

Job Description - FareShare Sussex Chief Executive Officer

Job title:	Chief Executive Officer
Reports to:	City Gate Community Projects Board of Trustees
Location:	Moulsecoomb, Brighton
Hours:	Part-time (30 hours per week (4 days)/some flexibility possible)
Salary:	Based on £40,000 (£32,000 pro-rata) (subject to Job Evaluation process)
Term:	Permanent

About FareShare Sussex

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 21 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. We currently deliver over 45 tonnes of food a week to over 120 service providers and charities including homeless shelters, food banks, children's centres and lunch clubs. City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

Main purpose of this role

The Chief Executive will be responsible for providing leadership, developing and implementing FareShare Sussex's strategic and operational plans, leading on partnership and business development, and being an effective advocate for the charity and its beneficiaries. He/she will lead a senior management team of three (the Chief Executive Officer, the Operations Manager and the Development Manager), and will be responsible for ensuring financial control and supporting and advising on good governance across all aspects of the charity. This post is a first-tier post directly responsible and reporting to the Board of Directors and Trustees.

Duties and responsibilities

Leadership

- Be the face and voice of the charity - its principal ambassador.
- Lead, support and motivate all staff and secure their loyalty and commitment to the charity's aims, objectives and ambitions.
- Seek out, develop and maintain effective working relationships with all relevant organisations and individuals to promote the work of the charity and facilitate the implementation of its strategic objectives.
- Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.
- Work and co-ordinate with FareShare UK managers and other regional centres to share and gain best practices to achieve our mission.

Strategy

- Liaise with the Board in relation to the development of the charity's strategic vision and be responsible for leading the implementation of it.
- Be responsible for the development and delivery of the charity's agreed business plans.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
- Seek out and implement opportunities for innovation and ensure that FareShare Sussex remains at the forefront of positive change in the food waste sector.
- Work with FareShare UK to develop best-practice for the management, development and engagement of staff and volunteers.

Partnership and Business Development

- Lead the promotion and development of FareShare Sussex's work, raising the charity's profile and maximising its reach.
- Seek out, develop and nurture beneficial partnerships with supporters, donors, other charities and all relevant authorities/organisations, including maintaining good working relations with pre-existing partnerships through the Brighton & Hove Surplus Food Network which is co-ordinated by Brighton & Hove Food Partnership, of which FareShare is a part.
- Work towards the achievement of long-term sustainability, developing the charity's business model and maximising income, for example from fundraising, service contracts and earned income.
- Oversee the research, identification and recruitment of new Community Food Members (CFM, beneficiary projects) and food suppliers to expand FareShare Sussex's reach across the counties of Surrey and Sussex.
- Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

Operations

- Be responsible for the implementation of all the charity's operational plans.
- Take executive responsibility for all functions including the warehouse, administration, finance, fundraising, marketing, communications, and IT.
- Ensure that FareShare Sussex services, contracts and projects are delivered to the highest standard with due regard for timescales, targets and budgets.
- Take overall responsibility for the recruitment, management and effective deployment of staff, including self-employed presenters; apply robust HR processes covering recruitment, performance management, appraisal and remuneration.
- Line manage the Senior Management Team.
- Be responsible for the maintenance and efficient use of the charity's assets.
- Build and maintain good working relationships with food suppliers and CFMs.

Financial Control

- Lead and direct the financial planning, forecasting, control, reporting and management of the organisation's finances and resources, to include support for, and engagement of, directors/trustees and board and sub-groups to ensure regulatory compliance and sustainable organisational growth.
- Take executive responsibility for the financial leadership of the charity, including forecasting and strategic budget leadership.
- Ensure that the charity's financial resources are managed effectively and that FareShare Sussex remains in good financial health, identifying risks and taking appropriate action.
- Liaise with the Board to develop and lead on the implementation of the charity's financial plans, including setting budgets, formulating income generation strategies and overseeing all fundraising activities.
- Maintain effective financial management and control systems; ensure delivery within budgets and to performance targets and oversee production of management accounts, statutory accounts and annual reports.
- Be responsible for the CFM income and support the Finance Officer to administrate this.

Governance and Compliance

- Liaise with the Board to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary
- Attend all Board meetings (held six times a year) and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the charity's activities during the previous period; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Develop and maintain effective operational policies and processes in all the charity's functions. Review and update scope and content to meet legal, regulatory and best practice needs.
- Oversee the development and practical application of all organisational policies and procedures e.g. with regard to health and safety, equality and diversity, and safeguarding.
- Ensure that the charity complies with best practice in all areas of operation including Health and Social Care, Health and Safety.
- Oversee the safeguarding of the vulnerable adults with whom the charity works through rigorous DBS procedures and staff/presenter training.
- Ensure that collection and protection of personal information complies with current Data Protection regulations.
- Ensure that all of the charity's activities are conducted safely and that Health and Safety policies are understood and followed by everyone.
- Ensure that all major risks are identified and regularly reviewed and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity's Risk Register.

General

- Carry out any other duties as may be reasonably requested.
- Be conversant with all aspects of the operation and willing to cover and provide support should the need arise.

Person Specification

Qualifications

Desirable

- Educated to degree level or equivalent professional qualification and evidence of CPD.

Experience

Essential

- Significant proven record of achievement in a senior position within a charity/not for profit organisation.
- Experience of effective partnership working and development and external relationship management.
- Experience of managing, motivating and developing staff.
- Experience of business planning, business development and fundraising.
- Experience of project management and service delivery across multiple functions.
- Financial management skills including budgeting and delivery of cost and income targets.
- Robust approach to governance, controls and definition/implementation of new processes. Experience of financial and risk management.

Desirable

- Experience of working with volunteers.
- Experience of managing organisational change.

Skills and knowledge

Essential

- Inspirational leadership, management and motivational skills.
- Highly organised and personally effective.
- Exceptional verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to persuade and influence, both face to face and in writing.
- Strong financial skills, including the ability to analyse budgets and accounts and manage an annual budget of over £500,000.
- Outstanding business development skills.
- A commitment to equal opportunities and inclusivity.
- Rigorous analytical skills.

Desirable

- An understanding of the issues affecting food waste and FareShare's mission.
- Knowledge of the food sector and passion for reducing food waste.

Personal attributes

Essential

- Empathy for vulnerable people and those in food poverty.
- Positive, pro-active and dynamic.
- Inclusive and flexible, with a consultative approach to leadership.
- Confident and assertive.
- Ability to pursue the mission and objectives of FareShare Sussex with demonstrable passion, drive and commitment.
- Committed to best practice and with a drive for continual improvement.

The appointee will also be expected to be fully IT literate and have access to a car and a clean driving licence.

Safeguarding statement

FareShare Sussex is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Application Process

Please complete the application and equal opportunities forms and return them both to: recruitment@faresharesussex.org.uk by **Friday 11 October 2019**. Interviews are likely to be held on Thursday 24 October 2019.

For an informal chat about the role, please contact Pam Mitchell on pam@faresharesussex.org.uk

Further information about FareShare Sussex can be found online at faresharesussex.org.uk.

The application pack can be accessed via <https://faresharesussex.org.uk/latest-news/>.