



# Chief Executive Officer



In partnership with



## INTRODUCTION TO THE ROLE

**Job Title:** Chief Executive Officer

**Location:** Based at our Youth Club in Westminster with some flexible working

**Salary:** c.£50,000 dependent on experience

**Reports to:** Board of Trustees

**Direct Reports:** Head of Programmes, Fundraising Manager, Finance & Facilities Officer

## WELCOME

There is nowhere quite like Caxton Youth, that's what the young people we work with and their families tell us, and we passionately believe it too.

Caxton is entering its 75th year, quite something for a small but mighty charity, and our longevity says so much about the importance of the services we provide to ensure young people with disabilities in Westminster are able to advance in their personal development, integrate into the community and lead independent and fulfilling lives wherever possible.

The majority of our work is delivered at our dedicated Youth Club in south Westminster (which is soon to undergo a refurbishment to ensure it is totally fit for purpose). Our youth work team focus on young people's social & emotional wellbeing, independence, employability and health & personal care. All these topics are addressed during weekly youth club sessions which take place in the evenings, and young people are supported to attend thanks to our very own Caxton minibus which collects and drops participants home across the borough. During school holidays we make use of our fantastic outdoor base in Surrey, giving our members the opportunity to experience life outside London, and parents and caregivers some much needed respite. Every year at least 100 young people access our services.

It is such an exciting time to join Caxton as we go from strength to strength, with a newly appointed Chair of Trustees and an energised Board full of strategic ambition and a deep understanding of the community we support. Our financial position is healthy, and we've invested resource to ensure this continues to be the case.

We're looking for someone who understands the youth workspace and is passionate about the need for extracurricular services for young people with disabilities, who is strategically minded and ambitious to take Caxton's services to the next level. We hope you will consider this incredible opportunity to change the game for young people growing up in London with a disability.

**Bethany Kinsella & Tim Chatwin**  
Co-chairs, Caxton Youth Organisation



## ROLE PURPOSE

- To provide leadership to Caxton in order for the charity to achieve its mission and deliver to its beneficiaries.
- To be responsible for developing and expanding current services and developing new services that benefit the young people of Caxton.
- To work with the Board to achieve business strategy, plans and targets - while ensuring the Board fulfils its responsibilities in the governance of the charity.
- To ensure long term sustainability, through effective governance, sound finance and delivery of services.

## MAIN RESPONSIBILITIES

### Leadership

- Provide, develop and implement Caxton's strategic and operational plans, leading on partnership and business development, and being an effective advocate for the charity and our beneficiaries.
- 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 strategic objectives.
- Provide leadership for all Caxton employees, volunteers and associates including direct management responsibility for 3 senior employees to ensure that Caxton delivers a safe, effective and fun service for all of its members and their families.
- To work effectively with the Board of Trustees to ensure that the charity delivers its strategy and achieves its objectives.
- Ensure Caxton's workforce is supported and motivated to deliver our services, leveraging training, coaching and development opportunities.

### Strategy

- To produce, with agreement from the Board of Trustees, plans and proposals for the future development of Caxton Youth Organisation.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.

### Business development

- Work closely with the Fundraising Manager to ensure Caxton raises c.£300k pa to maintain in-year services.
- 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.
- Adopt a creative and innovative approach to development, remaining open to new ideas and opportunities.

## Financial control and governance

- Liaise with the Board, Senior Management Team and Accountants to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary in line with legal requirements and good practice.
- 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.
- To deliver the strategic risk mitigation strategies, as identified in the Risk Register.
- To ensure that adequate funding is available and to work with the Treasurer and the Finance and Facilities Officer, to produce regular management accounts and annual audited accounts in line with requirements.
- To work with the Finance and Facilities Officer to keep Caxton Youth Organisation's premises under review to ensure they are affordable and suitable for purpose, taking account of the potential future size and shape of the charity.

## Delivering a safe and effective service:

- Day-to-day management of the service to ensure it continues to be safe and effective. This includes being the safeguarding lead for the organisation.
- To ensure a high-impact, effective offering to young people and their families. This includes ensuring service provision meets evolving needs and is in line with the dynamics of best practice, and making sure that Caxton continues to offer a brilliant service to all its young members.
- To manage operational risks as they emerge, implementing processes, procedures and frameworks to enable efficient and effective ways of working.

## Working with the Board of Trustees:

- To support the Board in their role and responsibilities and to ensure that they operate in accordance with the Memorandum and Articles of Association and Caxton Youth Organisation policies.
- To ensure that all legal requirements are met.
- To ensure that the Board of Trustees receives relevant and appropriate advice, information and recommendations on service activity and development, financial management, human resource issues, internal policies and procedures, relevant external issues and any other areas that may require Director input or approval.
- To ensure that a fully up-dated register of risks is produced and reviewed by the Board regularly.



### External Relations:

- To develop and maintain positive relationships with private sector donors, statutory, partners and funding organisations.
- To develop and maintain positive relationships with partners, local businesses, funders and other voluntary organisations, building alliances and networks to further the work of Caxton Youth Organisation.
- To promote and publicise the work of Caxton Youth Organisation.

### Staff and Volunteer Management:

- To ensure that policies and practices are in place to enable Caxton Youth Organisation to meet its legal responsibilities towards its staff and volunteers.
- To ensure that the structure and management style provide a supportive environment, promote co-operation and provide opportunities for professional development.
- To ensure that staff and volunteers understand and comply with organisational policies and procedures and Health and Safety requirements.

To carry out other tasks as agreed with the Board, which facilitate the smooth running of the organisation.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>• Excellent written and communication skills.</li> <li>• Track record of developing projects from inception to implementation and completion.</li> <li>• Demonstrable leadership skills including strategic direction setting and management of the organisation.</li> <li>• The ability to lead and nurture the professional development of a team, demonstrating empathy and humility, understanding diversity and inclusion, leading from front and back.</li> <li>• Extensive experience of service design and delivery.</li> <li>• Exceptional financial acumen with experience managing organisational finances (6-figure budgets).</li> </ul>	<ul style="list-style-type: none"> <li>• A Youth Work qualification preferably at degree-level</li> <li>• Proven skills in securing funding, including preparing funding applications and negotiating contracts.</li> <li>• A good understanding of different communication methods, including Makaton.</li> </ul>

**EXPERIENCE**

- Relevant professional experience, including in the third sector and voluntary experience.
- Experience of effective partnership working and management of external relations.
- Evidence of effective staff management, objective setting and performance management.
- Experience working with and reporting to senior stakeholders.
- Experience of internal monitoring and evaluation of outputs.
- Experience of detailed reporting to funders on programme and services (narrative and financial)
- Experience of internal policy development, implementation and review.

**KNOWLEDGE**

- Has full and comprehensive understanding of safeguarding and data protection
- A good understanding of issues surrounding young people with disabilities.
- Has in-depth knowledge of the needs of disabled young people, specifically those on the autistic spectrum.

**PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS**

- Is willing to travel and to work unsociable hours, including evenings and occasional weekends.
- A highly motivated and energetic leader
- Self-starter, able to use own initiative to show insight and manage complex situations and processes between people
- Commitment to and empathy with youth work and providing the best opportunities for children and young people with disabilities.

**Essential Safer Recruitment Criteria**

1. A cleared Disclosure and Barring Service (DBS) check at an enhanced level. This check is necessary as the work involves dealing with or having access to children and vulnerable adults whilst undertaking normal duties.
2. The candidate must be able to provide at least two relevant references prior to taking up the post.

## CORE PROGRAMMES OF ACTIVITY

The young people we work with have multiple disabilities, both mental and physical. They therefore face multiple disadvantages, such as prejudice, exclusion, lack of employability or workplace skills, poor social skills and a high degree of dependence.

The Caxton Youth Organisation offers five main programmes that are designed to overcome these disadvantages:

- **Health and Personal Care:** (including sexual health, personal hygiene, coping with stress, substance misuse awareness, and mixed martial arts)
- **Opportunities:** (including art and music projects, sports, and digital media)
- **Employability:** (including workplace skills, staying safe, training, interpersonal skills, and volunteering)
- **Independence:** (including managing money, managing a home, personal awareness & problem solving, and emergency planning)
- **Emotional and Social wellbeing:** (including taking notice, emotional literacy, connecting, person-centred planning and peer work).

### Health and Personal Care

Caxton Youth Organisation's Health and Personal Care Programme is designed to address and remedy specific issues affecting young people with disabilities. There is a tendency for organisations, teachers and parents to take a scientific approach to sex and relationships work with young people with disabilities, without recognising that cognitive impairment and physical development can be completely different. As such young people with disabilities generally still have the same urges and still go through puberty as their non-disabled peers do. This creates the need for young people with disabilities to gain an understanding of the boundaries of safe and appropriate behaviour, which Caxton can meet.

### Opportunities

The Opportunities Programme is to enable the young people to have chances to enjoy recreation and develop positive new skills and hobbies. These activities will help them to build friendships and develop creativity, as well as providing a healthy outlet for self-expression and stress relief.

### Employability

This Programme offers advice and guidance to young people specifically around employment preparation and work experience. 3 x weekly face-to-face sessions at our youth club/online and 1:1 work in the community.

### Independence

We are funded by John Lyons and St George & St Giles to deliver our Independence Programme, the aim of which is to enable the young people to realise their full potential for independence. For some, this will mean that they move on to independent living; others will continue to live with their families, but we will aim to help them become as independent as they possibly can.

### Emotional and Social Wellbeing

Social and Emotional Wellbeing Programme for 60 of young people who attend our Youth Club. The aim of Social and Emotional Wellbeing Programme is to increase the charity's capacity to support young people with learning disabilities to manage their emotional wellbeing and develop skills to reduce strength and strengthen resilience. The projects delivered at both bases aim to provide Caxton's members with the same information and access to health services as their non-disabled peers, ensuring their safety.



## APPLICATION

QuarterFive are proud to be working in partnership with Caxton Youth Organisation to support their recruitment for this integral hire.

To apply for this role please send a CV that, where possible, specifies your related expertise and achievements. If your experience is a good fit, we will be in touch to arrange a briefing call or meeting that will provide you with all the information required to formally apply.

For further information please contact Naomi:

Mobile: 07538 576 637

Email: [naomi@quarterfive.co.uk](mailto:naomi@quarterfive.co.uk)

Applications are by CV and cover letter, addressing the key criteria of the person specification. The closing date for applications is Friday 12th November.

Please note that first interviews will take place w/c 15th November.

To find out more about Caxton Youth Organisation please click [here](#).

## EQUALITY, DIVERSITY & INCLUSION

QuarterFive and our clients know the sector could better reflect the diverse backgrounds and experiences of the people the charity sector supports.

We encourage individuals with relevant skills and experience to apply for roles regardless of age, disability, gender, sexual orientation, pregnancy and maternity, race, religion or belief.

If you think you meet some of the criteria for a role and would like to discuss how your other experience might transfer, please ask us for a chat. We're here to support you.

Appointments will be made on merit alone and we will gladly make reasonable adjustments to always ensure a fair process.