

## **VACANCY FOR CHIEF EXECUTIVE OFFICER**

Location: Gibraltar  
Hours: 30 Hours per week  
Salary: £25,000 per annum  
Application: Please send your CV and cover letter to [trustees@childline.gi](mailto:trustees@childline.gi)  
Closing date: 14 July 2019

Childline Gibraltar is looking for a Chief Executive Officer to work at our offices in Gibraltar for 30 hours a week. Most of these hours will need to be worked during regular work hours (9.00 to 17.00). However, due to the nature of this job, you are required to be flexible.

- Some external meetings will be scheduled in the late afternoon, evenings and weekend
- Flexibility is also required to answer the occasional phone call or email outside of work hours.
- Availability for both the monthly Trustee meeting and the Team meeting during the evening (between 18.00 and 21.00)
- Occasional work during the weekends for Fundraising & Awareness events – some of these on voluntary basis

## **Main Duties and Responsibilities**

### Trustees

- Full administrative and secretarial support to Chair and Vice Chair, and the trustees as and when required
- To prepare agenda and minutes for the Trustees meetings
- Submit monthly report to Trustees with an update on operational and staff matters
- Support the board of trustees in the development of strategic aims
- Prepare the Annual Report
- To assist individual members of the Board of Trustees with delegated responsibilities relating to their role

### Marketing & Funding

- Prepare marketing material
- Assist in preparing the press releases
- Identify Statutory or Communal funding opportunities that may enhance service delivery
- Represent the Childline in high profile meetings and meeting potential large/adm or Corporate Donors. Follow up all relevant leads

### HR & Management

- Create an environment of collaboration, professionalism and trust. Ensuring that information is shared and helping to create a positive organisational culture is an important part of this position
- To maintain personnel files for all employees this will include – advertising vacant positions, acknowledging applications, arranging interviews, create appropriate assessments, letters of acceptance or otherwise, letters of appointment, contracts, ETB forms, requesting references, induction checklist, ensuring Confidentiality Agreement and Data Protection forms are signed, Police Vetting Form is completed and sent to the RGP
- Submit the Payroll
- Constantly review the organisational structure and staff needs to ensure the charity is run effectively
- Supervise, motivate and mentor the Senior Duty Manager and Community Outreach Manager
- Ensure the Senior Duty Manager and Community Outreach Manager are proficient in the day to day management of staff and development of safeguarding policies and procedures for the charity's services
- Oversee the co-ordination and development of project and team operational plans in line with overall strategy by the Senior Duty Manager and Community Outreach Manager
- Ensure the monitoring and maintaining quality standards across the organisation
- Ensure systems, policies, procedures are followed and productivity standards are met
- Assist in the development of new and existing organisational policies
- Co-operate with policies and procedures to enable the organisation to comply with its obligation under Health & Safety legislation
- Instil a sense of professionalism and a positive image throughout the organisation
- To provide leadership, guidance, professional support and oversee the development and delivery of the charity's services

#### Office & Finance

- Responsible for outgoing & incoming funds
- Keep track of committed donations
- Monitor admin@ & Trustees@ email address
- Contribute toward the effective financial management and risk assessment process across the organisation
- At all times ensure effective and efficient use of the Childline Gibraltar's resources.
- Manage appropriate budgets proactively, striving for best value and appropriate use of resources
- Responsibility for reviewing internal systems and procedures to improve overall service delivery
- Liaise with the Finance Trustee to ensure continuous information exchange on relation to Charity finances

### General Responsibilities

- Liaise with external stakeholders who may include donors, charitable trusts, community
- Identify potential business opportunities and develop new services in line with the organisation's strategic aims
- Contribute towards the development of services, effective financial management and risk assessment processes across the organisation
- Attend and participate in team and trustee meetings
- Support the charity's awareness by supporting and attending educational and fundraising events which take place throughout the year
- Attend monthly team meetings, and Trustee meetings as required.
- Ensure projects deliver services in line with contractual agreements, agreed outcomes, external regulation and good practice
- Work in accordance with the organisation's mission, vision, strategic plans, policies and procedures
- Undertake public relation tasks and represent the organisation as required by the Board of Trustees

### **Experience and Skills**

- Flexibility in your approach to working hours
- Ability to work on your own initiative
- Previous experience of having managed individuals or volunteers
- Experience with Project Management
- Ability to work independently
- Fluent English, ideally mother-tongue
- Good communication and interpersonal skills
- Excellent administrative and I.T. skills.
- Previous experience of management in third sector would be desirable

### **The Charity**

As the largest children's charity exclusively operating in Gibraltar, improving the lives of Gibraltar's children is our priority.

Child abuse is preventable – not inevitable. It's up to each of us to do everything possible to keep childhood safe from abuse, so children can grow up healthy and thrive. We are proud to have helped hundreds of children and young adults in Gibraltar to overcome many serious issues through our services.