

# BECON

## Post Specification: EXECUTIVE DIRECTOR

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### **PURPOSE OF THE ROLE:**

BECON was established in 2001 and has enjoyed a long and fruitful history working with and supporting BME communities and the BME voluntary sector in the North East of England. The Board of Trustees have recently undertaken an in-depth review of the organisation's Vision and Mission and prepared a bold and ambitious strategy for the organisation as it moves into a new phase of service delivery.

This is an exciting opportunity for a dynamic, innovative and forward-thinking leader with experience in Charity management.

The key aspects of the role are to:

- Provide leadership across all the services provided by BECON and, in particular, the delivery of the organisation's strategic plans.
- Represent and promote the organisation to stakeholders, service-users, partners and the wider public.
- Ensure BECON's services are delivered to the highest standards of excellence and to the fullest positive impact.
- To develop fundraising and other innovative income streams within the Vision, Mission and Strategy of the Charity.

Based in Stockton on Tees, the post holder will benefit from the support of an engaged Board of Trustees, committed staff and volunteers and a clear vision shaping BECON's future.

The successful candidate will have:

- Experience as a senior manager or CEO in a charitable or voluntary organisation.
- Some experience of the BME Voluntary & Community Sector.
- Experience of delivering projects and services within budgetary constraints.
- An ability to develop positive relationships with key stakeholders.
- A proven track record of financial management and fundraising.
- A commitment to the values and ongoing development of the BECON organisation.

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### **DUTIES & RESPONSIBILITIES:**

1. Ensure Strategic & Business Plans are delivered within budgetary constraints.
2. Prepare new Business Plan on an annual basis to further the Strategic Objectives of the Charity and for Board approval.
3. Ensure Policies & Procedures are followed, up to date and appropriate to the BECON organisation.
4. Manage staff in accordance with the relevant policies & procedures and within the spirit and culture of the BECON organisation.
5. To promote and ensure a positive and supportive organisational culture that meets the competing demands of good quality staff engagement, successful external relationships (including with service-users and other stakeholders) and the resilience of the organisation through the delivery of income generating activity & fundraising.
6. To build and foster external relationships that are of benefit to the organisation and support the delivery of BECON's strategic and operational objectives.
7. Represent the organisation at all levels, including internal and external events or through other opportunities that will raise the public profile and awareness of the BECON charity.

8. Build an effective and mutually constructive relationship with the Chair and Board of Trustees.
9. To operate within the expectations and display the characteristics commensurate with integrity, transparency and professionalism.
10. Maintain awareness of internal and external risks to the organisation and develop plans to mitigate those risks for the approval of the Board of Trustees.
11. Ensure the provision, accuracy and timeliness of reports to the Board, sub-committees or external bodies as may be required.
12. Attend meetings as required relating to the governance of the Charity.
13. Ensure the organisation fulfils its legal, statutory and regulatory obligations.
14. Act as representative and spokesperson for the organisation with the media and the wider public.
15. Ensure the quality of services delivered by the BECON organisation are of the highest standard possible.
16. Ensure the financial resilience of the charity by meeting the targets set out in the organisational business and strategic plans.
17. Ensure the relevance, accuracy and timeliness of organisational records.
18. Maintain Health & Safety and Data Protection Protocols as required by the organisation and in law.
19. Provide leadership and direction to the staff on a daily basis to ensure organisational objectives are met.
20. To manage the affairs of the Charity on a daily basis on behalf of the Board of Trustees.
21. This position reports directly to the Chair & Board of Trustees.

**KEY SKILLS:**

**Leadership:** Providing motivation and successfully engaging with staff and volunteers to achieve the objectives of the organisation.

**Advocacy:** To be the public and private face of BECON and be able to effectively promote the organisation's aims.

**Excellent interpersonal skills:** To build relationships with a variety of people, from beneficiaries and staff members to other stakeholders and senior people.

**Financial acumen:** To set and operate budgets and develop social enterprise activities that will provide a surplus for the organisation.

**Astute & Attentive to Detail:** To quickly get up speed with the BECON organisation and become productive very quickly while ensuring services are delivered and standards of excellence achieved.

**PERSON SPECIFICATION:**

| KEY AREAS                  | ESSENTIAL                                   | DESIRABLE                                                |
|----------------------------|---------------------------------------------|----------------------------------------------------------|
| Education & Qualifications | Educated to at least A level or equivalent. | Degree or further education qualification or equivalent. |

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|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Qualifications linked to the Voluntary or Charity Sectors.                                                                                                                                                                      |
| Technical Skills & Training            | <p>High level of financial literacy (able to read and interpret charity accounts as well as produce and / or interpret management accounts) but does not need to have an accountancy qualification.</p> <p>Project Management knowledge &amp; skills.</p> <p>Good communication skills – able to articulate and present ideas in a clear and coherent way both orally and in writing.</p> <p>Promotional skills – able to promote BECON and successfully represent the organisation to external parties at all levels.</p> <p>A good understanding of the strategic application of ICT and new media to organisations and good day to day computer skills.</p> | <p>Evidence of continual learning throughout career or of professional development.</p> <p>Evidence of published written work such as reports or articles.</p>                                                                  |
| Experience & Knowledge                 | <p>Knowledge of the voluntary and charity sectors in terms of senior management experience.</p> <p>Understanding of charitable and other statutory structures and regulatory requirements.</p> <p>Evidence of financial management by working within and delivering projects to budgetary constraints.</p> <p>Proven experience of working with a high level of responsibility.</p> <p>Evidence of managing staff teams.</p> <p>Experience of working with a Board of Trustees in a voluntary, public or private organisation.</p> <p>Successful experience in fundraising.</p>                                                                                | <p>Have worked with or alongside a small charity.</p> <p>Experience of BME organisations.</p> <p>Experience of being a charity trustee or school governor.</p> <p>Experience of broadening the income base of organisations</p> |
| Personal Qualities, Strengths & Skills | <p>Ability to build relationships and work with high level contacts within the Sector.</p> <p>Integrity, versatility, flexibility and sensitivity to ethical and BME issues.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Strength and resilience to deliver demanding objectives within the culture and framework of the BECON organisation.</p>                                                                                                      |

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|                        | <p>Highly organised and able to deliver complex work streams and manage competing demands.</p> <p>Apply strategic thinking and vision, with the ability to analyse and act on complex information.</p> <p>Displays leadership qualities including being able to set a supportive and mutually rewarding organisational culture.</p>                                                                                  |  |
| Attitude & Approach    | <p>A sense of duty of care for service-users, staff and volunteers.</p> <p>Ability to instil confidence in internal and external stakeholders.</p> <p>Professional approach to organisational management and leadership.</p> <p>Demonstrable willingness to lead by example and to be 'hands-on' when necessary.</p> <p>Successfully delegate and actively empower staff and volunteers within the organisation.</p> |  |
| Personal Circumstances | <p>Able to work outside of office hours when needed and to travel and stay away from home on occasion.</p>                                                                                                                                                                                                                                                                                                           |  |

#### **TIMETABLE & ADMINISTRATION**

Recruitment for this post is being managed by the SALiS Consultancy on behalf of BECON.

To apply, please send a CV and covering letter (no more than 4 sides of A4) explaining how you meet the criteria outlined in the post specification via email to: [applications@becon.org.uk](mailto:applications@becon.org.uk).

If you would like an informal discussion about this role please contact: Joseph Main, SALiS Consultancy, at BECON on 01642 657 090 or via email at [joseph@salis.org.uk](mailto:joseph@salis.org.uk)

**Closing date for applications: 12pm on Friday 2<sup>nd</sup> June 2017**

**Interview dates: Wednesday 14<sup>th</sup>, Thursday 15<sup>th</sup> and Friday 16<sup>th</sup> June**

BECON is an equal opportunities employer and actively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.