

## The Baca Charity - Chief Executive



<b>Responsible to:</b>	The Board of Trustees through the Chair
<b>Location:</b>	Baca office, Loughborough, England. The role requires regular travel.
<b>Pay scale:</b>	£37k-£45k

Baca supports young forced migrants who arrive as unaccompanied asylum seekers, including those that have been trafficked, to rebuild their lives, integrate into a community and use their experience positively.

We achieve this by providing a safe and empowering environment and through the use of a holistic and personalised approach.

Baca is now looking for a Chief Executive to lead with vision, passion and integrity, providing it with the strategic direction needed to fulfil its mission, strategy and objectives. Based at its Loughborough office, the successful person will have the dedication for supporting young people, with a genuine desire to see them thrive in the UK.

Baca has had a period of sustained growth and is in a strong position, being seen as an influencer in this area of work. Following the completion of the current Three Year Strategic Plan the Leadership and board are currently reviewing the opportunities available going forward. So, there is no better time to join the Organisation and make a huge contribution to its future.

### Specific Responsibilities

#### Overall strategic leadership

- Develop and foster relationships with a wide range of external stakeholders, including government and statutory, voluntary and private bodies involved with issues of forced migration; the development and fostering of such relationships is critical, in order to sustain growth in the organisation.
- Lead through implementation of the current strategy, ensuring the whole organisation has a sense of ownership of, and is committed to, its delivery. This leadership will encompass the facilitation of annual reviews and planning (in conjunction with the Board, staff and other stakeholders).
- Foster an environment that attracts and retains the best staff and volunteers, and that continues to build a sense of community across the team

#### Management

- Assure programme quality and organisational stability by ensuring an appropriate management structure and systems, and providing oversight of day-to-day operations.
- Ensure that business, operational and annual plans that underpin strategy are developed, agreed and implemented.
- Within the corporate governance framework, ensure that Baca maintains and complies with policies and procedures that protect the organisation and its stakeholders, enabling it to achieve its objectives, and demonstrate recognised good practice within the sector.
- Ensure that there are suitable mechanisms for monitoring and reporting at all strategic and operational levels.

#### Finance

- Be responsible for the overall financial health of Baca, ensuring that there is sound financial planning, management and monitoring across the organisation.
- Support, facilitate and empower all those in Baca with responsibility for raising funds institutionally, and also through individuals, churches and high net worth individuals; and, be proactive, creative and target-driven in seeking new sources of funding.



- Ensure that the reporting systems provide accurate and timely financial management information for consideration by the trustees, especially accurate management accounts and forecasts.
- Ensure that financial records are available in a form that will meet the requirements for reporting to the board, funders, the Charity Commission and Companies House

#### **Risk management**

- Ensure that the Board and management team review regularly the major risks to which Baca is exposed, and that systems have been established to mitigate these risks
- Ensure the application of robust external and internal controls.
- Ensure appropriate policy and legal protection for the organisation
- Ensure that Baca discharges its constitutional and legal obligations, including filing of all legal and regulatory documents.
- Develop and maintain a whole organisational approach to safeguarding, ensuring consistent and effective rigour in Baca's policies, practices and procedures.

#### **Internal and external relations**

- Act as Baca's public spokesperson and as its ambassador in relevant agencies and networks.
- Link the organisation to the outside world, identifying and responding to changes that may affect the Charity; and, advise the management team and trustees proactively and take necessary action to respond to those changes.
- Lead and foster good communications throughout Baca and externally.
- Ensure that all external communications and materials accurately and persuasively present Baca as an excellent organisation worthy of support.
- Set up mechanisms for listening to the views of current and future beneficiaries on the performance of Baca, as well as on areas for future development

#### **Supporting Governance**

- Oversee the arrangement and convening of Board meetings; agree agendas and briefing papers with the Chair of Trustees and ensure that proper records of meetings are kept.
- Ensure any committees and working groups set up by the Trustees meet as scheduled and are serviced as required.
- Ensure that the Board and its Committees have timely access to reliable, balanced and relevant information for the effective governance of Baca.
- Support the Chairperson in their responsibility of enabling the Board to fulfil its proper functions, including the recruitment, induction and equipping of Trustees
- Work with the Chair of Trustees to support the development of a high performing Board which reviews and develops its governing instruments, governance structure and its own performance.

#### **You will have**

- Experience of working with young people, and a strong understanding of the asylum process.
- Excellent knowledge of Charities and Voluntary sector.
- Well-developed strategic thinking skills.
- Operational planning and organisational ability.
- Decision making skills.
- Fundraising skills.
- Understanding of financial performance data.
- Strong networking and influencing skills.