to take the charity forward on its journey to help even more children and families in poverty. The successful applicant will be passionate about fighting the injustice of child poverty and will bring with them a strong track record of visionary leadership. They must be an outstanding communicator, very adaptable and be able to enthuse the children, families, schools and funders about the values of Level Trust. We are looking for someone with a clear vision as to how the charity can be expanded in the future and the commitment and drive to carry this out.

Duties and Responsibilities

Leadership

- Provide exceptional leadership to enable the charity to flourish in supporting its mission to eradicate child poverty.
- Embody the charity's values, inspiring others to do the same.
- Take a lead in developing the charity's strategy.
- Motivate and inspire volunteers and staff to maintain and develop Level Trust's excellent performance.
- Create strategic partnerships outside the charity and act as an ambassador for Level Trust.
- Shape and influence a positive staff culture and communicate ownership of policies and decisions across the charity.

Management and compliance

- Oversee and implement recruitment, selection, training, development and performance management of staff.



- Directly manage the Level Trust leadership team and be ready to step in to fill gaps in operations when required.
- Maximise the efficient utilisation of our resources.
- Monitor the effectiveness of our work in making a difference and implement change in response to feedback and data.
- Ensure the health and safety and safeguarding of all Level Trust children, families, staff and volunteers.
- Ensure that Trustees are kept well-informed of key developments in Level Trust and provided with sufficient financial and management information to enable them to exercise their statutory responsibilities.
- Carry out all roles and responsibilities required by the Charities Commission.

Financial

- Produce regular financial reports and forecasts and manage the charity budget.
- Ensure full and accurate reporting including the preparation of an annual report and financial statements to the Charities Commission.

Communications

- Oversee brand consistency across Level Trust, ensuring it reflects our values.
- Develop and implement an integrated campaigns and media strategy, raising the charity presence and profile.
- Manage the development and maintenance of effective channels of marketing and communication with all stakeholders and ensure effective internal communications.

General Responsibilities of all Staff

- Maintain discretion and confidentiality as appropriate for the post.
- Comply with Level Trust policies and procedures particularly the health and safety, safeguarding and equality policy and procedures.
- Promote a positive image of Level Trust internally and in the community.
- Use IT where appropriate and develop IT skills
- Recognise the need to be flexible when working for a small organisation and carry out other duties that may be required.

Person Specification

Qualifications

Honours degree or equivalent level of education for the post.

Experience

- Sound strategic planning and a track record of achieving targets.

Level Trust is a registered charity number 1178223. www.leveltrust.org, Unit 2G The Mall, Luton, LU1 2TW



- Successful financial planning and budget management.
- Experience of developing strong external public relationships promoting and representing an organisation.
- Securing funds and working with funding partners and grant making organisations.
- Experience of working or volunteering with children or young people.
- Proven record of leading teams or organisations to deliver high quality results.
- Experience of working with a small team.

Knowledge

- A deep understanding and empathy of the impact of poverty on a child's education in the UK.
- Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.
- Knowledge of funding methodology and related financial issues.
- An understanding of the key measures of financial management and control in a challenging environment.

Skills

- Strategic thinker with the ability to develop and articulate a clear vision.
- Leadership style, which encourages, motivates, inspires and develops staff and volunteers.
- Excellent communicator (both orally and in writing) with effective listening, influencing and negotiation skills.
- Highly effective decision-making skills with excellent analytical and problem-solving abilities.
- Excellent administrative, organisational and IT skills.
- Intellectual rigour, financial acumen and the ability to accurately analyse and explain complex issues.

Personal Qualities

- Passionate commitment to the eradication of child poverty and supporting young people to realise their potential.
- Empathy with the needs and aspirations of a diverse community.
- Personal and professional integrity.
- Commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of families and young people.
- Willingness to confront issues and make difficult decisions.
- Personal resilience, optimism and an openness to change.
- Resourcefulness and creativity.

How to apply

If you would like to apply please submit your CV and a covering letter to jane.malcolm@leveltrust.org by 23.59 on 28th of February. Covering letters should be no longer than 1000 words, should



demonstrate how you meet the person specification and give us an idea of your personality and motivations.

For an informal and confidential conversation about this position, please email jane.malcolm@leveltrust.org or call 01582 550 070 and select option 3.

Please note that applications will be reviewed on an ongoing basis. We reserve the right to close the role prior to the closing date should a suitable applicant be found, so please submit your application as soon as possible.

Interviews will be held on the 14th and 15th of March 2022.

Our commitment

Level Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to our safer recruitment policy.

Level Trust operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone and celebrate age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

For more details on our policies including data protection and how we store and use your data, please visit the policies page of our website.