

National Animal Welfare Trust

Job Description

Title:	Chief Executive
Salary:	£79,000 per annum plus £5,000 car allowance
Hours:	35 hours per week
Location:	Flexible. A mixture of office based and home working (based within a 2 hour maximum commute from Watford)
Term:	Permanent (6 months probationary period)
Responsible to:	NAWT Board of Trustees through the Chair of Trustees
Direct Reports:	5 (Operations, HR, Finance, Fundraising and Administration)

Background to the Position

In 1971 the British Union for the Abolition of Vivisection (now Cruelty Free International) set up the Animal Welfare Trust as a separate charity to rescue dogs destined to be used in laboratories. The remit quickly widened to rescue and provide care and shelter for stray, neglected and unwanted animals of all kinds and to find suitable homes for any such animals. The word national was added to our name in 1996. More information about NAWT is available at www.nawt.org.uk

NAWT has grown to the organisation it is today with five rehoming centres and three shops across the South of England. In more recent times, the rescue and rehoming sector has changed significantly with wider use of the internet, and that, coupled with the impact of the Covid 19 pandemic means that organisations like NAWT need to adapt to survive.

The role of Chief Executive is a strategic one, although some operational input may be needed from time to time. Critical to success in the role is the ability to understand all aspects of managing a business and a charity, with a particular focus on finance, fundraising and marketing.

Purpose of the Post:

The Chief Executive is responsible to the Board of Trustees for the overall direction and leadership of NAWT. In particular, the Chief Executive is responsible for:

- Supporting the Board of Trustees on all matters relating to NAWT as a registered charity and a company limited by guarantee.
- Advising the Board of Trustees on the Trust's strategic direction, performance and progress.
- Leading the Senior Management Team and through them all employees and volunteers to deliver the strategic objectives.

- Ensuring NAWT manages and grows its financial resources to be able to meet and expand the achievement of its charitable and strategic objectives.
- Representing and promoting NAWT and its work to key external audiences.
- Ensuring that budgeted operational, fundraising and marketing plans are prepared, implemented and reviewed.
- Delivering the highest standards of practice, compliance and innovation in all aspects of NAWT's work.

Key Duties and Responsibilities:

1. Leadership

- 1.1 To be NAWT's principal ambassador and spokesperson, ensuring the charity is promoted in line with its vision, mission, values and objectives in a professional and engaging manner.
- 1.2 To lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.
- 1.3 To manage and develop your direct reports and ensure they are working as a cohesive and collaborative team.
- 1.4 To ensure the strategic objectives and progress against them is effectively communicated through the Senior Management team to the entire organisation in a way that is easily understood and inspires commitment to those objectives.
- 1.5 To seek out, develop and maintain effective working relationships with all relevant organisations and individuals to promote the work of the Trust and to facilitate the implementation of its strategic objectives.

2. Planning and Implementing the Strategic Direction

- 2.1. To liaise with the Board of Trustees and management team to develop NAWT's strategy, for approval by the Board of Trustees, and to lead the implementation of that strategy.
- 2.2. To develop strategic financial planning models to ensure the long-term financial future of the charity.
- 2.3. To lead the management team on:
 - Delivering the Trust's objectives on animal welfare and centre operations
 - Developing fundraising and commercial income
 - Achieving high standards of financial management
 - Creating HR policies and procedures to make NAWT an employer of choice
- 2.4. To identify strategic risks, issues and opportunities and to take responsibility for initiating and leading associated changes.
- 2.5. To seek out and implement opportunities for innovation, and ensure the charity remains at the forefront of the sector.

3. Financial Control and Funding

- 3.1 To ensure NAWT's financial resources are managed effectively and that the Trust remains in good financial health, identifying risks and taking appropriate action.
- 3.2 To ensure that arrangements are in place to enable NAWT to gain maximum sustainable benefit from its assets and achieves best value in its financial dealings.

- 3.3 To liaise with the Board of Trustees to develop and lead on the implementation of the charity's financial plans, including setting budgets, formulating income generation strategies and overseeing fundraising activities.
- 3.4 To maintain effective financial management and control systems; to ensure delivery within local budgets and to performance targets and to oversee the production and analysis of the management accounts, statutory accounts and to write the Annual Report.
- 3.5 To support the Director of Administration in dealing with the more complex legacies.

4. Fundraising, Partnerships and Business Development

- 4.1. To work with the Board of Trustees and Management Team to develop and implement effective fundraising, commercial and marketing strategies.
- 4.2. To establish and build beneficial working relationships with partners and suppliers within the animal welfare sector, third sector and wider community.
- 4.3. To lead the promotion and development of NAWT's work, raising the Trust's profile and maximising its reach.
- 4.4. To work towards the achievement of long-term sustainability, developing NAWT's business model and maximising income from fundraising and commercial income.
- 4.5. To seek out, develop and nurture beneficial partnerships with supporters, donors, volunteers, other charities and all relevant authorities and organisations.

5. Operations

- 5.1 To develop NAWT's organisational plans, including succession planning, and to monitor and review its delivery, taking appropriate action to meet agreed plans.
- 5.2 To ensure NAWT meets all its legal employment responsibilities and to ensure that equality policies and practices are fully integrated into all aspects of our work.
- 5.3 To take overall responsibility for NAWT meeting its Health and Safety obligations.
- 5.4 To hold an overview of NAWT's facilities, ensuring they are fit for purpose and to be involved in any complex property and planning issues.
- 5.5 To ensure the charity follows best practice within the constraints of its resources.

6. Governance and Compliance

- 6.1. To liaise with the Board of Trustees to ensure that NAWT's overall governance framework, policies and procedures are appropriate and effective, taking remedial measures and implementing changes where necessary.
- 6.2. To ensure that NAWT complies with all reporting requirements of the Charity Commission and Companies House.
- 6.3. To ensure that the reputation of NAWT is always protected and bring to the Board of Trustees' attention any issues that may affect the reputation of the Trust.
- 6.4. To ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate risk. To update and implement NAWT's Risk Register.
- 6.5. To ensure that the collection and protection of personal data complies with current data protection regulations.

7. Other Duties

- 7.1. To attend and contribute to relevant internal meetings, training sessions, external events and Board meetings, as required.
- 7.2. To attend relevant training and personal development opportunities in order to fulfil the requirements of the post.
- 7.3. To adhere to all NAWT policies and procedures and assist the organisation in developing, implementing and monitoring them, including Equal Opportunities, Risk Assessment and Health & Safety policies.
- 7.4. To be accountable to the Board of Trustees and to undertake such other duties relevant to the role as required by the Chair of the Board of Trustees.

Key Knowledge, Skills and Experience		
	Essential	Desirable
Career Experience	<ul style="list-style-type: none"> ▪ A successful proven track record in leadership ▪ Developing senior teams ▪ Financial management ▪ Strategic thinker 	<ul style="list-style-type: none"> ▪ Experience at CEO or deputy level ▪ Experience of charities ▪ Experience of fundraising or marketing
Key Skills and Abilities	<ul style="list-style-type: none"> ▪ Proven skills in business development and income generation ▪ Managing change at a senior level ▪ Ability to manage conflicting and changing priorities ▪ Ability to interpret complex data and produce proposals and reports ▪ Strong communication skills ▪ Ability to build excellent working relationships ▪ Inspirational leader ▪ Ability to take decisive action where necessary and demonstrate sound judgement ▪ Good attention to detail 	<ul style="list-style-type: none"> ▪ Knowledge of legacy and other fundraising streams ▪ Knowledge of Health and Safety ▪ Good IT skills ▪ Experience of negotiation
Personal Attributes	<ul style="list-style-type: none"> ▪ Energetic, proactive and self- motivated ▪ Honesty and integrity ▪ People oriented network builder ▪ Resilience ▪ A sense of humour ▪ Empathy for animal welfare 	
Availability of a vehicle for work and a current, clean driving licence are essential		