



CHIEF EXECUTIVE OFFICER

JOB DESCRIPTION AND SPECIFICATION

Introduction

Care after Combat is one of the fastest growing, veteran centred, registered charities in the UK. Unlike other veteran charities, our sole focus is Veterans caught up in the UK justice system. Our Flagship program, Project Phoenix, provides peer mentorship support to veterans in prison to help them come to terms with their situation, aid rehabilitation and to prepare them for reintegration into society, post-custody. Our efforts have been proven to dramatically reduce the risk of reoffending and return to prison. In 2023, in collaboration with NHS England and the Forces Employment Charity, we launched Op NOVA; this government backing allowed contracted support, and this significantly enhancing our offering to all former service personnel held in custodial establishments. Currently operating in England and Wales, we hope soon to be expanding into Scotland and Northern Ireland. What Care after Combat does is really important, not only at the individual level, but for our communities and wider society as a whole. What we do works – delivering life-changing, and often life-saving, support to some of our nation's most vulnerable veterans.

Job Title: Chief Executive Officer

Reports to: Board of Trustees

Job Purpose: To provide inspirational leadership through authenticity to deliver the strategic aims of the charity.

Salary: £60,000 per annum

Position: Full-Time, Hybrid working model with a minimum 2 days office-based subject to needs.

Summary

The Chief Executive Officer (CEO) will lead Care after Combat (CAC) with drive, empathy, sincerity and commitment. They will implement the recently refreshed Strategy that will see CAC become the synonym for veteran specialist support in the justice system. Collaborating with public, private and third sector organisations at all levels, they will build upon strong existing foundations to increase the charity's reach, effect and engagement, delivering the best possible outcomes for its beneficiaries. Continued diversification of support services offered, and income streams generated, will be core to enhancing the resilience of CAC and securing its future as the premier provider of care and support for veterans in this sector.

Key responsibilities

1. Develop and execute the charity's strategy, budget and business plan and ensure it complies with the law and Charity Commission regulations.
2. Work closely 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.
3. Provide leadership to the charity and be responsible for the management and administration of the charity within the legal strategic, policy and accountability frameworks agreed by the Board of Trustees.
4. Act as ambassador for the organisation by being the public face for campaigns and build relationships with external stakeholders in politics, the media and business.
5. Shape and influence a positive staff culture by engaging volunteers, staff, beneficiaries and prospective donors.
6. Lead bids for future bids and funding streams, working with Trustees in undertaking appropriate levels of due diligence, and ensuring compliance with ongoing and future contractual obligations.

Essential Experience and Skills

Governance

To ensure that the board receives all necessary advice, guidance and information on matters relating to current performance including the short and long-term future of the charity, regulatory and legal compliance, making sure that such advice, guidance and information are timely, honest, balanced and relevant.

To ensure, with the Chair, that the Board of Trustees regularly reviews the charity's governing instruments and governance structure and to assist with the board's assessment of its own performance.

In partnership with the chair, ensure that the board's delegated authority is recorded in writing and understood fully by staff and volunteers, and that all agreed reporting procedures are followed

To assist the chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of Trustees, future Chairs of the board and future Chief Executives.

To work with the Chair to ensure that all members of the board receive appropriate induction, advice, information and training.

Leadership

To lead, inspire and motivate staff and volunteers.

To develop the work of the charity to achieve the agreed strategic plan.

To ensure that the charity's values, ethos and policies are relevant, fair and consistently implemented.

To develop an organisation that is constantly seeking ways to learn and to improve its performance.

To develop and maintain an environment that attracts and retains the best staff and volunteers.

Management

Accountable to the board for the proper and effective management of the charity.

To run the charity efficiently and effectively by ensuring that the charity has an appropriate management system and structure in place in order to fulfil its strategic objectives.

To ensure that business, operational and annual plans that underpin the strategic plan are developed, agreed and implemented.

To identify appropriate methods for monitoring the performance of the charity and to report back to the board on the performance against agreed strategy.

To ensure that the recruitment, management, training and development of staff reflect best employment practice and are directed towards achieving the charity's objectives.

Finance and risk

Accountable for the financial health of the charity including developing and monitoring an effective programme of income generation.

To ensure that the major risks to which the charity is exposed are reviewed regularly by the board and the executive team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the board.

To manage the financial risk in delivering each contract on behalf of the charity.

To provide a regular financial report alongside the nominated Trustee for each board meeting and exceptionally as required.

External and internal relations

To foster good communications throughout the charity and externally to all stakeholders.

To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders.

To set up mechanisms for listening to the views of current and future beneficiaries on the performance of the charity, as well as on areas for future development.

To scan the external environment for changes that may affect the charity, to advise the Trustees proactively and to take necessary action.

Relationships with the chair of trustees

To have regular one-to-one meetings with the Chair at which the Chair and Chief Executive can talk openly, discuss progress and problems, agree expectations of each other, plan the board's annual programme together and prepare together for meetings.

In consultation with the Chair, to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media.

Board meetings

To ensure that the board is given the information it needs to perform its duties.

To report regularly to the Board of Trustees on the performance of the charity, progress towards the strategic priorities and the achievement of board policies

In partnership with the Chair, to ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda.

Personal Qualities

Passionate commitment to support and rehabilitate veterans in the justice system.

Authenticity in the delivery of the charity's objectives.

Personal and Professional integrity.

Empathy with the needs and aspirations of the charity.

A good understanding of the Military and Justice system.

Personal resilience, optimism and open to change.

Resourcefulness and creativity.

Desirable Qualities

Has experience of working within the criminal justice sector.

Updated and Agreed by Trustees – November 2024

Application

You can apply by writing an open letter to the Board of Trustees explaining why you are the right person to be our next CEO, as well as providing a current CV. These should both be sent to daverogers@careaftercombat.org by 1st December 2024.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.