



Chief Executive Officer

Job Pack

November 2018

www.mash.org.uk

admin@mash.org.uk

Dear Applicant,

Thank you for your interest in the CEO position with Manchester Action on Street Health (MASH).

Our incumbent CEO, Cate Allison, has led MASH for the past eight years, building the organisation's strong reputation in Greater Manchester, shaping the strategic direction, adapting to the changing environment and ensuring we are in a strong financial position to continue improving the lives of hundreds of female sex workers every year.

As Cate moves on to her next chapter, this is a significant time to join a small, well-established and respected Manchester women's charity, taking it forward into its 30th year and beyond.

The chief executive role provides a significant opportunity to help develop our future through strong leadership, influencing, planning and continued knowledge gathering and sharing.

MASH has always been responsive to the changing external environment and needs of the women we exist to support. In the last couple of years, this has seen us place more emphasis on our outreach work, develop our work on user involvement and work collaboratively to improve responses to women experiencing multiple disadvantage.

In our new chief executive, we are looking for someone who will be able to take us forward so that we build on our reputation as an organisation making a real difference to women's lives, who has a strong strategic track record and who will ensure female sex workers are at the heart of developing our service.

Details of the role, person specification and application details can be found in the enclosed pack.

Shortlisted candidates will be offered the opportunity for an informal conversation with our current CEO Cate Allison.

Your completed application should be sent to admin@mash.org.uk by midnight on Wednesday 12 December

Sue Murphy

Chair of Trustees

JOB DESCRIPTION

CHIEF EXECUTIVE OFFICER

MANCHESTER ACTION ON STREET HEALTH

TITLE:	Chief Executive Officer
RESPONSIBLE TO:	Board of Trustees
RESPONSIBLE FOR:	Operations manager, monitoring and admin worker, fundraising & marketing officer
HOURS OF WORK:	35
SALARY:	£43,000
LOCATION:	The MASH Centre
JOB PURPOSE:	To lead and develop MASH in order to improve the lives of female sex workers in Greater Manchester

Duties and Key Responsibilities

1. Strategic Leadership and Management

- To act as a strong figurehead, able to maintain and grow the reputation of the organisation.
- To ensure that the organisation has a long-term strategic plan informed by and responsive to the changing environment.
- To provide effective management, leadership and administration of the organisation, setting the tone and pace of organisational culture.

- To line manage the Operations Manager, ensuring the effective day to day running of the organisation.
- To identify and establish ways of working in partnership with relevant statutory, private and voluntary agencies.
- To use MASH's knowledge and expertise to collaborate with other agencies as appropriate.
- To ensure that effective monitoring and evaluation systems are in place and that relevant research is undertaken.
- To use the information gathered to inform the direction and development of MASH services and to positively influence policy makers, commissioners and other partners.

2. Quality and performance

- Maintain the excellent reputation of MASH by ensuring the delivery of consistently high quality services and products.
- Establish and monitor key indicators of the organisation's impact.
- Ensure a culture of continuous improvement is embedded within MASH.

3. Governance

- To act as Company Secretary.
- To advise the Trustees on legal requirements, policy issues and priorities relating to the work of the organisation.
- To ensure the Board of Trustees receives regular timely and appropriate reports on the progress of the organisation and advice on other matters relating to its responsibilities.

- Support the Chair in ensuring the continued involvement of all Trustees and in the induction, development and recruitment of new members.

4. User Involvement

- To ensure the women we support are at the centre of everything we do.
- To lead on the development and implementation of co-production, peer support and user centred practices.

5. Financial Management and Income Generation

- To work in collaboration with the Trustees and fundraising and marketing officer to develop and implement a financial strategy for the organisation and specifically an effective income generation policy.
- To line manage the fundraising and marketing officer.
- In Collaboration with the Honorary Treasurer to:
 - Ensure regular and timely financial reports are provided to Trustees
 - Ensure the maintenance of proper accounting systems
 - Set and monitor budgets
 - Purchase equipment
 - Authorise expenditure within approved limits
 - Ensure adequate insurance is in place
 - Ensure compliance with data protection legislation
 - Prepare review and update the business plan including related budget

6. Personnel

- To advise the Trustees on recruitment and selection policies and procedures and oversee their implementation ensuring current legislation and good practise are followed.
- To ensure that staff and volunteers are effectively deployed and appropriately supervised and supported.

- To oversee the development and implementation of an appropriate volunteer strategy
- To ensure that systems are in place to facilitate effective communication with staff and volunteers
- To advise the Trustees on Health and Safety issues and oversee the implementation of effective Health and Safety Policy and Procedures

7. General

- To undertake any other reasonable duties as requested by the Chair and Trustees

MASH CEO Person Specification

1. Significant experience of leadership and management at a strategic level, preferably in the women's, multiple disadvantage or sex work sector
2. Experience of developing and articulating the future direction of organisations, driving and motivating others to achieve long term aims
3. The ability to work independently and flexibly, managing a diverse and varied workload, meeting deadlines and responding to unplanned demands
4. Experience of leading and inspiring teams and fostering collaborative environments
5. Experience of managing and developing staff, delegating and monitoring the work of others to achieve targets
6. Experience of working with multiple stakeholders and the ability to build and sustain relationships and partnerships across agencies, sectors and with individuals.
7. The ability to influence strategically across sectors, including policy development and service design
8. The ability to work alongside partners, stakeholders and women experiencing multiple disadvantage to support local systems change
9. An understanding of issues relating to sex work including the legal and policy framework, and the range of different approaches to this
10. Knowledge and understanding of women and multiple disadvantage, including trauma informed and strengths based approaches
11. An understanding of and commitment to co-production, peer support and empowering user centred practices
12. An understanding of the governance of charities and the ability and willingness to work to a Board of Trustees
13. An understanding of small charities, especially within multiple disadvantage and women's sectors
14. Experience in financial planning and budget management
15. A track record of identifying and developing funding opportunities, and securing and managing significant levels of income from grants and contracts
16. Excellent written and verbal communication skills including:
 - The ability to communicate complex information to a wide range of people

- The ability to inspire and motivate people with presentation and public speaking skills
- The ability to write reports and funding bids to a high standard
- The ability to navigate a complex political environment with diplomacy

17. Excellent interpersonal skills and emotional intelligence

18. Excellent grasp of equality and diversity, with a clear understanding of how this impacts on women experiencing multiple and intersecting disadvantages

19. A passion for supporting women, especially those experiencing multiple disadvantage.

MASH Job Application Guidelines

Information on completing the application form

The information you provide in your application form is the **ONLY** information we will use in deciding whether or not you will be shortlisted for interview. Your application form is therefore very important and the following advice is designed to help you complete it as effectively as possible. This is part of MASH'S commitment to ensuring equal opportunities for job applicants.

Planning your application form

Before filling in the application form read the information pack carefully

- Please look at all the information so that you know about the organisation, what the job involves and the range of skills and expertise required.
- Every vacancy is based on a **job description, and a person specification**, which lists the main duties of the post and describes the skills, experience and qualifications we are looking for.

Using the job description and person specification

- The person specification is the list of criteria or requirements regarded as necessary for this post. To be considered for an interview you have to address each point of the person specification and demonstrate your abilities by telling us about your experience.
- Before you fill in the application form look at the job description and person specification and decide how to relate your skills, knowledge and experience to each point. Try not to repeat yourself by using just one area of your experience to cover all the requirements. Draw upon your past and present jobs or interests. Remember that voluntary work or personal experience can be as valuable as paid employment. You may discover that you have a broader range of skills than you imagined. It is important that your application relates to the job you are applying for; do not copy the same information for a series of different jobs.
- Answer each point of the person specification as fully as you can

Completing the application form

- Remember to keep a copy of the application form.
- Application forms should be filled in as completely and clearly as possible so that we can consider all candidates on the same basis. If you have any disabilities or need assistance in completing the form, then let us know and we will be pleased to help.
- In completing the reference section, please give as one of your referees your current or most recent employer wherever possible.
- Remember to complete the Equal Opportunities Monitoring Form
- Send your application and monitoring forms to MASH on time and REMEMBER to keep a copy. Applications received after the closing date may not be considered.

Closing date

Completed application forms should be returned to MASH by midnight on the date given on the advertisement to admin@mash.org.uk

We hope you will be successful in your application. However, if you are not successful, please do not be discouraged from applying for future posts or if you have some spare time asking about becoming a volunteer. Your skills and experience will always be appreciated and welcomed within MASH.

