

## Interim CEO Role Description

<b>Reporting to:</b>	Chair
<b>Job Purpose:</b>	To manage operations and governance, strategy, finance, governance, HR, line management of two part-time staff responsible for Fundraising, Impact and Communications, to report to the Board, to work alongside our partner-NGO in Kenya and to develop a new corporate partnership fundraising income stream.
<b>Hours:</b>	17.5 or 21 hours (2.5 or 3 days equivalent) per week, to be worked as either full 7 hour days, or spreading the hours across 4-5 days. Regular days and hours to be agreed in advance.
<b>Salary:</b>	£48,000 per annum FTE (pro-rata for 17.5-21 hours a week) £2,000 completion of contract payment FTE (pro-rata for 15.5-21 hours a week, subject to conditions).
<b>Pension:</b>	3% employer contribution, 5% employee contribution (opt-out available).
<b>Contract:</b>	1 year fixed term contract (maternity cover). <b>Must be available to start by middle of May 2025</b> to ensure a full induction process.
<b>Base:</b>	The role will be home-based and require your own computer. Occasional travel may be required for meetings, expenses will be paid in accordance with our Expenses Policy. Our current staff are based in East Sussex, but you can be anywhere in the UK. You must have the right to work in the UK.

### About us

**Raising Futures Kenya** is a small UK-registered charity. We work in close partnership with a Kenyan-led NGO on delivering their award-winning programme, Seed of Hope. For over 20 years they've been equipping young people in Kenya to become self-reliant, free from poverty and exploitation, through vocational and business skills training, with wellbeing support.

The Seed of Hope programme offers free vocational and business skills training, with wrap-around wellbeing support, to 14 to 25 year olds experiencing poverty, exploitation and inequality. **70% of students are female** and **30% of these are young mothers**.

The Seed of Hope programme is designed to provide young people with both the opportunity *and* the optimal conditions to grow and break cycles of poverty:



**Training:** Seed of Hope offers a number of exciting, formally accredited vocational courses, to gain the skills needed to set up a small business or secure a safe job. All include core education in English, financial literacy, business and computer skills. Students can also choose to take an exam for a nationally recognised qualification.



**Wellbeing support:** Support addressing the trauma of experiencing poverty, inequality and, in some cases, extreme exploitation and abuse. Students feel supported, build resilience and coping mechanisms, so they're able to focus on learning.

- **Life-skills lessons:** a curriculum about their rights and how to advocate for them, healthy relationships, sexual and reproductive health, gender-based violence and discrimination, substance misuse, health and wellbeing.
- **Mental health support:** one-to-one counselling for students experiencing trauma, as well as group sessions tackling the stigma around mental health.

**Practical support:** Removing any barriers which may prevent students from being able to attend lessons, setting them up for success.

- **Free daily lunch** - you can't focus on learning when hungry.
- **Free childcare vouchers** - allowing young mothers to learn.
- **Free period packs** - so girls never have to miss a lesson.
- **Help with travel costs** - ensuring distance isn't a barrier to their futures.

Seed of Hope is there to support young people with whatever they need in order for them to achieve their best in their training course and to go on to secure a job, or start a small business.

## Our Values

**We are people-centred** - Our organisational culture centres the importance of wellbeing, lived experience and ability to thrive, for all students, staff and anyone working with Raising Futures Kenya.

**We are collaborative** - We listen actively, reflect on our own actions, admit to failure, look for opportunities to learn, to act, to be better. We're happy to share with and learn from individuals and organisations in our work to create the biggest impact.

**We are bold** - We set ambitious targets both within our programmes and for advocating for change within the sector. We strive for meaningful impact, not just good intentions. We are not afraid to speak out and make bold changes.

Read about our values are embedded in our organisation here:

<https://www.raisingfutureskenya.org.uk/actions-speak-louder-than-words-the-importance-of-evidence-based-values-in-the-third-sector/>

## About the role and the skills/experience needed

We are looking for a compassionate, detail oriented, values-driven leader who can manage the charity and drive the strategy forward whilst the current CEO is on maternity leave, as well as developing a new fundraising stream. We have an incredibly committed, experienced and passionate Board of Trustees who you will report to.

Role Area	Skills / Experience Needed
<p><b>Operations:</b> Manage the day-to-day operations of the charity, including managing the online drive and user/access permissions (we're a paperless organisation) safeguarding, data protection, administration, maintaining the annual plan and resource planning.</p>	<p>You'll have previous <b>experience of being a CEO</b> (or most senior member of staff), ideally in a small charity.</p> <p>You'll have exceptional <b>attention to detail and organisational skills</b>.</p> <p>You'll be good at <b>time management and prioritisation</b>.</p> <p>You'll be a <b>good communicator</b>. Working remotely we need to be communicating well with members of our team so we know the status of work and how everyone is feeling!</p> <p>Ideally you'll have experience of using <b>Google Suite, Salesforce and Xero</b>.</p>
<p><b>Governance:</b> Working alongside the Board to manage governance and regulatory requirements such as managing insurance, Charity Commission updates and creating the Annual Report, ensuring policies and risk register are up-to-date and compliant.</p> <p>Prepare for (help setting the agenda, writing the CEO Report, review Fundraising and Impact Report) and attend all Board meetings and provide operational updates for the Board.</p>	<p>You'll have <b>reported to Boards</b> before, or been on a Board.</p> <p>You'll have been responsible for <b>charity compliance</b>, such as preparing and submitting Annual Reports.</p> <p>You'll have been responsible for items on a <b>Risk Register</b> and how to manage the mitigations. Ideally you'll have experience of updating and <b>reviewing policies</b>.</p> <p>Ideally you'll have knowledge of <b>safeguarding</b> and being a safeguarding lead.</p>
<p><b>Strategy:</b> Manage the implementation of the Annual Action Plan to ensure we are meeting our strategic objectives. Report on strategic progress to the Board at Board meetings (1 online meeting every 2 months, 5:30-7pm).</p> <p>Work closing alongside our partner-NGO in Kenya on our strategic objectives of Shifting Power, ensuring both organisations are working towards agreed milestones to enable this change.</p>	<p>You've <b>managed strategies</b> previously.</p> <p>You'll be able to look at the <b>organisational level objectives</b> for the year and how that filters down into day-to-day actions and how they can be achieved.</p> <p>You'll be able to track and report on progress towards <b>strategic objectives</b>.</p> <p>You've previously <b>reported to a Board of Trustees</b>, or have experience of being on a Board of Trustees.</p> <p>Ideally you'll have experience of the <b>international development sector</b>.</p>

	You'll be familiar with the movement of <b>shifting power</b> back to the Global South.
<b>Finance:</b> Manage the finances, including reconciliations of transactions on Xero, creating monthly management accounts, processing monthly requisitions from our Kenyan NGO partner, manage organisational budget and income expenditure versus budget, draft the annual budget in May, liaise with payroll company monthly, oversee the annual financial audit for the Annual Accounts, submit GiftAid claims.	You'll be experienced and extremely competent in all aspects of <b>charity finances</b> , able to manage budgets, reconcile accounts, create management account reports, report risks and accurately interpret financial reports. You'll be extremely competent and experienced using <b>financial software</b> , ideally experience of using Xero. Ideally you'll have experience of working with <b>budget</b> in other currencies (not essential). Ideally you'll have experience of working with an independent examiner for <b>preparing annual accounts</b> .
<b>HR:</b> Line manage two part-time staff; Head of Fundraising and Impact and Fundraising and Communications Officer, ensuring objectives and income targets are being met, the annual plan is being implemented and that staff are happy with a focus on wellbeing and support.	You'll have <b>leadership and line management experience</b> , ideally within the charity sector. You'll be a <b>compassionate, supportive leader</b> , able to juggle the needs of the charity with the wellbeing of the staff. You're a <b>team player</b> . You're conscious of the commitment and pressures of the rest of your team and do what you can to lift them up, knowing they'll do the same for you.
<b>Partnership Development:</b> Corporate fundraising and private/international schools fundraising are growth areas we are focussing on over the next 2 years. You will lead in these areas researching and approaching prospects, representing Raising Futures Kenya at events, securing partnerships and nurturing these to meet income targets (£35k per calendar year (£15k already secured for 2025)).	You'll be experienced in setting up, securing and managing successful <b>corporate partnerships</b> .
<b>Fundraising and Communications:</b> Oversee the staff managing these areas, ensuring overall organisational targets and objectives are met, reviewing applications and fundraising strategy when required, joining meetings with funders where appropriate.	You'll be an <b>experienced fundraiser</b> with an all round knowledge of different fundraising streams in order to manage and guide the team responsible for fundraising and communications.
<b>Culture and Values:</b> We have worked hard to create a supportive, nurturing culture for staff,	You'll be a <b>compassionate, empathic</b> leader.

<p>volunteers and the young people we work alongside. You would need to maintain the values and culture which makes Raising Futures Kenya such an inspiring place to work.</p>	<p>You'll have <b>integrity</b> and <b>honesty</b>. We all work remotely and rely on our team being honest about working the hours we, as a charity, are paying them to work.</p> <p>You'll be <b>passionate about working for a charity</b> and doing the best you can to play your part in supporting young people in Kenya to become self-reliant.</p>
<p><b>Misc:</b> One of the joys of working in a small organisation is that you are involved in many different areas of running an organisation. This often means you'll be expected to do things which may not be in your role description, but the expectation is that everyone leans in for the benefit of the organisation.</p>	<p>You'll be <b>flexible</b> and <b>adaptable</b>.</p> <p>You'll be <b>competent</b>. We don't expect you to know everything or be good at everything. We do expect our team to ask for support and training to enable them to be the best they can be.</p>

### What you can expect from us

- Our team of staff and Trustees are passionate, committed, hard-working, kind, values-driven and there's no egos! We're all doing our very best for the young people in Kenya our partner NGO supports. You'll be joining a team with a culture centred on wellbeing, respect and dedication. The charity is well established with a comfortable income.
- You'll get a full induction, a suite of Standard Operating Procedures, regular on-going support (monthly 1-2-1s with your line manager and quarterly objective reviews), to ensure you feel confident and happy in your role.
- We know it's hard to balance work and life. We appreciate you might be juggling caring responsibilities or studying for example. We are happy for you to choose whether you work these hours in 3 full days or spread across the week (between Monday-Friday 9am-6pm). You'll have regular days and hours as it helps our team to plan resources effectively. If there's a week you need to swap the days you work, we have a variety of options available to our team to ensure we can all get that balance right.
- You'll get 22 days holiday plus 8 days bank holiday allowance (pro-rata for part-time staff).
- You'll get 3 days a year of wellbeing leave (pro-rata for part-time staff) so you can take some time off if you aren't feeling right, or if you want to plan some self-care.
- As a small charity you'll get exposure to everything which goes into running a charity and you'll get to work alongside our amazing team in Kenya.
- You'll be part of an organisation who are actively working towards "Shifting the Power" from the UK to Kenya.
- And perhaps most importantly, you'll join a team of people who want everyone to learn, develop and be happy in their work.

### To apply

If this seems like a perfect fit for you, please send your CV, or download of your LinkedIn profile, and a cover letter (max 2 pages) telling us why you'd be the best person for the job to Kirsty Erridge, CEO at [kirsty@raisingfutureskenya.org.uk](mailto:kirsty@raisingfutureskenya.org.uk) by **9am Thursday 13th March**. Online interviews will be held on Monday 24th March.