



Release Counselling and Therapy for Women CIO

CEO Recruitment

Release Counselling and Therapy for Women was set up in Brighton and Hove in January 2013, and registered as a UK charity in 2020, to provide affordable counselling and other forms of support for women across Sussex experiencing mental health distress. We specialise in maternal mental health, supporting mothers and their babies during the perinatal period, a key time of transition in a women's life in which many experience vulnerable mental health. As part of this, we aim to increase inclusion, reaching women often excluded from counselling and other mental health support due to cost.

Whilst we have offered a range of therapeutic groups, workshops and 1-2-1 counselling over the years, we are currently focussing on delivering our flagship 'Mother Nurture' 10-week therapeutic group for new mums, and our 'Second Nature' 8-week therapeutic group for second + time mums across Sussex.

Our services are operated by a team of sessional qualified counsellors, and counsellors in supervised training, and work within the BACP Ethical Framework.

As the founding CEO is now moving on, we are looking to appoint a new CEO to lead us in this next season. If you share our vision, have relevant leadership experience, and would relish the opportunity to play a key role in a dynamic small charity with an excellent reputation – then this could be the role for you.

Release Counselling and Therapy for Women CIO are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Release Counselling and Therapy for Women CIO are fully committed to safeguarding and promoting the welfare of people and expect all staff and volunteers to share this commitment.



Job Description

Job title	Chief Executive Officer
Location	Brighton and Hove. The role is expected to involve homeworking plus external delivery, although may be subject to change.
Accountable to	Board of Trustees
Direct reports	Part-time Administrator/Bookkeeper, part-time Digital and Data Marketing Exec plus sessional delivery staff
Hours	2-3 days per week (TBC)
Contract	One Year Fixed term contract, extension dependant on funding
Summary of post	The Chief Executive is responsible for the successful operation and development of Release Counselling and Therapy for Women CIO, in accordance with the Charity's Strategic Plan and policies of the Board.
Remuneration	£46,464 - £50,512 pro rata, depending on experience

Main Purpose and scope of role

1 Leadership

Provide leadership for the charity and its staff by -

- Ensure the values of the charity are embedded through the organisation fostering a positive work culture that promotes collaboration, professional development and staff well-being.
- Build and maintain key partnerships to enhance the charity's impact and reach within the community. Including, representing the charity to third parties such as, funders, the public, other sector agencies, and statutory bodies.

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<p>2</p>	<p>Governance & Compliance</p> <ul style="list-style-type: none"> - Work closely with the board of trustees to ensure the charity adheres to the highest levels of governance including all legal and regulatory requirements. - Ensure the board of trustees are well informed of the work of the charity, providing them with all the information they require in order to exercise their fiduciary duties and in accordance with their legal requirements. - Ensure the organisation’s policies and practices are kept up to date and adhered to, including and ensuring effective risk management.
<p>3</p>	<p>Strategy</p> <ul style="list-style-type: none"> - Work with the board of trustees to develop the strategic direction for the charity in line with the charity’s mission and objectives. - Implement the strategic plans and communicate this internally and externally as appropriate. - Keep abreast of sector developments, closely monitoring opportunities and threats, and taking action accordingly.
<p>4</p>	<p>Operations</p> <ul style="list-style-type: none"> - Ensure the charity is resourced to meet the objectives of the strategic plans. - Lead fundraising activities for the organisation, including income generation, monitoring and evaluation securing diverse income from government grants, foundations, corporate sponsors and individual donors. - Manage the financial performance of the charity, including setting budgets and providing financial reporting to the board of trustees. - Develop effective controls, incorporating finance, data management, safeguarding, equalities, and monitoring systems. - HR oversight.
<p>5</p>	<p>Service delivery</p> <ul style="list-style-type: none"> - Manage the successful delivery of the charity’s work in line with its contractual obligations. - Manage and upskill a team of staff, ensuring they are fully skilled and able to deliver effectively for the organisation. - Ensuring all service delivery is impact driven and of the highest quality.

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6.	Communications and PR <ul style="list-style-type: none">- Manage all internal and external communications for the charity.- Act as a spokesperson and first point of contact for all press and media enquiries.- Represent the charity at public events and conferences as opportunities present themselves.
7	Safeguarding <ul style="list-style-type: none">- To work alongside the Designated Trustee Lead for Safeguarding in creating a culture of high safeguarding standards throughout the organisation.- To ensure that the statutory obligations with regards to safeguarding are met and any safeguarding issues arising are dealt with in an appropriate manner.

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Personal Specification

Applicants must be able to demonstrate their ability to fulfil the essential job requirements in their Covering Letter and at interview. An appointment will be made on this basis.

E = Essential requirement D = Desirable for the role

Personal Specification		Essential	Desirable
Experience			
1	Experience in a senior leadership role, preferably within the non-profit sector, ideally in women's / therapeutic services.	√	
3	Recognised counselling qualification with over five years of counselling/psychotherapy experience.		√
4	Registration (or working towards accreditation) by, BACP or UKCP and/or equivalent.		√
5	Experience of developing impactful, evidence-based interventions, focused on the needs of the beneficiaries.	√	
6	Sound knowledge and understanding of good charitable governance.	√	
7	Understanding of what constitutes outstanding therapeutic group work principles and practices, ideally with experience in development and evaluation.	√	
8	Demonstrated success in fundraising / grant writing and funding reporting.	√	
9	Proven ability to set and manage a budget appropriate to the organisation.	√	
10	A demonstrable understanding of the importance of safeguarding within charitable organisations.	√	

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	Personal qualities		
11	Excellent interpersonal and relationship building skills	√	
12	Ability to operate with the highest levels of integrity and confidentiality.	√	
13	Highly committed to supporting the needs of the charity's beneficiaries.	√	
14	Strong oral and written communication skills with the ability to articulate a clear direction for the organisation	√	
15	Committed to the cause, with the competence and tenacity to deliver meaningful change.	√	
16	Ability to operate to a high strategic level, based within a high competency for skilled on the ground service delivery.	√	
17	Experience of building strong and effective relationships with a governing body.	√	
18	Experience of contributing towards the growth of an organisation.	√	
19	Strong influencing and negotiating skills.	√	
20	Excellent organisational skills.	√	
21	Ability to work calmly even when under pressure	√	

Data Protection Statement

Please note that it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are kept in secure conditions for a period of 6 months, after which they will be securely destroyed. If you are successful in your application, in accordance with UK GDPR, we will keep your personal data for 6 years after your term has ended.

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