

## Job Description

**Job Title:** Chief Executive Officer

**Salary:** £45,000 pro rata

**Hours:** 30 hours per week

**Employed by:** Pie Factory Music

**Location:** Ramsgate, Kent (hybrid working option available)

**Responsible to:** Board of Trustees

**Number of direct reports:** 5



### Purpose of the role

To provide overall strategic and operational leadership of our dynamic and highly effective creative youth charity to deliver safe, positive and inspirational programmes for children and young people.

To support the development and delivery of the charity's work and to ensure we achieve our vision, mission and strategic goals. To improve the effectiveness and impact of our work. To build effective relationships with funders, national and local stakeholders and service providers, and young people. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.

### Key responsibilities

#### Leadership and Strategy:

- Work closely with the Board of Trustees to lead on the development and execution of the vision and strategic plan.
- Provide strategic leadership and planning to ensure PFM's development and sustainability, in keeping with our vision and strategic objectives.
- Liaise with the Board on key areas, utilising the individual skills of the board to improve the governance, growth and development of the charity.
- Ensure that the Board has the relevant information it needs to ensure all governance decisions can be made appropriately.
- Build and maintain an effective senior management team, developing their skills and ensuring cohesion across their respective areas.
- Lead, line manage, coach and mentor other members of the senior management team to ensure they are effective and to support their development.
- Embed a culture of empowerment in which every member of the organisation feels confident to deliver their areas of responsibility, aligning their skills and purpose to the vision and strategy.
- Represent the charity at events, speaking opportunities and other forums, including developing and delivering presentations, as and when required.
- Continue to develop a strong culture of Youth Voice practices across the organisation.

### **Income generation**

- Lead fundraising activities to secure and enhance the core programmes of PFM and to strengthen its creative roots.
- Enable long-term growth for the charity through developing a strong income generation strategy and the development of sustainable fundraising streams.

### **Financial oversight**

- Oversee the annual budget, financial planning, project delivery and reporting processes.

### **Legal, Policy and Best Practice:**

- Implement policies across the charity to ensure legal compliance and safeguarding is in place for staff and beneficiaries, and to adhere to funders' policy requirements.
- Work alongside senior leadership to identify, measure and report strategic and operational performance measures.
- Oversee the development and implementation of organisational HR policies and practices, ensuring they are transparent and fairly applied.
- Sign and implement service level agreements with funders, ensuring all budgets, outcomes, monitoring and reporting processes have been clearly communicated with the office team and are adhered to.
- Develop and maintain effective relationships with colleagues, partner agencies, funders, users, board members and other stakeholders.
- Keep informed about relevant changes to policy and legislation relating to young people and arts and culture.

### **Professional Development:**

- Ensure continuous self-development through training, supervision and other appropriate means.
- Maintain high standards of professional integrity and respect for others.
- Embrace the importance of learning from shared experiences including the adoption and implementation of reflective practice.

### **Common to all staff:**

- Have a focus on outcomes when planning, delivering and evaluating activities.
- Follow all requirements and instructions in the reflection and evaluation process including data collection, case studies, write ups and any other reasonable requests for information and learning.
- Contribute to learning through reflective practice, to inform and influence future planning and delivery across the whole team.
- Carry an awareness of overall outcomes through all areas of work.
- Be familiar with and work in accordance with PFM's policies and procedures.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, without change to the level of responsibilities appropriate to the grading of the post.

<b>PERSON SPECIFICATION</b> Pie Factory Music CEO		
	<b>Essential</b>	<b>Desirable</b>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>● Educated to degree level or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>● Project management qualification.</li> <li>● Post Graduate Management qualification or training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● Proven experience in a senior management role including effectively leading multi-disciplinary teams and financial management.</li> <li>● Oversight of HR policies and procedures</li> <li>● Experience of working with various stakeholders to formulate an organisational vision, and translate it into strategic plans and priorities for implementation.</li> <li>● Experience of setting and controlling budgets at an organisation-wide level.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of developing and implementing fundraising strategies</li> <li>● Experience of leading creative arts teams.</li> <li>● Experience of working in the youth work sector.</li> </ul>

<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>● Ability to think at a high level with vision to develop strategic plans.</li> <li>● Ability to acquire a wide understanding of complex issues to form direction and decisions.</li> <li>● Ability to communicate clearly, assertively, and diplomatically at all levels</li> <li>● Willingness and ability to work within organisational policies and corporate objectives</li> <li>● Strong and inspiring influencing skills, demonstrating a participative leadership style which is inclusive and empowering</li> <li>● Ability to supervise, coach and motivate team members</li> <li>● Ability to work under pressure, multi-task, and coordinate with multiple deadlines and stakeholders.</li> <li>● Able to discern how external factors may affect an organisation's effectiveness and proactively lead on innovative thinking and practical action</li> <li>● Able to think and plan ahead, anticipate risks and issues and take steps to prevent them occurring.</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to inspire team, external stakeholders and beneficiaries.</li> <li>● Understands local and national policies and trends that affect the organisation and shape stakeholders' views.</li> <li>● Able to use different influencing styles and adapt approach as required.</li> <li>● Seeks to understand different viewpoints and demonstrates active listening.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Emotional resourcefulness</li> <li>● Flexible towards others and is not phased by complexity and change in circumstances.</li> <li>● Recognises the needs of beneficiaries and always seeks to provide high levels of service.</li> <li>● A self-starter who is not afraid to challenge the status quo.</li> </ul>	<ul style="list-style-type: none"> <li>● Generates new and innovative solutions to problems.</li> <li>● Has a can-do attitude, volunteers to help and get involved with new activities.</li> </ul>

	<ul style="list-style-type: none"><li>● Strong team player mentality.</li><li>● Can react to changing circumstances and priorities quickly and efficiently, and remains calm under pressure.</li><li>● Expresses own views and feelings, but in a manner which is constructive, and which allows others the opportunity to express their own.</li><li>● Exhibits passion and excitement over work.</li></ul>	
--	--	--