



CHIEF EXECUTIVE OFFICER RECRUITMENT PACK



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Introduction

Kyra women's project has been helping local women make positive change in their lives for the past 10 years. Recently appointed as the Chair of Trustees, I am looking forward to working closely with the successful CEO to ensure Kyra continues to thrive until every woman in our area feels safe, supported and able to be the person they were always meant to be.

Kyra provides the support once the crisis is over and women are ready to rebuild their lives, which is why the Kyra premises are relaxed and comfortable to provide that supported, non-clinical feeling for members.

Key to the CEO's success is ensuring that Kyra remains financially sustainable and can deliver Kyra's mission whilst adhering to Kyra's values:

integrity, involvement, inclusivity, openness, quality and community.

If this is you, I can't wait to welcome you to the amazing team at Kyra.

Nicola Winter

Nicola Winter, Chair of Trustees and Chair of Finance
Sub Committee



The role

The CEO will focus on leadership to deliver the strategy, policies and procedures with the small core organising team and activity delivery team, made up of paid staff (5 whole time equivalent) and volunteers (around 45).

We are looking for someone who:

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- Is an experienced supportive leader who inspires and motivates
 - has a good understanding of governance, policies and procedures
 - is a consummate communicator, able to connect with people to promote the mission and successes
 - has experience of generating income and developing strategic relationships.
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The role will give you the opportunity to:

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- steer the charity forward out of these challenging times and into a thriving future
 - work flexibly to deliver Kyra outcomes
 - build relationships with other York charities and companies
 - attend training for yourself and others to develop
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The key elements of the CEO role description are set out on the next page. You will have the opportunity to shape how these are delivered.

Details of the role:

Salary: £37,500 pa (pro rata)

Hours: 30 hours per week, worked over four days

Contract: Permanent

Base: Kyra Women's Project, Central Methodist Church, St Saviourgate, York YO1 8NQ

Responsibilities

Create the Plan - Create and deliver the strategy-aligned business plan and agree it with the Board.

Measure the difference we make - Monitor impact and key indicators of the organisation's performance and the difference we make to members.

Keep us running – recruit and manage staff to achieve the charity's objectives with secured funding.

Lead - Provide direction and leadership to staff and volunteers by fostering a positive work environment through empowering, enabling, motivating and development.

Financial Responsibility - Manage finances within an agreed budget and in line with a financial strategy agreed by the Board.

Collaborate – Collaborate where it aligns with the strategy, working with other charities to support combined grant bids or counselling coverage in York.

Keep us compliant - Ensure regulatory compliance, and that the administrative activities of the charity are carried out effectively and accurately

Inclusion and fairness - Develop a culture in line with the charity's values, which is inclusive and focuses on the needs of members

Advocate and Represent - Represent the organisation with external parties and at external events.

Risk Management – Understand, highlight to the board and manage risks

Reporting and Governance – work closely with the Chair and report information to the board of trustees as required.



Person Specification

Please ensure that you address all the criteria marked 'Application' in your CV and/or covering letter as these will be used for shortlisting purposes.

Please note, it is a Genuine Occupational Requirement of this role that the role holder identifies as female.

Criteria	Essential or Desirable?	How You Should Demonstrate This
Qualifications & Training		
Evidence of recent, relevant professional development	Essential	Application
GCSE English at Grade 4 or above (or equivalent)	Essential	Application
GCSE Maths at Grade 4 or above (or equivalent)	Essential	Application
Degree or professional qualification in a relevant area	Desirable	Application
Professional Experience		
Proven track record of leadership experience within an organisation including the formulation and delivery of strategies, policies and objectives	Essential	Application
Experience of successfully leading and managing change	Essential	Application
Experience of creating, developing and maintaining effective working relationships with key stakeholders e.g. volunteers, members/service users, external businesses, third sector and public organisations	Essential	Application
Experience of managing budgets	Essential	Application Interview

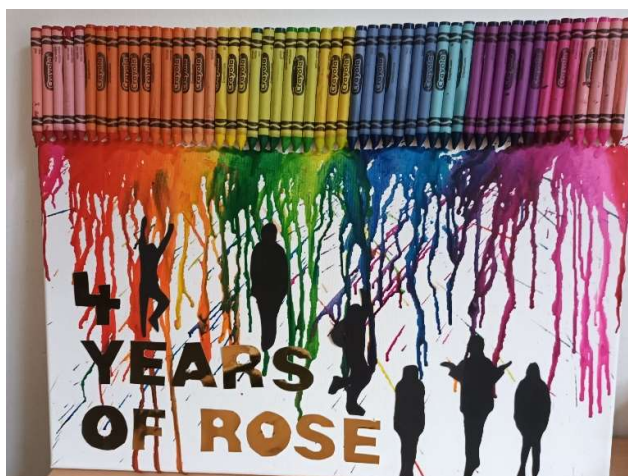
Experience of operational management of teams including HR functions e.g. recruitment, performance management etc.	Essential	Application Interview
Experience of fundraising	Desirable	Application
Leadership experience within the charity sector	Desirable	Application
Experience of working with volunteers	Desirable	Application
Experience of contract management	Desirable	Application
Skills & Competencies		
Ability to provide visible and supportive leadership and to foster a positive work environment through empowering, enabling, motivating and developing others	Essential	Interview/Task
Ability to operate strategically and be able to translate strategy into actions and outcomes	Essential	Interview/Task
Ability to build relationships and partnerships with other people and organisations as part of a focus on Kyra's future sustainability	Essential	Interview/Task
An understanding of the role and governance within the charity sector specifically in relation to the Board of Trustees and wider governance responsibility	Essential	Interview/Task
Ability to balance internal management functions with external partnership and development work	Essential	Interview/Task
Ability to influence and persuade others and to gain trust and confidence	Essential	Interview/Task
Financially astute	Essential	Interview/Task
Personal Qualities & Attributes		
A commitment to the values of Kyra around inclusivity and ethos	Essential	Interview/Task
Excellent interpersonal and networking skills to promote collaboration with a wide variety of people	Essential	Interview/Task

Excellent written and oral skills through a variety of media and styles	Essential	Interview/Task
Resilience and high levels of personal motivation	Essential	Interview/Task
Other Requirements		
Ability to manage own time and workload to service the organisation's needs, which may require flexible working including some evenings and weekends	Essential	Application
Willingness and ability to travel across York and surrounding areas	Essential	Application

Additional Information

If you are invited for interview, you will be asked to bring:

- your qualification certificates
- your Right to Work documentation (further guidance can be found at <https://www.citizensadvice.org.uk/work/right-to-work-in-the-uk/check-how-to-prove-your-right-to-work-in-the-uk/>)



How to apply

To apply for the role of CEO of Kyra Women's Project, please send a CV and covering letter which shows clearly why you are interested in the role and how your qualifications, skills and experience match those required by the person specification.

You should email your application to the Chair of Trustees, Nicola Winter at nicolaw@kyra.org.uk or send it by post marked 'Confidential' to the Chair at Kyra Women's Project, Central Methodist Church, St Saviourgate, York YO1 8NQ.

The closing date for applications is **Monday 25 September at 12 midday.**

Interviews will be held on **Tuesday 17 October** at the Kyra premises in St Saviourgate, York, and will take approximately half a day. You will be invited to a panel interview either in the morning or the afternoon, and asked to attend a buffet lunch with staff and volunteers either before or after your interview slot.

We are an inclusive organisation, and welcome applications from any woman regardless of age, disability, ethnicity, sexuality, religion, marital status or socio-economic background. You can read our Equality Statement on our website [here](#).



Further information

If you have any questions about this role or you would like additional information, you can contact:

Nicola Winter, Chair of Trustees, by emailing nicolaw@kyra.org.uk

Rosemary Cook, CEO, by emailing rosemary@kyra.org.uk

You can find our website at www.kyra.org.uk and find us on social media at:

Facebook @KyraYorkWomensCentre

Twitter @KyraWomen

Instagram @kyrawomen

LinkedIn @kyra-womensproject

We look forward to hearing from you.

Nicola Winter



Rosemary Cook

