



Job Description

Chief Executive Officer

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| Salary: £28,000 (Part Time) | Line Manager: Chairperson |
| Hours: 30 hours per week | Period of Contract: 3 years following 3 months' probation |
| Location: Hybrid working - work from home and office in Chadderton, Oldham | Main Stakeholders: Yuvanis Foundation Senior Leadership Team, Managers and team members, our Board, our volunteers and external public sector and private partners. |

Purpose of the Post: To provide strategic direction to the organisation and act on behalf of Board of Trustees in leading the charity.

About Yuvanis Foundation:

Yuvanis Foundation is a non-profit organisation dedicated to empowering the BAME (Black, Asian, and Minority Ethnic) community through education, skill development, and community engagement. Our mission is to provide individuals from BAME backgrounds with the resources and support they need to reach their full potential and make a positive impact in their communities. We work to create opportunities for people from all backgrounds to access quality education, develop essential life skills, and become active and engaged citizens.

Job Description:

The Chief Executive Officer (CEO) of Yuvanis Foundation will provide strategic leadership and direction to the organisation, working closely with the board of directors to fulfil the mission and vision of the foundation. The CEO will be responsible for overseeing all aspects of the organisation's operations, including strategic planning, fundraising, program development, and financial management.

Responsibilities:

- Develop and implement the strategic direction and vision of the organisation, with a focus on empowering the BAME community and addressing issues of inequality and social injustice.

- Lead the development and execution of fundraising strategies to secure financial support for the foundation's programs and initiatives, with a focus on engaging donors from diverse backgrounds.
- Oversee the development, implementation, and evaluation of programs and initiatives to ensure they are culturally sensitive and responsive to the needs of the BAME community.
- Build and maintain relationships with key stakeholders, including donors, partners, government agencies, and community organisations, with a focus on promoting diversity, equity, and inclusion.
- Provide leadership and direction to staff and volunteers, fostering a positive and inclusive work environment that reflects the values and diversity of the BAME community.
- Ensure the financial stability and sustainability of the organisation by managing budgets, monitoring financial performance, and identifying new revenue streams.
- Represent the foundation at public events, conferences, and meetings to raise awareness of our work and advocate for the needs of the BAME community.

General asks of everyone that works as part of the Yuvanis Foundation team

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the
- principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

Our charitable purpose and values:

The Yuvanis Foundation team is vital in achieving the charity's purpose: to organise activities and services for the improvement of lives of people from BAME backgrounds and create positive social change, promote social justice and harness social benefit.

Yuvanis Foundation's values underpin all our activities. They are ways of working that we will always strive for, and we want to be held accountable to them. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values are:

Trusted - We're empowered and committed to deliver – We take our responsibilities seriously. Our volunteers, partners, service users, and the community can count on us.

Ambitious - We thrive on being the best – We achieve extraordinary things and always hungry for more. We push ourselves every day to create the best experience for our service users and the best outcomes for our stakeholders.

Innovative - We go after ideas that make a difference – we constantly search for ways to improve, both big and small. We're adaptive, resilient, and we learn as we go.

Proud - Our community is our world – We're passionate about our community and what's important to it. We're proud of our history and we're excited about our future.

Benefits:

- Competitive hourly rate.
- Opportunity to work in a dynamic and supportive team environment.
- Flexible working hours.
- Potential for career advancement.

If you are a motivated individual with a passion for project coordination and excellent organisational skills, we would love to hear from you. Please submit your CV and cover letter detailing your relevant experience.

Person Specification

Chief Executive Officer

The ideal candidate for this role will be:

- Someone with outstanding organisational skills, able to manage multiple priorities and have excellent attention to detail.
- Someone who produces work to a high standard, with great attention to detail, particularly in written formats.
- Someone who can proactively identify potential issues, implement solutions and who can get things done.

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- Proven experience in a senior leadership role, preferably as a CEO or Executive Director of a non-profit organisation.
- Strong commitment to the mission and values of Yuvanis Foundation, with a passion for empowering the BAME community and promoting social change.
- Demonstrated experience in strategic planning, organisational development, and program management, with a focus on diversity, equity, and inclusion.
- Excellent fundraising and donor relationship management skills, with a track record of securing grants and donations from a variety of sources, including those that support BAME causes.
- Strong financial management skills, including budgeting, financial reporting, and risk management.
- Excellent communication and interpersonal skills, with the ability to build relationships and communicate effectively with a diverse range of stakeholders.
- Ability to work independently and as part of a team, with strong leadership and management skills.
- Flexible and adaptable, with the ability to work in a fast-paced and dynamic environment.

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:

- Experience working in the field of BAME community development, education, or social justice.
- Knowledge of the social, economic, and political issues affecting the BAME community.
- Experience working with government agencies, NGOs, and community organisations.
- Experience working in a remote or distributed work environment.

Personal Qualities – These are things which we ask for from everybody who works as part of the Yuvanis Foundation team:

- Be committed to our values.

- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

For more information on the work that we do please visit www.yuwanis.org