



Job Details

Job Title: Chief Executive Officer

Organisation: Jersey Action Against Rape

Base: JAAR Offices

Contract: Permanent. Part time

Salary: £60k-£65k part time equivalent

Report to: Charity Committee

Summary of Role

Jersey Action Against Rape was launched 8 years ago to provide support and counselling for survivors of rape and sexual assault and their families in Jersey, and to instigate change in laws and attitudes around the myths of rape.

The role of CEO has been created out of necessity, owing to the ongoing success and growth of JAAR. The CEO will ensure JAAR continues to deliver the quality and breadth of reliable support to the people the Charity was first established to help whilst taking the Charity into the next stage of its development.

As our most senior employee, the CEO will have overall responsibility for managing the profile and performance of the Charity. In addition, the successful applicant will be required to be innovative and uphold and develop the main objectives and mission statement of JAAR.

Main Responsibilities

The CEO will be responsible for:

- JAAR's Finances including:
 - Oversight of the monthly accounts.
 - Preparing a quarterly financial report for the Committee.
 - Maintaining and updating the Reserve Policy.
 - Devising and updating the strategy for Grant Applications.
 - Overseeing the Grant Applications.
 - Liaising and networking with existing Donors.
 - Identifying and building a relationship with new Donors.

- Overseeing the annual Audit process.
- Ongoing Strategy
 - Developing short, medium and long-term goals for JAAR.
- Raising Awareness
 - Overseeing marketing campaigns.
 - Developing and maintaining key stakeholder relationships.
- HR
 - Overseeing all Employment contracts and existing employment policies.
 - Building and maintaining a cohesive team in JAAR.
 - Identifying and managing an effective training programme for the team.
 - Providing mentoring to the Team.
- Counsellors, Volunteers and Helpline
 - Liaising closely with the Lead Counsellor on the Committee Report.
 - Providing a central point of contact for the volunteers and counsellors.
 - Ensuring that all counselling guidelines are up to date and adhered to (maintaining boundaries etc).
 - Ensuring the helpline policy is adhered to.
- Data Management
 - Overseeing an efficient and cost-effective data management system.
 - Ensuring Data protection guidelines are adhered to.

Person Specification

The ideal candidate will possess demonstrable leadership experience. Strong relationship building skills, financial management and commercial acumen are all essential, alongside the ability to drive and motivate teams.

A background in a senior role at a charity or not-for-profit sector is desirable but not essential.

To apply for this role please send your CV and covering letter to Sara@jaar.je .

Closing date for application: Friday 1st July 2022

Interviews week commencing 4th July 2022