



**CHIEF EXECUTIVE OFFICER**

**RECRUITMENT PACK**

**JULY 2023**

[**www.sycamoretrust.org.uk**](http://www.sycamoretrust.org.uk)

**Charity Reg No: 1116697/Company No: 5759929**

**MESSAGE FROM THE TRUSTEES**

**Thank you for your interest in the role of CEO for Sycamore Trust U.K.**

**Sycamore Trust U.K. was founded in 1996 by a group of parents whose children had a diagnosis of Autism. Originally called “Parents of Autistic Children Together” the organisation’s aim was to provide peer support for families and leisure activities for the young people and their siblings.**

**The current CEO has been with the organisation since 2003 and is retiring at the end of the year. She has taken the organisation forward through major transformation including a merge in 2011 and re-brand to 2014 to become Sycamore Trust U.K. We are now seeking a new CEO to develop the work of the organisation.**

**This is both an ambassadorial and strategic role supported by a passionate team of staff and volunteers.**

**The trustees are excited at the prospect of facing these challenges together with the new CEO.**

 **WHAT WE DO**

Our services are led by our core values.

**Support:**

From point of diagnosis or even before we are able to offer support and advice to individuals and families via our family support service. This may include advocacy, specialist advice on strategies, training and workshops or peer support via our parent/carer support groups.

**Empower:**

The aim of our leisure activities is to increase the independence skills of the participants. Whether in a group setting or one-to-one support our programs are outcome based with an emphasis on the individual achieving small steps towards their personal goals. More importantly they are about having fun. We also aim to empower the families we work with to give them the knowledge to be able to support their children to the best of their ability.

**Educate:**

Whilst our aim is to support our clients to live and thrive in their community, we are also aware that the community needs to make adjustments to allow our clients to show their value. We are dedicated to making the world an Autism/Learning Difficulty friendly environment. Everyone working within the organisation, whatever their role is tasked with enlightening their networks around the positive aspects of both Autism and Learning Difficulties. On a more formal basis we are keen to promote and expand our training sessions and the work of our Autism Ambassadors.

**ABOUT THE ROLE**

**The main purposes of the role are:**

* To provide strategic leadership, building on the shared vision to provide support for children, adults and their families who are affected by Autism.
* To lead the operational management of Sycamore Trust U.K., managing a team of over thirty staff and volunteers.
* To lead the organisation in the community, promoting its mission and values through clear communication at events and networking.
* To take the lead in the securing of funding, in liaison with the senior management team.
* To work with the Board in ensuring compliance with the organisations legal, financial, and safeguarding responsibilities.

**ROLE OUTLINE**

**Key Responsibilities:**

Strategic Leadership/Vision

* Provide leadership, clear strategic direction and management of the organisation.
* Working with the Board of Trustees to agree the vision, strategy, values and objectives.
* Promote the cultural values of the organisation through example.
* Develop appropriate marketing and communication strategies.
* Keep abreast of relevant research and developments and maintain personal professional expertise.

Operational/People

* Build a staff culture where everyone is valued and equipped to do their job.
* Manage the staff team in order to meet the agreed plan and strategies within the framework of Employment Law.
* Lead staff meetings, attend Board Meetings and participate in working groups, away days and other similar staff events.
* Ensure all staff receive regular supervision and annual appraisal to promote professional and service development and the achievement of agreed objectives.
* Work with Finance Officer and Treasurer in managing income and expenditure.
* Work with Marketing Manager in ensuring material attracts new referrals and funding.

External Relationships

* Develop and build relationships with relevant Health and Social Care Services, Voluntary Organisations and Potential funders.
* Represent the Charity at external events.
* Promote the work of the organisation through talks and presentations.

Policy Development and Governance

* Ensure that Sycamore Trust U.K.’s staff, volunteers and its Board of Trustees comply with its legal, financial and other responsibilities and that written policies and procedures are in place.
* Consult with the Chair and Treasurer in preparation of meeting Agendas enabling efficient discussions which support the development of the organisation.
* Provide a written report to Board meetings to update Trustees on operational matters.
* Work with the Chair and Board in maintaining a balanced skill mix of trustees.
* Work with the Treasurer and Finance Officer to ensure the timely and complete preparation of annual audited accounts, annual report and other relevant documents to ensure compliance.

**PERSON SPECIFICATION**

You should be able to demonstrate that you meet the following criteria.

**E** = Essential **D** = Desirable

Measured by: **A** = Application Form  **I** = Interview

**QUALIFICATIONS & RELEVANT EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| E | Proven leadership and management experience  | A |
| E | Strong organisational skills and attention to detail, with the ability to prioritise and manage time effectively | A/I |
| E | Ability to communicate clearly on both internally and externally, both verbally and in writing | A/I |
| D | Awareness and understanding of Autism | I |
| E | Ability to understand charity finances budgeting and planning | A/I |
| E | Working knowledge of charity governance | A/I |
| E | Experience of successfully overseeing significant service development | A/I |

**TERMS OF APPOINTMENT**

 **Salary**: £50,000 to £55,000 depending on experience

 **Location**: Dagenham based with option of hybrid working part week

 **Hours**: 35 per week or would consider 21 per week pro rata

 **Holiday**: 25 plus bank holidays

 **Pension**: Auto enrolled in a Defined Contributions Pension Scheme.

**Responsible to**: Trustee Board through the Chair of Trustees.

**HOW TO APPLY**

Please send C.V. and a letter of application, addressing how your experience matches the job description and person specification.

* By email: chris.gillbanks@sycamoretrust.org.uk
	+ - By post: Sycamore Trust U.K.

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 Dagenham, Essex

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For the Attention of: Chris Gillbanks