



**Rising Sun**  
Domestic Violence  
& Abuse Service

# **Chief Executive Officer Job Information Pack 2018**

Rising Sun Domestic Violence and Abuse Service

Charity no. 289253

Thank you for your interest in the role of Chief Executive Officer for the Rising Sun Domestic Violence and Abuse Service (RSDVAS).

RSDVAS is a charity in Kent working to end domestic abuse and all forms of violence against women.

Established in 1978, we represent, campaign for, and support the delivery of specialist domestic abuse and violence against women and girls prevention services in Kent, as part of a UK network of provision. These specialist services we provide include outreach, community advocacy and support to survivors of violence and abuse - women, men, children, families - and deliver innovative preventative work in local communities.

We have been at the forefront of shaping coordinated community responses and practice in Kent, by campaigning for change and providing advice, support and training to deliver programmes and services for survivors, families and communities.

As a part of the Women's Aid national federation, our work and campaigning as well as our training and advocacy are all grounded in delivering local specialist services. Our success is founded on making sure the experiences and needs of survivors are central to all we do.

Whilst women and children are overwhelmingly the victims of domestic and sexual abuse, we recognise that men can also be victims. We work with male survivors of domestic abuse.

## Vision, Mission and Values

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### Vision

A world in which women and children live free from actual or threatened domestic abuse and all forms of violence against women.

### Mission

To prevent domestic abuse and violence against women and ensure high quality services for survivors that are needs-led, gender-responsive and holistic.

### Values

The values and principles that inform our work are founded on gender equality, human rights and non-discrimination.

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**Feminism and equality:** We work within a feminist ethos and as part of the movement for social justice, which advocates for and proactively attains women's rights on the grounds of political, social, and economic equality.

**Integrity:** We keep survivors' voices at the centre of our work, and hold ourselves individually and collectively accountable for our actions and act according to our beliefs and values at all times.

**Excellence:** Our services evolve in response to emerging needs, changing populations and new/revised ways of thinking about violence against women and children, and we are committed to ensuring we deliver the best that we can possibly achieve.

**Empowerment:** We advocate a rights-based approach and create a context in which women and children can achieve self-determination and empowerment, so they can flourish and reach their full potential.

**Collaboration:** We are committed to working together with survivors, and with external partners, sharing knowledge and expertise to maximise every opportunity to make progress towards our vision. Our core values are rooted in our understanding that DA/VAWG is a consequence of women's inequality in society. Our feminist values acknowledge this inequality whilst committing the organisation to working towards a more equal society as part of our core mission to end DA/VAWG.

RSDVAS provides an integrated and holistic service addressing the needs of survivors and their children from the point of crisis through recovery and onto independent lives. Our key underlying principle is to work holistically alongside survivors in their recovery from the trauma they have experienced; helping to build resources through a strength based approach so that survivors are able to build safe and independent futures.

### **RSDVAS Team and Governance**

RSDVAS employs and supports a highly skilled, committed and passionate team to deliver services.

RSDVAS Team are line managed by the CEO and support the CEO in the day to day operations of the organisation.

A strong, supportive and dynamic Board of Trustees with a wide range of skills including policy, management, social care, probation, finance and education work closely with the CEO and meet bi-monthly in Canterbury.

### **Further Information**

We welcome any enquiries you may have. If you have any questions and would like to speak to someone about this role please contact [anne@risingsunkent.com](mailto:anne@risingsunkent.com).

### **To Apply**

Please submit your application responding to the person specification by email to [sandy@risingsunkent.com](mailto:sandy@risingsunkent.com) by 5pm on the 12th December 2018.

## **Chief Executive Officer**

### **Job Description**

**Salary:** £40,500

**Annual Leave:** 25 days per year plus bank holidays

**Hours:** Full Time

**Responsible to:** Board of Trustees

**Responsible for:** Strategic Leadership, Sustainability and Quality

**Based:** Canterbury Kent

### **Other Information**

This post is restricted to women under schedule 9, Part 1, Equalities Act 2010

- Applicants will undergo an enhanced DBS check before employment starts, and references will be required.
- The job involves flexible working hours including out of hours meetings
- The job is based in Canterbury and involves regular travel throughout Kent.

### **Equal Opportunities Statement**

RSDVAS values diversity and welcomes applicants from all sections of the community; especially from minority groups/groups with a protected characteristic such as BME, who are currently underrepresented at RSDVAS.

### **Purpose of the Role**

#### **Leadership**

To be the leading voice of the organisation and the key proponent of the therapeutic model of the organisation

To be open to innovatory approaches to the work of the charity

To work with the Board of Trustees in preparing the necessary documentation and policies necessary for good governance

To provide strategic and operational leadership for RSDVAS, implementing the strategic plan and working alongside external partners.

To ensure the sustainability of the organisation, working with the Finance Committee and Partnership and Development Officer on financial planning.

To lead, motivate and encourage the RSDVAS team to develop excellent services in support of the strategic plan, and oversee delivery of existing services.

To ensure RSDVAS and its mission, campaigns, and services are consistently presented in a strong, positive image for the benefit of survivors of domestic violence and abuse.

To provide timely, accurate information and recommendations to Trustees; enabling them to fulfil their legal obligations and accountabilities for the charity.

### **Vision and Strategy**

Set the vision and direction for and with the organisation.

Accountable for the development, implementation, monitoring and review of the organisations strategic plan.

Consult widely and draw on expertise within the organisation and externally to RSDVAS for the visioning of evidence based and innovative services across Kent. Ensuring the needs of adults, children and young people who have experienced domestic violence and abuse are heard and addressed.

### **Finance and Funding**

Work alongside the Board of Trustees and Partnership & Development Manager, to review RSDVAS income, to ensure the sustainability of the organisation.

Work alongside the Office Manager to ensure budget setting and financial systems provide effective oversight and reporting of the finances and budgets to the Board of Trustees and Funders. Increase the sustainability of RSDVAS through: networking with relevant agencies, business, partnership working, and the development of strong working relationships with commissioners, funders and partner organisations.

### **Partnership and Communication**

Represent the voices of adult and child survivors at key strategic meetings.

Ensure effective communication of information from RSDVAS to all key internal and external partners.

Develop and broker regional and local consortiums to ensure RSDVAS pushes boundaries, maintains excellent working partnerships and ultimately improves services for victims of domestic violence and abuse in Kent.

Ensure that effective systems are available to respond to all external enquiries.

Promote public awareness about domestic violence and abuse through social media and deliver talks and presentations and broadcasts as necessary.

Keep up to date and informed about local, regional and national agendas, ensuring that RSDVAS is able to respond to trends effectively as they emerge.

To be an effective public speaker with the ability to influence.

### **Management, Resources and Policy**

Line manage, coach and empower staff within the organisation, using a range of different approaches.

Have overall responsibility for the fair recruitment of diverse employees and volunteers and the effective management of external contractors and service providers.

Ensure that all policies and procedures are up to date and appropriately communicated and

implemented throughout RSDVAS.

Ensure effective monitoring and evaluation systems are in place that reflect best practice across all aspects of the organisation's operation enabling review and development of services.

### **Legality and Governance**

Accountable for compliance with legal obligations including requirements of the Charity Commission and Companies House.

Responsible for keeping the Board of Trustees up to date with accurate information to enable them to make decisions about the organisation.

Provision of appropriate and timely reports to the Board of Trustees.

Oversight of health and safety within RSDVAS.

To mitigate all risk management issues by ensuring compliance with the risk assessment policies and procedures.

Work in partnership with Women's Aid England and other domestic violence services.

Engage with own line management, supervision, training, personal development and wellbeing, using opportunities provided by RSDVAS to do so.

To carry out any further work that is reasonably in line with this position.

To be an active consortium member within Kent Domestic Abuse Consortium (KDAC).

## Person Specification

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
A successful track record at senior leadership level within an organisation of comparable complexity or across a significant area of work.	*		*	*
Experience of diversifying funding, assessing new fundraising options and generating income from a variety of sources.	*		*	*
Experience of successful change management.	*			*
A sound track record of people management.	*		*	*
Experience of developing effective networks with local government, statutory and other voluntary organisations.	*		*	*
Experience of successful partnership and consortia working.	*		*	*
Experience at senior level of successful financial management, including responsibility for significant complex budgets.	*		*	*
Experience of working with a variety of media to successfully promote an organisation or issue.		*	*	*
An understanding of the gendered nature of domestic violence and abuse; its causes and consequences.	*		*	*
Experience of managing support services and a clear understanding of trauma and its impact and ability to implement therapeutic ways of working.	*		*	*
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
Degree level.		*	*	
Management, supervision or coaching.		*	*	
Therapeutic qualification		*		
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
Knowledge of strategic, financial and operational planning.	*		*	*
Knowledge of the charitable sector and working alongside a Board of Trustees.	*			*
Strong understanding of the current funding landscape and evidence of successfully developing opportunities to obtain new funding sources.	*			*
Skills in identifying practical problems, developing options and making decisions.	*			*
Ability to determine priorities and work under pressure on different fronts simultaneously, while delegating appropriately.	*			*
Excellent organisational skills with strong attention to detail.	*		*	*
<b>Communication and Networking skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
Dynamic and excellent communicator to different target audiences.	*			*

Able to write clear, understandable and reasoned reports for a variety of audiences.	*		*	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
Committed to challenging injustice, violence and abuse, stereotyping, prejudice, discrimination and bias in a non-confrontational way, aligned to the values of the organisation.	*		*	*
Self motivated, dynamic, inspirational and compassionate.	*		*	*
To have integrity and maintain confidentiality and professionalism at all times.	*		*	*
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Application</b>	<b>Interview</b>
Able to travel.	*		*	
Able to work some evenings and weekends.	*		*	
Willing to carry out any additional work. Challenges and responsibilities relevant to the role of CEO.	*		*	*