



JOB DESCRIPTION

JOB TITLE:	Chief Executive
HOURS:	27 to 30 hours per week TBD (preferably over 4 days)
CONTRACT:	18 month fixed-term, with scope for extension
SALARY:	£37,500 to £43,500 (pro rata) depending on experience
REPORTS TO:	Board of Trustees
LINE MANAGEMENT:	Operations & Finance Manager, Project Manager (Green Champions), Retail & Admin Assistant
PLACE OF WORK:	Bakers Avenue, E17 with visits to our nearby warehouse in Leyton as needed

APPLICATION PROCESS

Applicants should send a CV (max 2 pages) and cover letter to FRP's Chair, jowinyard@gmail.com by no later than Friday 13 September. Successful candidates will be contacted to agree an interview shortly after this deadline.

ABOUT FRP

FRP is a social enterprise and charity with environmental and social aims. We engage with organisations and communities in London through a range of practical initiatives to reduce, re-use and recycle waste, and help people live sustainably. Based in Walthamstow in East London, we have been in operation since 1989. All our work and activities are supported by volunteers.

We are seeking an inspiring new leader to help FRP make an even greater impact and create a greener, more inclusive community. This is an excellent opportunity for an experienced social entrepreneur seeking to lead a small organisation through an exciting period.

Applications are open to everyone. Inclusivity and equality are part of our culture at FRP, we treat people as individuals and we involve people from right across the community in our work

PURPOSE OF ROLE

- Oversee all FRP's day-to-day operations, ensuring that its activities and operational processes are appropriate to support the aims of the organisation and help FRP maximise its effectiveness.
- Develop and implement plans for growth in impact using FRP's established presence in the sector. Use entrepreneurial flair and business knowledge to help FRP to grow and fulfil its undoubted potential, across the range of our activities from sales to workshops and community events.
- Support FRP's Board in exercising its governance function, providing regular reports and overseeing necessary financial reporting and management of financial budget.
- Be an effective leader for the FRP team of staff and volunteers, providing support and direction where needed, helping FRP to be the best it can be and make a difference in our community.

KEY ACTIVITY AREAS

Operational oversight

- Day-to-day leadership of the FRP team, incorporating partners/affiliates, staff, and volunteers. Working with the team, ensure business process are efficient and support the team and the business to operate effectively
- Specific oversight of grant-funded projects, most importantly the National Lottery Green Champions Project, providing supervision and guidance to the Project Manager, ensuring that project goals are met that volunteers are at the heart of everything we do, and liaising with the grantor
- Provide support to Operations Manager in making the paint operation as effective as possible

Business development

- Formulate and oversee delivery of annual plans to support FRP's strategy, which seek to maximise FRP's impact whilst also developing new opportunities using FRP's established position in the sector
- Support Operations Manager and Project Manager in relationship building with partners and customers
- Identify & scope development opportunities, consulting with the Board on feasibility & timing of developments given available resources. Oversee delivery of new initiatives based on any agreed plan
- Work with the board and the team to develop plans and targets to drive income growth

Finance & administration

- Oversee budget setting process and undertake regular budget monitoring, including identifying any areas for further management attention
- Oversee record-keeping, filing, and effective office systems that support the effective delivery of operations
- Ensure all legal requirements are met in terms of liability insurances, waste carrier licenses, etc....
- Share general office duties – phone calls, correspondence, handling visitors

Strategy & external relations

- Attend external events and meetings to represent FRP
- Build and manage relationships with key partners, stakeholders and local community organisations, as required, in support of Operations Manager/Project Manager
- Work with the board and staff to develop and implement the FRP Strategy 2018-21

Governance

- Attend Board and sub-committee meetings
- Support the Board through organising meeting agendas and writing/coordinating distribution of reports
- Ensure all health & safety, safeguarding & legal requirements are met
- Ensure staff contracts are issued and updated, consulting with the board where necessary.

Person specification below.

PERSON SPECIFICATION

Experience

At least 3 years' management experience, ideally in a social enterprise/community business or environmental organisation with a diverse customer base and where services are delivered with the help of volunteers.

Previous success in setting up and developing new projects, fundraising and meeting objectives, whether gained in a voluntary community or social enterprise setting or elsewhere. Experience of working with grant-makers or funders is desirable.

Track-record of managing budgets and providing a management review of financial accounts. Experience of discussing financial reports with finance managers and / or senior managers.

Developing and achieving strategic and operational plans, with clear and challenging objectives.

Experience of change management, with an ability to demonstrate this at interview.

Effective collaborative working with external partners and stakeholders and developing effective relationships.

Managing teams and individuals, including objective setting, supervision, support, and performance management & review

Knowledge, Skills & Abilities

General business knowledge, particularly in the areas of project management, HR, budget and financial management.

Effective oral and written communication

Capacity to work on own initiative and be self-sufficient in terms of administration, and to identify, prioritise and plan activities balancing conflicting demands.

Understanding of the challenges of working within the community environmental and/ or social sector and of working with a diverse range of volunteers. Experience of working with a Board of Trustees is desirable but not essential.

ICT skills including knowledge of social media and its deployment

Personal Qualities

Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours.

Demonstrable commitment to and interest in social inclusion and environmental sustainability

Share the values of FRP.