**BELFAST AND LISBURN WOMEN’S AID**

**JOB DESCRIPTION**

**Job Title: Chief Executive**

 **Fixed term contract for 2 years**

**Responsible to: Management Committee**

**Location: Based in Belfast**

**Salary: NJC Scales point 54-65**

**Purpose of the Post:**

Belfast and Lisburn Women’s Aid has been at the forefront of responding to domestic violence for over 40 years. We believe everyone has the right to live in safety and free from violence and abuse. We work with women and children who have experienced domestic violence and keep their voices central to our work. Our vision is to end domestic violence and establish a future where it is unacceptable and where women and children are safe in their homes.

The Chief Executive will provide strategic vision, direction, leadership and operational management to ensure the implementation and development of BLWA strategic objectives and operational targets. The Chief Executive is accountable to the Management Committee Trustees and will ensure that BLWA remains fit for purpose and sustainable in order to provide a high standard of care and support to women and children who experience domestic violence. She will ensure the rights and needs of women and children remain central to the work.

**Main Responsibilities:**

Strategic Leadership:

* Work with the Management Committee to set a clear strategic direction for the organisation
* Ensure BLWA Strategic Plan is implemented and operational targets and outcomes are met.
* Work closely and effectively within the Women’s Aid network including Women’s Aid Federation NI and 8 other Women’s Aid area groups to represent and bring BLWA’s experience to influence and inform the current change process currently underway.
* Develop and maintain strong working relationships with a range of key agencies and stakeholders in the public, statutory, voluntary and community sector to profile thework of BLWA, and highlight domestic and sexual violence.
* Provide leadership and be responsible for BLWA staff and volunteer team.
* Promote the objectives of the organisation and influence key stakeholders to ensure that the needs and rights of women and children affected by domestic violence are integral to the implementation and development of legislation, strategies and policies.
* Develop opportunities to expand and promote the role of the organisation within its core objectives.
* Represent the organisation at all appropriate levels and act as key spokesperson to promote the organisation and profile the issue of DV
* Respond to media requests to maintain the organisation’s influence
* Represent Belfast and Lisburn Women’s Aid on a wide range of domestic violence and other relevant Partnerships.
* Ensure the culture ethos, and values of the organisation underpins the work across all projects and maintain a culture of respect, value, equality and dignity to ensure services and support are delivered to a high standard.

Governance

* Ensure the Management Committee has sufficient resources, guidance and professional advice on the role and governance responsibilities as Trustees of the Charity and Directors of the company.
* Liaise with and be accountable to the Chair, Vice Chair and Committee members and prepare reports and briefing papers as required on the charity’s progress on all matters.
* Ensure Belfast and Lisburn Women’s Aid meets all its statutory and legislative obligations
* Ensure the organisation meets the requirements of relevant internal and external quality requirements and standards.
* Ensure operational and management structures and services are fit for operation.

Operational Management

* Provide direct line management and supervision to the senior management team
* Manage the operational functions of the organisation including service provision, finance and fundraising and HR
* Ensure there are clear lines of accountability and responsibility across the organisation that fosters and maintains effective and efficient working relationships.

Finance and Fundraising

* Develop an income generation/fundraising strategy that will ensure sustainable growth for Belfast and Lisburn Women’s Aid.
* Oversee the organisation’s funding income.
* Ensure accurate and timely financial accounting and reporting practices
* Ensure on-going financial robustness and obtain best value across the organisation.
* Identify and manage external and internal organisational risk.

The above list of responsibilities is not exhaustive. The Chief Executive is expected to carry out any additional duties required by the post.

**Chief Executive**

**Personnel Specification**

**Essential Criteria**

* Experience of working in the Public or Third Sector
* Proven track record in providing management and leadership in a senior role (minimum period of 5 years)
* Experience of overseeing a range of operational functions such as service delivery, HR, Finance etc
* Proven track record of networking and building relationships with a wide range of stakeholders and partner agencies
* Ability to work effectively with stakeholders, including the Management Committee, colleagues and a range of partner agencies
* Knowledge and understanding of the causes and consequences of domestic and sexual violence against women and children.
* Experience in influencing policy development at strategic and operational level to inform change
* Leadership/Management Qualifications for example, ILM, NVQ

**Personal values:**

* A commitment to and a passion for the work and ethos of Belfast and Lisburn Women’s Aid
* An understanding of the feminist perspective that gender inequality is the cause of domestic violence
* A commitment to listen to the voice of women and children and to prioritise their needs
* Personal drive, integrity, adaptability and responsibility

**About Belfast and Lisburn Women’s Aid**

Belfast and Lisburn Women’s Aid is one of the nine Women’s Aid groups working together to end domestic violence against women and children in Northern Ireland.

The organisation has been at the forefront of responding to domestic violence for over 40 years.

We believe everyone has the right to live in safety and free from violence and abuse. Society has a duty to recognise and defend this right. Domestic violence is a violation of women and their children’s human rights. It is the abuse of power and control and is rooted in the historical status and inequality of women in society.

Our Mission Statement

* To provide safety and support for women and children who experience domestic violence.
* To work for and with women and children to ensure their voices are heard and their needs are met.
* To challenge attitudes and beliefs that perpetuate domestic violence as a form of violence against women.

Our Ethos

Self-help and mutual support for women, by women, with women

Our Core Aims

* To provide temporary refuge for women and their children suffering mental, physical, financial or sexual abuse in the home.
* To offer support and advice to any woman who asks for it, whether or not she is living in a refuge and offer supportive aftercare to women leaving the refuge.
* To encourage the woman to take control of her own future, whether this involves returning home or beginning an independent life.
* To meet the needs of children and young people affected by domestic violence.
* To educate and inform the public, the media, the courts and statutory and voluntary agencies, always mindful of the fact that abused women are a direct result of the general position of women in our society.

Our Vision

To end domestic violence in society and establish a future where domestic violence is unacceptable and women and children are safe in their homes.