

## About Kairos WWT

Kairos Women Working Together (WWT) believes in the value and dignity of all women. Our vision is to see women living positive lives, free from exploitation. Our mission is to increase the safety, stability and self-belief of women in Coventry affected by or at risk of exploitation, through support, advocacy and awareness raising.

## Our Values: as an organisation we want to be:

- **Accepting and non-judgemental:** every woman matters and is worthy of love, care and support, no matter what her past or current circumstances. We know that women at risk of exploitation (particularly those in street prostitution) can face significant judgement and stigma and we want all women to feel welcomed and valued.
- **Women-centred:** Projects and work should be designed around the specific needs of women accessing our services, rather than expecting women to fit into convenient boxes. We understand that women present with certain sets of needs and often experience multiple needs at once.

## Our Behaviours: what we will do to achieve our values

- **Demonstrate integrity, respect and trustworthiness.** We will treat all people who come into contact with Kairos (whether service users or other stakeholders) with equal value and respect. We recruit staff, volunteers and trustees who fully embrace our ethos and beliefs.
- **Advocate and influence.** We will use our experience and knowledge of working with women to influence policy and practice locally, regionally and nationally where we can, as well as making sure our service users' voices and needs are heard and understood through individual-level case work advocacy
- **Commit to long-term, holistic work.** We understand the long-term and complex nature of issues facing our service users and do not expect or try to deliver 'quick-fix' solutions. Services will be designed to enable us to help women address multiple issues in their lives, not just focus on one area, because people's lives can't be categorised into boxes. We accept women wholly as they are.

## Principles of practice

We aim for our services to be grounded in the 5 principles of trauma-informed care and practice, which are:

- 1) Safety – ensuring physical, mental and emotional safety first and foremost
- 2) Choice – each woman is an individual and is in control of her life. All services are free, offered on unconditional basis.
- 3) Collaboration – women are co-workers with Kairos, not passive recipients of help. They are involved in co-designing support plans and saying what they want to do next. Empowerment and ownership will be key principles of our 1-2-1 work going forward.
- 4) Trustworthiness – providing a reliable service through staff and volunteers who are respectful and maintain professional boundaries. Kairos continues its reputation as a service that delivers what we say we will.

- 5) Empowerment – enabling women to re-discover their own strengths and skills and offering opportunities to make this happen

This post is restricted to female applicants only under Section 9 of the Equality Act 2010.

An enhanced DBS (Disclosure Barring Service) disclosure will be required for this role.

## Job Description

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**Job Title:** CEO

**Post Salary:** £42,000 - £45,000 (depending on experience)

**Working hours:** Full-time (including some evenings)

**Contract type:** Permanent

**Reporting to:** Kairos Board of Trustees

**Responsible for:** Mixed skilled staff team, 9 employees.

### About the person:

You will be an inclusive and transformational leader who can take an organisation onto the next stage of development. You will demonstrate substantial senior management skills with strong coaching, commercial acumen, communication and leadership skills, with experience in delivering significant organisational change. You'll be prepared to commit to the organisation's long-term development, have an ability to build and nurture a culture of support, trust and transparency. You will be a skilled networker who can build effective relationships and drive income generation.

### Overview of Post

To provide effective strategic leadership to an ambitious grassroots charity making a big difference in the lives of some of Coventry's most vulnerable women.

### Leadership

1. Providing high quality strategic leadership which leads us into sustainable growth
2. Enhancing our reach and reputation as a best practice provider and leader in supporting vulnerable women with complex and multiple needs
3. Effectively leading and managing organizational change
4. Embedding a culture of continuous learning, to ensure we are reaching for the right outcomes, and that our plans and budgets are designed to maximise impact

### Strategy

1. Collaboratively leading the development of the organizational strategy and translating this strategy into operational plans that enact our vision, mission and values
2. Securing our long-term sustainability by delivering a diverse and sustainable income strategy to secure funding for key service areas, as well as for service development as appropriate
3. Identifying, assessing and delivering on opportunities for us to innovate, grow and expand to meet the needs of our service users and support our long-term sustainability.
4. Developing and implementing of our Business Plan, with clearly defined operational, income, communications/media, financial management and governance plans.

## Partnerships

1. Working collaboratively with Commissioners and partner organisations to improve outcomes for vulnerable women with complex and multiple needs
2. Developing effective relationships and networks with key funders
3. Representing KairosWWT at a local and national level, fostering important partnerships and strategic alliances
4. Building the partnerships we need to achieve the change we want, grounding these relationships in high levels of trust and a clear sense of shared ambition

## Governance

1. Developing a culture of learning and accountability at all levels.
2. Supporting and challenging the Board of Trustees to do their job to the best of their abilities, through providing the information and guidance required so the Board can exercise its legal, financial and other responsibilities
3. Providing strong financial management, working with the Finance and Office Manager and the Treasurer to generate budgets, prepare annual accounts and ensure adherence to financial policies
4. Proactively identify, monitor and manage all strategic, financial and operational risks that could impact our ability to achieve our desired outcomes
5. Embedding effective performance monitoring and management systems for reporting on activity and outputs, measuring outcomes and impact

## General Responsibilities

1. To keep abreast of all legislation and best practice that is relevant to us and the services we provide, ensuring it is implemented at every level of the organisation– especially but not limited to Health and Safety and Safeguarding.
2. To lead the KairosWWT team and provide direct line management to the Head of Service Delivery and the Finance and Office Manager
3. Ensure a well-supported and highly skilled workforce with clear succession plans.
4. To perform any other duties reasonably required within the job scope and its grading
5. Undertake all work with a view to continuous improvement in service quality and with due regards to our public image and reputation.
6. To work flexibly, including occasional evenings or weekends
7. To offer a service underpinned by a very high threshold of professional confidentiality

The above duties and responsibilities cannot totally encompass or define all of the tasks that may be required of the post holder. The outlined duty may therefore vary from time to time, without materially changing either the character or level of responsibilities. These factors are reflected in the post grade.

## Person Specification

	Essential	Desirable	Measured By
<b>Qualifications</b>			
Degree or equivalent leadership experience	✓		Ap Form
<b>Skills and Experience</b>			
Significant experience of strategic leadership	✓		Ap Form
Ability to think strategically whilst overseeing the operational challenges presented by a fast-growing organisation	✓		Ap Form / Interview
A good understanding of the Charitable Governance and experience with working closely with Trustees		✓	Ap Form
Experience of developing a growing organisation in a financially sustainable way and in keeping with its core mission		✓	Ap Form
Rigorous approach to risk management, data protection and safeguarding	✓		Ap Form / Interview
Confidence in leading a team in a difficult economic climate with high uncertainty and rapid change	✓		Ap Form / Interview
Proven experience of building a strong, inclusive and diverse team culture that enables staff to thrive	✓		Ap Form
Clear evidence of effective interpersonal skills with the ability to develop, maintain and sustain strategic relationships that support the evolution of the organisation	✓		Ap Form / Interview
A proven track record of successful income generation	✓		Ap Form / Interview
Experience of effectively managing finances within a small organisation	✓		Ap Form / Interview
Ability to inspire and influence people at all levels through excellent oral and written communication	✓		Ap Form / Interview
Experience of successfully driving and embedding organisational change	✓		Ap Form / Interview
<b>Qualities/Values</b>			

Commitment to women-centred and trauma-informed working	✓		Ap Form
Good understanding of equality, diversity and inclusion	✓		Ap Form
Capacity for empathy, supportive and approachable	✓		Interview
Resilient, with good professional boundaries	✓		Ap Form
Commitment to work within KairosWWT policies, procedures and ethos	✓		Interview
<b>Other</b>			
Full driving licence	✓		Ap Form
Access to a vehicle during working hours	✓		Ap Form
Willingness to work flexibly (evenings and weekends)	✓		Ap Form
Unrestricted right to work in the UK	✓		Passport

## How to apply

Send a completed application form to Michelle McHugh at [michelle@kairoswwt.org.uk](mailto:michelle@kairoswwt.org.uk)

Application forms are available at [www.kairoswwt.org.uk/work-with-us](http://www.kairoswwt.org.uk/work-with-us)

**Deadline:** Monday 19<sup>th</sup> October midday

First stage interviews will take place for shortlisted candidates week commencing 2<sup>nd</sup> November

If you have any queries, please contact Michelle McHugh at [michelle@kairoswwt.org.uk](mailto:michelle@kairoswwt.org.uk).