



# Chief Executive Officer

# Nicole Guest, Chair of the Trustees

Dear Applicant,

Thank you for your interest in the role of Chief Executive Officer at TRAIN, I hope that you find the accompanying information helpful. TRAIN has been working to support the young people of South Oxfordshire and offer them opportunities towards improving their life chances for over 21 years.

Our mission is simple: to do our best to help young people, particularly those that are marginalised or vulnerable. We are a small, supportive organisation that invests in our staff as well as the young people we work with.

It is an exciting time to join our organisation, in this brand new CEO role, as we are moving towards a more youth led structure. In June 2023, we established The Base Council, which will enable young people to influence the services we run and the operation of The Base, our office in Market Square, Didcot.

We are also looking to expand our coverage and our services in response to the need that we see from our interactions with young people.

We are looking for someone who is keen to lead, and isn't afraid to roll their sleeves up and get stuck in sometimes. If you're passionate about young people, approachable and ready to take on exciting challenges, we want to hear from you.

**Nicole Guest**  
**Chair of the Trustees, Didcot TRAIN**



# About the role

<b>Job Title:</b>	Chief Executive Officer
<b>Salary band:</b>	£40,000 to £50,000
<b>Benefits:</b>	33 days annual leave entitlement including bank holidays, 3% employer contribution to NEST pension, employee assistance plan
<b>Hours:</b>	37.5 hours, some evening and weekend working
<b>Contract:</b>	Full time permanent, flexible working hours available.
<b>Location:</b>	Unit 1A, 5/6 Market Place, Didcot, OX11 7LE
<b>Reports to:</b>	Chair of Trustees

We encourage applicants from a range of backgrounds, and encourage diversity throughout our recruitment process.



## More about the role

**Reporting to, and working closely with, the Chair of the Board of Trustees, the CEO will provide leadership, direction and management of TRAIN to ensure the charity delivers its vision, mission, strategies and charitable objectives.**

The CEO will have overall responsibility for the operation of the organisation and for supporting our brilliant team to be all they can be, bringing people together and keeping them motivated.

The CEO will also focus on developing strong, trusted and long-lasting relationships with our stakeholders at all levels.

The day-to-day responsibilities of the CEO will vary due to the wide range of projects, issues and tasks that may arise.

They will be responsible for making corporate decisions, managing overall operations and will be accountable to the TRAIN trustees at all times.



# Main responsibilities

- Develop a strategic plan which responds to and addresses the needs of the young people we support and prepare an annual budget for approval by the Trustee Board.
- Support and prioritise the professional and personal development of TRAIN's staff and volunteers to develop a productive and stimulating culture, focused on delivering the best outcomes for young people.
- Be responsible for income generation and donor management ensuring cash flow and expenditure are in line with income, and providing regular financial reports to the Trustee Board.
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities, and monitor key indicators of TRAIN's impact and financial health.
- Oversee internal controls, policies and procedures management and HR policies ensuring they remain up-to-date and fit for purpose, and the charity is compliant with relevant guidelines and regulations.
- Stay up to date with risks, changes and new opportunities in the external environment that affect the organisation, and take action as required.
- Build relationships with local politicians, the media, local government officials and other key stakeholders to advance our aims including representing TRAIN at external events and in public facing media.



# The person we're looking for

Below is the list of essential and desirable criteria for this role. We understand that different candidates bring all sorts of skills, so if you're concerned about any of these points, or want a discussion about the role and your skills, please get in touch.

## Essential:

- At least 3 years leading teams in the not-for-profit or public sector.
- Substantial experience in business and strategic planning, with an ability to track performance against objectives and deliver results.
- Experience in human resource management, including recruitment, staff and volunteer development, and managing key policies and procedures.
- Experience generating income, seeking out new funding opportunities and the successful delivery of bids from trusts and foundations.
- Strategic and day-to-day financial management including the ability to prepare and oversee budgets and generate and communicate financial reports.
- Awareness of issues relating to equality, diversity, health and safety and the safeguarding of young people.

## Desirable:

- Relevant qualification in leadership, management or finance (for example, an undergraduate degree, CIMA, or ILM qualification).
- Experience of working with committees or boards.
- Knowledge of Quickbooks and SORP.



# Personal qualities and more

As this is a brand new role, we asked our team what sort of qualities we would like in a CEO - here's what we are hoping for:

- Someone who has a strong passion for working with/for young people.
- Someone who is confident enough to take a stand and do the right thing, even when it's tough.
- Someone who is kind, approachable, and open to having their assumptions challenged.
- A person who is a strategic thinker, who can develop and articulate a clear vision.
- Someone who encourages, motivates and develops our staff and volunteers.
- Someone who has empathy.
- Someone who can work under pressure and manage priorities to make sure deadlines are met.
- Someone who role models professional behaviours at work, with resilience, optimism and an openness to change.
- An excellent communicator (both orally and in writing) confident in building effective working relationships with all stakeholders, staff and volunteers and willing to share their knowledge, practice and approach collaboratively.
- Someone who is interested in the various (and diverse) challenges our young people face.

## **Other requirements:**

- Whilst employed by TRAIN you will be required to hold a full UK Driving Licence.
- Proof of identity and eligibility to work in the UK.
- The post is subject to clearance under the Disclosure and Barring Service (DBS) scheme.
- Flexibility for out-of-hours working including some evenings and weekends.



## How to apply

Please email your CV with a covering letter explaining your suitability for the role, please ensure you are responding to the person specification on page 6 of this job description as part of this.

The application process will take into account lived experience, as well as considering work history and education. We recognise that not everyone will have had access to the same opportunities and we are committed to acknowledging this in our recruitment, and celebrating applicants from a range of backgrounds.

Email your application to our Chair of Trustees, Nicole ([nicole@didcottrain.org.uk](mailto:nicole@didcottrain.org.uk)) by **8pm on Monday 27th November 2023.**

**We will hold interviews on Saturday 9th December, invited candidates will be required to provide a presentation and also take part in a Q&A with staff and young people, as well as a standard interview panel.**

For an informal and confidential conversation about the role please contact our Chair of Trustees, Nicole on 07788144275.

**Thank you for your interest in this role.**

