



**edinburgh rape crisis centre**  
supporting survivors of sexual violence

**Job Description:**  
**Chief Executive Officer**

<b>Job title</b>	<b>Chief Executive Officer (CEO)</b>
<b>Salary</b>	£40,605 FTE - pro rata as per hours below
<b>Hours</b>	28 hours per week
<b>Location</b>	Edinburgh
<b>Length of post</b>	This post is funded by the Edinburgh Integration Joint Board until 31 March 2022
<b>Responsible to</b>	Board of Directors
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• <u>Holiday entitlement</u>: 25 days annual leave; 10 days public holiday (pro rata)</li> <li>• <u>Pension entitlement</u>: Employer contribution at 8% to Pensions Trust Flexible Retirement Scheme</li> </ul>
<b>Supervision &amp; Training</b>	<ul style="list-style-type: none"> <li>• <u>Supervision</u>: Internal supervision provided every 4-6 weeks. External supervision budget of £600 per annum</li> <li>• <u>Training</u>: Standard training budget (£600 pro rata) applies to this post</li> </ul>

<p><b>Core Purpose of Job</b></p>	<p>As CEO of Edinburgh Rape Crisis Centre you are accountable to the Board of Directors for the overall strategic management, leadership and development of the organisation and achievement of its strategic objectives.</p> <p>You will ensure that principles of equality and diversity are embedded throughout all aspects of ERCC's strategic, operational and organisational activities, and will take a proactive role in promoting feminist practice, incorporating principles of anti-racism, trans inclusion, equality and anti-discriminatory practice, throughout all aspects of the organisation.</p> <p>You will build and maintain strong and effective working relationships with the full range of the organisation's stakeholders to ensure best possible outcomes for survivors of sexual violence, raising the profile of the organisation and increasing awareness and understanding of sexual violence.</p> <p>You will build capacity and resources for ERCC services, including leading our fundraising and having overall responsibility for the financial management of ERCC.</p> <p>Working closely with ERCC's Senior Management Team, you will oversee the management and support of the staff and volunteer team and organisational systems to ensure excellence across ERCC's operations.</p>
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<p><b>Organisational Position</b></p>	<p>See attached Organisational Chart (Background Paper 2).</p> <p>The CEO is accountable to and supported by the Board of Directors and, working closely with Senior Management Team (Assistant Centre Director and Services Manager), is the link between the Board and the staff team.</p> <p>The CEO has overall responsibility for the organisation and has line management responsibility for the Assistant Centre Director and Finance Officer.</p> <p>The CEO will work collaboratively with the Senior Management Team to implement ERCC's strategic plan and objectives.</p>
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## Key areas of responsibility

### **Governance, strategic management and planning**

The CEO holds responsibility for reporting to the Board of Directors and for working with them to ensure the good governance of organisation. Key activities include:

- Working collaboratively with the Board of Directors and Senior Management Team to ensure a clear vision for the future of the organisation and to develop and implement ERCC's Strategic Plan;
- Provision of appropriate reports to ERCC's Board and Sub-Committees, and assisting the Board to effectively monitor, review and evaluate the organisation's policies, procedures, finances, risk management, and future development needs;
- Ensuring the organisation meets its constitution, regulatory and legal obligations;
- Acting as an advisor to the Board on all aspects of ERCC's activity;
- Fostering effective teamwork between the Board, the Senior Management Team and staff and volunteer team;
- Acting as Company Secretary.

### **Financial management**

The CEO holds responsibility for ensuring that adequate income and funds are raised to enable the organisation to deliver its services, as well as longer-term financial planning and sustainability. Key activities include:

- Working closely with ERCC's Senior Management Team and Finance Officer to oversee the management of the organisation's budgets, including planning, monitoring and devolving budgetary responsibilities as appropriate, and ensuring appropriate financial management practices are in place;
- Reporting regularly to the Finance Committee and Board of Trustees;
- Leading the development and implementation of ERCC's funding strategy to generate sufficient funds to ensure continuity and expansion of services to meet level of need, working closely with ERCC's Senior Management Team and Finance Officer;
- Developing relationships with funders and ensuring funders receive high quality, timely reports as required to meet the conditions of their funding;
- Negotiating and managing strategic funding arrangements, contracts and service level agreements.

**Key areas of responsibility (continued)**

**Stakeholder relationships and key partnerships**

The CEO is responsible for:

- Promoting and enhancing the reputation of ERCC;
- Ensuring ERCC has positive and effective relationships with its wide range of stakeholders, including survivors of sexual violence, members, donors and supporters, staff and volunteers, funders, elected representatives, community and voluntary agencies, and statutory agencies;
- Ensuring representation of ERCC at key strategic and operational forums across Edinburgh, East Lothian and Midlothian, and nationally.

**Organisational Management and Leadership**

The CEO holds responsibility for:

- Fostering an organisational culture which reflects ERCC's core values and affirms that it is a workplace where equality, respect, collaboration, support and quality are recognised as valued and important;
- Developing the organisational structure needed for sustainable growth and to implement ERCC's Strategic Plan;
- Leading ERCC's Senior Management Team;
- Leading, developing and supporting staff and volunteers, including the provision of regular supervision and annual appraisals to direct reports;
- Ensuring the charity consistently meets quality standards, in particular the National Rape Crisis Service Standards and Best Practice Model;
- Providing leadership on working to legislative, ethical, policy and compliance requirements.

The above list is indicative only and not exhaustive. The post holder is expected to carry out all such additional duties as are commensurate with the role.

<b>Authority Levels</b>	
<i>Financial and tangible resources</i>	<p>The CEO is responsible for ERCC's organisational budget including the management of the budget, staffing costs, investigating feasibility of new projects and services and ensuring that funding is in place to complete any agreed plans.</p> <p>As CEO, you will exercise direct authority over:</p> <ul style="list-style-type: none"> <li>• Income/expenditure and long-term financial planning, within limits delegated by the Board of Directors;</li> <li>• Planning, procurement and the use of equipment (and any other tangible or intangible assets) within budgets approved by the Board of Directors;</li> <li>• External contracts for major income or expenditure within ERCC's finance and procurement policies.</li> </ul>
<i>People</i>	<p>You will provide leadership to ERCC and work closely with ERCC's Senior Management Team on the implementation of ERCC's People, Health and Well-Being strategy and plan.</p> <p>You will set high-level objectives, design team and job structures and manage people across the organisation to support them to achieve organisational objectives.</p> <p>Working with the Senior Management Team, you will ensure that arrangements for a positive and effective working environment are in place, including monitoring and adherence to quality standards, effective internal communications, supervision arrangements, and engagement with staff.</p>

<b>Accountability</b>	
<i>Freedom to act</i>	<p>The CEO is accountable to and supported by the Chair of the Board of Directors.</p> <p>You will have a level of autonomy to identify your own work priorities, developed within the framework of the ERCC strategic plan.</p> <p>You will draw on your experience and knowledge in providing management, supervision, and guidance to ERCC's team.</p>
<i>Risk management</i>	<p>You will be responsible for monitoring and managing organisational risk on a day-to-day basis.</p>

<i>Level of problem solving required</i>	As CEO, you will need to balance comprehensive knowledge of policy issues, political awareness and a pragmatic approach, while attending to issues of service delivery, finance and people management as needed. You will be required to adjust your style and approach to suit a wide range of groups with different interests and different motivations. You will regularly apply creative or adaptive thinking to develop innovative new approaches or solutions.
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## Communication

<i>Subject complexity and expertise</i>	You have to read and interpret a broad range of documents, including strategic plans and reports, policy documents and draft legislation, to assess their relevance and impact on ERCC's work. You have to plan and budget effectively and interpret management information and reports.
<i>Contact inside the organisation</i>	<p>You must give sound and persuasive advice to ERCC's directors, staff and volunteers on issues relating to your role, encourage critical evaluation and lead the development of organisational strategies to meet changing needs.</p> <p>You will understand how to engage with survivors of sexual violence and their supporters in a trauma informed, gender sensitive way, recognising the differing needs of different communities.</p>
<i>Contact outside the organisation</i>	You will liaise on a regular basis with a wide range of stakeholders, including survivors, policy makers, elected representatives, the media, funding bodies, ERCC's members and supporters, and senior practitioners from other organisations in the public, private and third sectors.

## Behaviours

The CEO has responsibility to foster, encourage and lead by example on behaviours expected of all staff, including:

- Being a role model for staff and stakeholders, showing positive, determined and accountable intersectional feminist leadership that will support ERCC's organisational aims and outcomes;
- Fostering a compassionate and trauma-informed organisational culture and design, through upholding and working towards core principles of safety, collaboration,

choice, trust and empowerment, and ERCC's values of intersectional feminism and commitment to equality and diversity;

- Modelling a resilient approach to working in the service demonstrating the importance of self-care and boundary setting;
- Adopting a flexible leadership style with the ability to challenge as appropriate and give and receive constructive feedback;
- Continuously monitoring areas for improvement and organisational learning.

### Person Specification: Chief Executive Officer

CRITERIA	ESSENTIAL	DESIRABLE
<b>Knowledge</b>	<p>Clear understanding of and commitment to a gender-based analysis of sexual violence</p> <p>Clear understanding of feminist, trauma-informed, anti-racist, trans inclusive and intersectional leadership and management</p> <p>An understanding of the impacts of sexual violence and implications for leading and managing trauma-informed and survivor-centred services</p> <p>Understanding of the Voluntary Sector and how charities are regulated</p> <p>Understanding of governance and the role of a board of Trustees</p> <p>Good knowledge of ICT systems including Microsoft 365 and SharePoint.</p> <p>Knowledge of legislation, best practice and compliance requirements relating to health and safety, data protection, equality and diversity, safeguarding, HR and finance</p>	<p>Knowledge of rape crisis movement in Scotland</p> <p>A degree or professional qualifications in a relevant discipline</p> <p>An understanding of both company and charity law, and a full understanding of relevant legal requirements.</p>
<b>Experience</b>	<p>Demonstrable experience in a senior leadership or management position</p> <p>Experience of leading through transition and change, including innovative techniques for enhancing staff participation in decision-making</p> <p>Experience of developing, preparing and delivering business plans and strategies</p>	<p>Experience of work in the violence against women field</p> <p>Experience of the voluntary sector</p> <p>Experience of working with a voluntary board</p>

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience (continued)</b>	<p>Experience of people management, including support and supervision to direct reports</p> <p>Experience of service management and development</p> <p>Experience of charity finance management</p> <p>A proven track-record of raising funds and working positively and effectively with funders</p> <p>Experience of working in partnership with a range of statutory and voluntary organisations</p> <p>Experience of effective relationship building with external stakeholders</p> <p>Experience of influencing and communications in relation to public partners and politicians locally and regionally.</p>	
<b>Skills and abilities</b>	<p>Excellent communication skills, both written and oral</p> <p>Effective planning, organisational and analytical skills</p> <p>An ability to be flexible and resilient in managing multiple projects in a frequently changing environment.</p> <p>An ability to write informative and accessible communications and reports for a variety of audiences</p>	

CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and Abilities (continued)</b>	<p>Ability to work collaboratively with ERCC's Board, Senior Management and team, key stakeholders and the wider Rape Crisis network to improve responses to survivors or sexual violence</p> <p>A resilient approach to the workplace and clear strategies for managing self</p>	
<b>Other</b>	<p>Evidence of strong commitment to equality and diversity and anti-discriminatory practice</p> <p>Able to work flexibly (including evenings and occasional weekends) to meet the needs of ERCC.</p> <p>Willingness to travel across Edinburgh and the Lothians to represent ERCC, and to various national locations to attend Scottish Rape Crisis network meetings and other relevant events.</p>	Full current driving licence and car owner