

JOB DESCRIPTION AND PERSON SPECIFICATION

POST:	Chief Executive Officer
LOCATION:	W.R.A.P. Office and hybrid working
REPORTING TO:	Board of Directors
RESPONSIBLE FOR:	Strategic leadership
POST:	60% Part-Time
SALARY:	£ 33,000

The Chief Executive leads on ensuring the organisation achieves its overall vision, mission and strategic aims. This is delivered through leading by example, modelling and promoting core restorative and co-operative values and principles which shape our business culture.

We prioritise building, maintaining and repairing relationships in all decisions and collaborations to build a strong W.R.A.P. community internally and with external partners.

This means treating everyone equitably and with compassion; being open, honest, responsible and accountable; offering and receiving high support and high challenge; working in partnership, and being open to change in order to improve.

It is vital that the Chief Executive as a leading member of staff understands and practises being restorative with everyone.

This post requires high levels of creativity, flexibility and the capacity to adapt to business needs.

KEY RESPONSIBILITIES

Strategic leadership

1. Leading on co-developing and embedding the organisational vision, values, and culture.
2. Responsible for the overall strategic direction and leadership of the organisation.
3. Overall responsibility for the co-development of the business strategies, plans and targets.
4. Responsible for ensuring that all decision making is based on W.R.A.P.'s vision

and is based on restorative values and is sustainable.

5. Responsible for strategic relationships, connections, and senior stakeholder engagement, for example local authorities, government officials, politicians, Police and Crime Commissioners.
6. To be the lead strategic link with the Restorative Justice Council.
7. Responsibility for consulting on, drafting and disseminating the business and strategic plans

Governance and relationship with the Board of Directors

1. Collaborating with the Board to ensure appropriate governance and Director membership skills, and compliance with the organisation's Memorandum and Articles and Community Interest Company Registration.
2. Attendance at all Board and other key Directors' meetings as an Executive Director member of the Board.
3. Responsible for fostering positive and productive relationships between the organisation and the Board.
4. Supervising the Company Secretary Role and collaborating with them on Board meeting agendas and other Board decision-making needs.
5. Responsible for high-level reporting, including the Annual Report and the Community Interest Company Report.
6. Reporting to the Board on areas of Chief Executive responsibility described in this job description.

Operations and delivery

1. Leading on identifying strategic opportunities for business innovation and growth.
2. Identifying diverse funding and investment routes and leading on applications and presentations for multi-stream funding in collaboration with the Senior Leadership Team (SLT).
3. Leading on strategic partnership development activity in collaboration with the Client Relationships Manager.
4. Leading on the collating, delegating and delivery of high-level project reports required for large grants and tenders.
5. Leading on strategic level service delivery including restorative leadership training and external Board level consultancy work.
6. Responsible for strategic oversight of performance and quality in collaboration with the SLT.

PR, communications and marketing

1. Responsible for the integrity of the organisation's corporate identity, brand, style and products in collaboration with the SLT and all team members.
2. The main external spokesperson of the organisation as the organisational figurehead, taking an ambassadorial role at public events.
3. Responsible for representing the organisation in the media and events.

4. Representing the organisation with external agencies as required in the performance of duties and as required by business need and development.

Staff leadership and management

1. Leading by example by modelling a restorative approach and all related values, principles and behaviours with high support and high challenge.
2. Responsible for encouraging all staff to model restorative accountability and responsibility in all their work relationships, performance, and behaviours.
3. Line management of the SLT.
4. Line management of research roles and engagement and liaison with academic partnerships.
5. Responsible for ensuring the appropriate, safe, and timely supervision of staff by engaging and liaising with suitably qualified and quality assured professional services.
6. Responsible for the identification of research partners and ensuring appropriate levels of research, monitoring and evaluation of W.R.A.P. activity in collaboration with the SLT and whole team.

Corporate responsibility

1. Strategic responsibility for Health and Safety for the organisation.
2. Strategic responsibility for safeguarding across the business, acting as the Designated Safeguarding Lead.
3. Acting as the Data Protection Officer for the Information Commissioner's Office.
4. Strategic responsibility for Companies House and the Community Interest Company annual reporting requirements.
5. Responsible for ensuring the organisation complies with all relevant legislation and relevant standards.

GENERIC ROLES

1. To model and promote a restorative approach across all aspects of the organisation.
2. To support and advise the Board of Directors in the successful realisation of the organisation's vision, mission, and plans.
3. To model co-operative principles by taking initiative and collaborating as an equal member of the W.R.A.P. community.
4. To take ownership and responsibility for work relationships, collaboration, decision making and business sustainability and growth.
5. To be involved in continually reviewing, evaluating, and improving the impacts and effectiveness of the organisation's activities.
6. To adhere to all policies in accordance with statutory and organisation requirements.
7. To actively ensure Continued Professional Development through staff development and training activities and to review personal CPD performance

- and the development of the team.
8. To be willing to work outside normal office hours including occasionally working on weekends and Bank Holidays.
 9. A willingness and ability to travel throughout the UK and internationally. The post holder must hold a clean driver's licence and have the use of a car.
 10. To undertake any other duties consistent with the key responsibilities and duties of the post, as directed by the Board.

PERSON SPECIFICATION AND JOB COMPETENCIES

Experience

Essential	Desirable
Extensive people leadership and organisational management	Senior leadership within a restorative and/or trauma informed organisation
Working with restorative values at leadership levels	Organisational restorative practice and policy experience Operational knowledge of current good restorative practice and Restorative Justice Council standards
Building, maintaining and repairing relationships at organisational leadership levels	Team building and conflict resolution skills and experience Restorative practitioner and restorative trainer, or trauma informed practitioner/trainer
Identifying and progressing strategic opportunities for business sustainability, development and growth	Leadership of successful development work in WRAP's sectors
Social entrepreneurship	Leadership or senior management within a social enterprise
Change Management experience	Succession planning experience
Codeveloping, writing and presenting business plans and strategies	Strategic planning responsibility from across different sectors
Client engagement at a senior level and strategic relationship development	Strategic partnership development responsibility
Strategic level resource identification, including partnerships, tenders and grants, and diversification opportunities	Managing and writing tenders and bids
Public speaking as the organisation's lead representative	Experience of leading social media and ecommerce communication
Collating and presenting strategic and project reports	Social value and impact reporting
Commitment to ensuring sustainability across the business including developing diverse organisational talent and development services	Ability to identify and manage diverse income streams

Organisational legal compliance core knowledge	Safeguarding leadership and/or Health and Safety Leadership ICO Compliance leadership
Leadership/ strategic experience of working in some or all of the organisation's key sectors	Leadership/ strategic experience of working in business and /or health or other relevant sectors
Ensuring relevant quality assurance systems operate effectively across the business against all key standards	Quality assurance systems management including restorative quality assurance with the Restorative Justice Council

Qualifications and training

Essential	Desirable
Restorative, trauma informed or strongly aligned practices qualifications and/ or training	Advanced restorative practitioner and/or restorative trainer training by an RJC recognised provider
Leadership and management training	Leadership and management qualifications
Digital competency training	Social media/ ecommerce training and/or digital qualifications
A degree or qualification equivalent to a minimum of level 6	Counselling, trauma informed practice or other therapeutic training/ qualifications
Proficient in all key IT packages including Word, Access, Outlook, and Excel	Social media/ ecommerce training and/or digital qualifications
Safeguarding level 3 training, equivalent or working towards	

Skills/ Attributes

Essential	Desirable
Personally committed to restorative values and passionate about being restorative and trauma aware	Proven values-based restorative and trauma informed leadership
Excellent interpersonal and leadership skills	Therapeutic skills
Proven ability to build, maintain and repair effective working relationships and team collaboration	Restorative practice/ training skills
Excellent communication skills, and confidence with addressing audiences of all sizes, ages and abilities, in person and online	The ability to speak Welsh Social media communication competency
Committed to ensuring diversity is celebrated and equity and inclusion are	Commitment to and skills in equality, diversity and inclusion best practices

core values visible in W.R.A.P.	
Ability to lead with courage, creativity and compassion	Evidence of leading through organisational change and challenge
Highly motivated, optimistic and enthusiastic	Motivational skills
Committed to wellbeing and trauma informed practice	Trauma informed skills and awareness, modelling a commitment to wellbeing
Passionate about lifelong learning and effective good practice applications	Ability and commitment to identify learning opportunities for everyone
Committed to continuous improvement with high challenge and high support	Continuous improvement skills and systems leadership
Ability to work flexibly and meet deadlines	
Committed to following organisation quality standards and high-quality performance	Evidence of performance management and evaluation skills
Ability to set and prioritise own objectives and encourage initiative	Coaching skills
Excellent organisational skills	Ability to model, review and share effective organisational practices
Ability to source, interpret analyse and present information	Ability to navigate different modes of relevant data and detail including research, reports and financial data
Ability to lead with and encourage initiative and autonomy	Ability to notice and encourage staff to notice opportunities for innovation and social enterprise
Attention to the “big picture” strategy as well as operational detail to ensure quality, sustainability and growth	Ability to keep true to the ongoing vision and mission whilst delivering quality work in the present