

# SUNRISE DIVERSITY

[www.sunrisediversity.org.uk](http://www.sunrisediversity.org.uk)

Registered Charity No: 1192280 Company Limited by Guarantee Registered No: 08462590



## CHIEF EXECUTIVE OFFICER

Recruitment Pack – 2022



 **Celebrate Diversity**

 **Change Attitudes**

 **Challenge Discrimination**



## About Us

Sunrise Diversity is an organisation that was set up over ten years ago to celebrate diversity, promote human equity and dignity and empower people and communities. Over the years it has grown and evolved, becoming a Community Interest Company in 2013. It progressed to become a charity in 2020 with the purpose of championing a diverse and inclusive society across Northern Devon by challenging discrimination, celebrating diversity and changing attitudes.

We provide activities, training, services and events for all living in Northern Devon, including those of diverse identities such as minority ethnic groups, disabled people and the LGBTQ+ community. Our aim is that all people in Northern Devon are accepted and respected for their individual humanity within a truly inclusive, supportive and welcoming community. We are passionate about challenging and transforming attitudes including prejudice, discrimination and abusive practices so all people feel safe, included and valued within their own and the wider community.

The direct activities and services Sunrise provides are guided by the needs of individuals and in the last 12 months we have provided advocacy, skills and knowledge activities, English Language activities and social opportunities. We have supported individuals to secure housing, access domestic abuse services, obtain food, clothing, beds and hygiene products, challenge discrimination at work, manage finances and access benefits, access healthcare, secure employment and secure immigration status.

Within the last two years the staff team of eight has been involved with the board members in creating a vision and plan for the future development of the organisation. The nature of the leadership has also evolved, with the position of Manager developing to become Chief Executive and the board members becoming Trustees of the newly formed charity.

The current CEO has steered the charity through the Covid pandemic, strengthened our team, secured further substantial funding and established a programme for growth. As she leaves us, this appointment comes at an important time in our development and is an exciting opportunity for someone with vision and passion, empathy and integrity and a desire to lead our charity as it continues to develop on its new path. We have funding secured until March 2023 and our new CEO will lead on securing further funding beyond then. We have achieved this for the last twelve years and are confident we will do so for the next twelve.



## Role Description

The CEO will be responsible for providing leadership, developing and implementing Sunrise's strategic and business plans, leading on partnership and business development, and, with the support of the board, being an effective advocate for the charity and its beneficiaries. The person in the role will also provide operational management and financial control and ensure good governance across all aspects of the charity.

### **Main Duties and Responsibilities**

#### **Leadership and strategic development**

Leadership of the organisation will involve motivating, inspiring, liaising with and supporting staff; developing and delivering the agreed strategic plan and an annual budget and working with the board of Trustees in continuing to evolve the focus of Sunrise as it grows and develops. Within the organisation the CEO will instill a culture of professionalism and inclusion, supporting the team with coaching, training and development.

#### **Operational Management**

This will entail ensuring the organisation operates within the annual budget, that management and HR policies and processes are up to date and fit for purpose and that the charity runs efficiently. The Chief Executive Officer will maintain awareness of risks and changes in the external environment that affect the organisation and make sure it fulfils its legal, statutory and regulatory responsibilities. Establishing, monitoring and communicating key indicators of the organisation's social impact are especially important alongside the financial health of the charity. The CEO will supply regular reports to the trustee board and attend trustee and sub-committee meetings and ensure the organisation's staff and volunteers are focused on achieving its mission and aims.

#### **Partnership and business development**

The Chief Exec will excel at building relationships with partner organisations, the media, the private sector and statutory bodies to promote the charity's aims and seek out new opportunities. Working with the board of trustees the CEO will advocate and promote the organisation through its public relations including events and media coverage. In delivering the organisation's business plan the CEO will ensure there is a sustainable income from a wide range of sources and take an active part in fundraising and innovating to create new income streams. A further key role will be establishing mechanisms for communicating with all stakeholders and ensuring beneficiaries views inform the strategic plan.

### **Core responsibilities**

- Develop business and strategic plans for the organisation together with Board
- Develop the annual budget and, with support, manage the organisation's finances and project budgets



- Lead and manage the organisation and implementation of plans, new developments and projects
- Set, monitor, manage and report on organisational performance and social impacts
- Lead on income generation and with support, develop and implement a fundraising plan
- With support, write, submit and manage major bids for funding
- Work with Trustees to build relationships with potential individual donors, trusts, foundations and private companies
- Tender for contracts, monitor and evaluate them
- Policy development, implementation, and monitoring
- Lead recruitment and management of staff and HR functions
- Build and develop partnerships and public relationships
- Lead stakeholder and particularly beneficiary communication and engagement
- Ensure compliance with statutory legislation and best practice
- Lead on health and safety and overall organisational responsibility

## Person Specification

### Key skills

- **Leadership skills:** A prime role of the CEO is to motivate staff and volunteers and they will need personal drive and energy to achieve this as well as the sincerity and empathy to support.
- **Advocacy skills:** The CEO will be the public face of Sunrise and will need to be able to effectively promote its aims and objectives.
- **Excellent interpersonal skills:** The CEO needs to build relationships with a variety of people, from clients and staff members to senior leaders and opinion formers, this is a critically important skill at Sunrise where collaboration and partnerships are vital.
- **Financial acumen:** The CEO of Sunrise will have to set and operate a budget and manage the organisation knowledgeably and efficiently with the support of an outsourced finance officer while identifying new sources of income for the future.
- **A quick learner:** Prior knowledge and commitment to the key aims and practical objectives of Sunrise will be important but also, once in post, the CEO will quickly get up speed with the situations of beneficiaries and the nature of service provision and pressures on our staff and how best to support them.

### Qualifications

Education to an undergraduate degree level or a relevant professional qualification is desirable but not essential and formal qualifications will not act as a barrier to any candidate with the right mix of skills and experience.



## Skills and knowledge

We will expect our Chief Executive Officer to be highly organised and personally effective and have the following:

- exceptional verbal and written communication skills.
- the ability to persuade and influence, both face to face and in writing.
- strong financial skills, including the ability to analyse budgets and accounts and manage an annual budget of over £100,000

## Relevant experience

Experience of organisational leadership is essential, and the ideal candidate will be able to demonstrate how they have had success in previous roles in:

- managing and motivating people
- budget management
- effective partnership working and relationship development
- fundraising and business development
- project management
- Working within the Diversity Sector

We will expect to see a minimum of two years' experience of developing and leading a team and some of working with a non-executive trustee board. We would like to see someone used to working within diverse communities and showing an understanding of the public, voluntary and community sectors.

We are looking for someone who can demonstrate passion, commitment and empathy with the aims of Sunrise and its cause and show how their experience brings new perspectives to the organisation.



## Terms and Conditions

Salary:	Up to £38,000 FTE
Based:	Barnstaple
Hours:	28-35 hours a week
Holiday:	25 days plus bank holidays (pro rata)
Probationary Period:	Six months
Notice Period:	Three months after completion of probationary period – one month until then
Nature of contract:	Dependent on funding beyond March 2023
Pension:	3% Employer, 5% Employee
References:	An offer of employment will be dependent on satisfactory references.

Sunrise takes responsibility for safeguarding and promoting the welfare of vulnerable people who access its services. Therefore, we will check the suitability of the successful candidate to work with vulnerable people and an enhanced DBS disclosure is required for this post.

## Recruitment Process

We are working with Jackie Dawkins at Shine Charity Recruitment who is supporting us with this recruitment. Please make your application by CV and covering letter to her:  
Jackie Dawkins, Shine Charity Recruitment ([jackie@shinecharityrecruitment.co.uk](mailto:jackie@shinecharityrecruitment.co.uk)) 01884/841751

- Closing date: **5<sup>th</sup> June 2022 at 6pm**
- First Interview with Jackie Dawkins: **9<sup>th</sup> June 2022**
- Interview with Sunrise Diversity: **21<sup>st</sup> June 2022**
- Ideal start date: **By end of September 2022**

