

SOPHIE HAYES

F O U N D A T I O N 

Sustainable freedom from human trafficking

Candidate Pack

Chief Executive Officer



Thank you for your interest in the role of Chief Executive Officer (CEO) at Sophie Hayes Foundation.

We are one of the only independent organisations in the UK solely focused on empowering survivors of modern slavery to rebuild their lives by developing skills necessary for sustainable freedom.

Our specialist coaching and mentoring programmes share essential life skills and focus on confidence building and practical training aimed at delivering the skills necessary for future employment and/or education. In addition, we work with business partners to establish work placements that allow our programme participants the opportunity to gain greater experience and understanding of their potential.

As we continue our ongoing work to transform the lives of survivors of modern slavery across the UK, we are seeking an experienced and motivated leader to join us as CEO.

If you are passionate about making a meaningful impact in the lives of survivors, have proven leadership skills, and share our commitment to empowering survivors of modern slavery, we would love to hear from you.

Join us in our mission to shape a better future for survivors of modern slavery in the UK.

A handwritten signature in black ink, appearing to read 'Nicola Murphy', with a stylized, cursive script.

Nicola Murphy
Chair Board of Trustees

Our Vision

A society that views and treats survivors of modern slavery with respect and allows every freed woman to realise her potential, achieve her goals and a better future.

By putting the needs of each survivor at the centre of our activities, we will develop programmes that are relevant and help to remove the barriers to sustainable freedom.

We will be a valued, independent voice and an actor for change, working with the right partners to create greatest impact.

Our Values

1. We are courageous

Inspired by the courage and fearlessness of our survivors, we bravely challenge the status quo, and we work tirelessly for change and a better future for our survivors. We look forward, show personal courage, and go beyond the status quo.

2. We act with integrity and respect

Our relationships with survivors, partners and with each other are shaped by deep mutual respect, honesty and confidentiality. We do the right thing by survivors, and always do what we say.

3. We are an open and inclusive community

We think everyone has a valued voice and we work with others (and with each other) to find the right solutions for the best interests of survivors. We work creatively, patiently and invite strong partnerships.

4. We respond well to change

We don't stand still, and we face challenges with agility and determination. We are a dynamic organisation that responds to the evolving demands of survivors. We believe that we can all develop and grow to achieve our full potential.

Chief Executive Officer

Salary:	£65,000 - £70,000 per annum
Benefits:	3% contributions to pension scheme of your choice 30 days annual leave (inclusive of bank holidays) Hybrid working Access to a Mentor via the Lloyds Bank Foundation Health Shield employee benefit
Contract type:	Full time, permanent position
Location:	107-111 Fleet Street, London, EC4A 2AB
Reports to:	Chair of Board of Trustees
Direct reports:	4 – 6

The Role

Sophie Hayes Foundation is a dynamic charity, focused on helping survivors of modern slavery rebuild their lives and achieve sustainable freedom by providing training, coaching and work experience across the UK. We are active in the modern slavery sector and advocate for improved status and treatment of survivors of modern slavery.

We are seeking a leader who can help us continue to shape and grow the organisation, and further develop and implement our strategic plan after a period of rapid development. They will be responsible for overseeing the charity's programmes and financial management and represent Sophie Hayes Foundation to a diverse group of stakeholders, working closely with a renewed and highly skilled Board to ensure maximum impact in an area of great need.

We are looking for a CEO to lead and inspire a motivated team to achieve its goals, ensuring that the organisation has the right talent and resources in place and that our actions continue to be aligned with our vision and values.

Today there is greater need than ever before for survivors of modern slavery to be supported to rebuild their lives and remain free. If you are passionate about seeing this happen, we'd love to hear from you.

Responsibilities:

Governance:

- Work with the Board of Trustees to embed and maintain high standards of governance so that Sophie Hayes Foundation fulfils its constitutional and regulatory requirements.
- Provide the Board of Trustees with clear reports on the operational performance of Sophie Hayes Foundation, including the management of financial and other resources.
- Work with committees on policy proposals and initiatives for consideration by the Board of Trustees.
- Maintain awareness of risks and changes in the external environment that affect the organisation and active monitoring and reporting of the Risk Register.

Leadership and External Relations:

- Provide inspirational high-level strategic and tactical leadership of the charity both internally with staff, volunteers, participants, and Board of Trustees and externally with its partners and stakeholders.
- Ensure staff are inspired and focused on achieving our mission and represent Sophie Hayes Foundation in a positive and professional manner.
- Manage internal communications in an effective and dynamic way to ensure a high performing, committed and engaged team who operate within a healthy culture that aligns with the charity's values.
- Represent and promote the charity and its mission and values to a range of audiences through the media, to develop and maintain the charity's profile and reputation.
- Build effective working relationship with the Chair and the Board of Trustees.

Finance and Operations:

- Take executive responsibility for financial leadership of the charity, including forecasting, financial planning and strategic budgeting, with support from the Finance Manager.

- Work with Board of Trustees and Leadership Team to set and monitor the budget and ensure effective financial management and controls.
- Oversee the creation and delivery of the fundraising strategy, to ensure a growing and sustainable income stream.
- In conjunction with the fundraising team, take an active part in diversifying income streams.
- Maintain oversight of all management and HR policies to ensure they are up-to-date and in line with law.
- Review and develop programme strategies.
- Ensure the safeguarding policy and procedures are understood, embedded and remain compliant with law and best practice.

General:

- Any other duties commensurate with the nature of the post as deemed appropriate and by agreement with the Board of Trustees.
- We would expect the CEO to be able to work from our London office, as well as occasionally visit programme offices and our partners.
- Some flexibility may be required to attend events and meetings outside of normal working hours.

Person Profile

Experience

- Proven record of achievement as Chief Executive, Director or at senior management level.
- Fundraising and effective partnership / external relationship management.
- Managing, motivating, and developing staff.
- Risk management and charity governance.
- Project management and service delivery across multiple functions.
- Financial management skills including budgeting and delivery of cost and income targets.
- Development of policies, processes and controls.
- Experience of working in the charity sector is preferred but not essential.

Skills and knowledge

- Inspirational leadership, people management and motivational skills.
- Highly organised and personally effective.

- Exceptional verbal and written communication skills.
- Excellent communication and interpersonal skills, with the ability to inspire and influence a range of stakeholders.
- Strong financial skills, including the ability to analyse budgets and accounts.
- Fundraising.
- A knowledge of the Modern Slavery sector & trauma-informed practice is preferred, but not essential.

Qualities/Attributes

- A commitment to the vision, activities and values of Sophie Hayes Foundation.
- Positive, pro-active and dynamic.
- Highly organised and personally effective.
- Diplomatic, empathetic and tactful, able to build effective relationships.
- Respectful

The Recruitment Process

How To Apply

Please send your CV and a covering letter explaining why you are applying for this position by 9am Monday 2nd of October to recruitment@sophiehayesfoundation.org.

The first interview will be held during the week of 9th October with second interviews on Monday 16th October.

If you would like more information or to discuss the position, please contact Head of People and Culture – carly@sophiehayesfoundation.org

Thank you for your interest in Sophie Hayes Foundation.