



All post c/o: 6 Tilbury Place,
Brighton, BN2 0GY
Telephone: 01273 679940
Email: office@tarner.org.uk
Web: www.tarner.org.uk

Tarner Chief Executive Officer Recruitment Pack

Introduction

Tarner is an essential and highly valued community asset. The surrounding community relies on us for support, and we are entrusted with ensuring that we are always there to provide it.

The person we are looking for will be eager to lead a high-profile local charity and to strengthen and grow our varied and well regarded work.

If you would like to speak to me about the role, please email me at bill@tarner.org.uk and we can arrange a time to speak.

Bill Puddicombe
Chair of Trustees at Tarner

Chief Executive - Job Description

Purpose of the role

To ensure the health, wellbeing, sustainability and progression of the Tarner in its entirety. Responsible for: Strategy and Vision, Service Delivery & Development, Operations, Partnerships, Fundraising and Finance

Working closely with the board of Trustees, the Senior Leadership Team and external partners, you'll move Tarner forward by leading delivery of the strategic plans; strengthening financial resilience; and ensuring we fulfil governance and compliance responsibilities. You will lead on realising Tarner's vision; to reduce isolation and deprivation, in all its forms, for children, young people and families, living in the Tarner and central areas of Brighton

As Chief Executive Officer (CEO) of Tarner, you will play a critical leadership role in navigating a challenging financial landscape while also addressing the evolving needs of service users, staff, and volunteers. Your responsibilities will be multi-faceted, balancing both strategic and operational aspects of the organisation to ensure long-term success for the charity and maximising community impact. Key responsibilities will include:

As a courageous leader, you will empower those around you to take proactive steps, be brave with their practice and lead services with conviction. Your leadership will position Tarner as an organisation that not only addresses the challenges of today but also anticipates and prepares for the opportunities of tomorrow. By navigating complexity, driving

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Registered Charity Number: 1152321.

Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY

Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS



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meaningful change, you will be instrumental in guiding the organization towards fulfilling its mission and ensuring lasting success.

Keys skills required:

Collaboration and partnership working
Strategic planning
Leadership
Excellent communication at all levels
Knowledge and experience in the Children & Youth/voluntary/charity sectors
Financial expertise
Ability to remain calm under pressure

Who we are looking for:

Proven strong leadership skills and the ability to enthuse, motivate and develop teams of people to deliver results.
Proven track record of securing funding in a tough financial climate
Understanding of key issues, policy and legislation surrounding Children's and Youth services
Strong financial management and budgeting skills.
Experience in leading change management.
Understanding of the voluntary and community sector in the UK and the issues it faces.
Ability to think strategically and to communicate the strategic vision.

Excellent all-round communication skills and relationship management abilities
Diplomacy and tact – ability to communicate and gain buy in on multiple levels.

Reports to: Chair of the Board of Trustees

Hours: 30 hours a week

Salary: £50-£55k per annum, pro rata (dependent on experience)

Overall Objectives

- Drive the organisation's vision and ongoing strategic work in partnership with the Board of Trustees and to ensure the long-term sustainability and success of the organisation
- Ensure successful operational management of the organisation with the management team including:
 - Compliance with all relevant legislation
 - Deliver services of a consistently high quality, responsive to the needs of service users and the community
 - Build robust quality assurance systems
 - Ensure contractual obligations are adhered to
- Develop high quality project management programmes to ensure long-term sustainability of the organisation

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- Ensure robust financial management and the financial stability of the organisation through effective budgeting and fundraising from statutory, trust, foundation, individual and corporate partners
- Lead organisational growth, new project initiatives, partnership opportunities and new revenue streams
- Raise awareness of, and promote the work of the organisation, and to advocate on behalf of service users and the community through strong and effective partnerships with external stakeholders, including funders and commissioners
- Build community engagement by promoting service user participation with opportunities to shape, define and develop the organisation

Strategic Development

- Set out and implement the strategic development plan and annual business plan in conjunction with the Board of Trustees and staff
- Work in partnership with the Board, management and staff teams, service users and external partners to develop services which respond to the needs of the community, as evidenced by regular reviews and an annual needs analysis
- Maintain up to date knowledge on issues relevant to service users in the community
- Maintain the organisation's profile within the city, and continue to build strong partnerships within well-established networks
- With the Senior management Team, ensure organisational culture and wellbeing is aligned with organisational values and meets compliance obligations.

Operational Delivery

- Work in partnership with the Board of Trustees and bookkeeper to prepare the annual budget and annual reports; and ensure all accounts and financial records are kept up to date and reported regularly and accurately
- Ensure adherence to budgets and work in partnership with staff to ensure the long-term financial stability of the organisation
- Ensure all monitoring and other reports to external partners and funders are completed to a high standard and deadline
- Carry out/ oversee regular evaluation of service provision in terms of delivery and equality of access
- Ensure all complaints are thoroughly and appropriately investigated, monitored and recorded within given time frames

Specific Duties

- Facilitate effective and transparent communication between the Board of Trustees, managers and staff teams
- Ensure the ongoing provision of high quality, effective and safe services to the community and service users
- Provide effective operational delivery across all services
- Supervise and support staff including the provision of management supervision, promoting and supporting staff development and addressing performance issues in line with organisational policies and procedures and relevant legislation

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- Ensure all policies and procedures are adhered to, and kept up to date with legislative changes
- Provide regular written and oral reports to the Board of Trustees on all relevant issues, including finance, safeguarding, risk, operational and staff issues and fundraising and income generation opportunities
- Support the training and professional development of all staff within the organisation
- Attend bi-monthly Board Meetings and Board Sub-Committee Meetings and monthly one to one meetings with the Chair of the Board of Trustees
- Undertake any duties consistent with the post as may be reasonably requested by the Board of Trustees, including evenings and weekend work when necessary
- Undertake duties as the Designated Safeguarding Lead for the charity and Nominated Individual for Ofsted.

Person Specification – for Chief Executive Officer

QUALIFICATIONS	
Degree level qualification in an education or business-related subject	Desirable
SKILLS, EXPERIENCE AND EXPERTISE	
Strong leadership skills and the ability to enthuse, motivate and develop teams of people to deliver results.	Essential
Demonstrable management experience gained in a similar environment	Essential
Proven track record of securing funding in a tough financial climate	Essential
Understanding of safeguarding obligations in a child-care setting and relevant legislation	Essential
Experienced in financial management and budgeting skills.	Essential
Experienced in leading change management	Essential
Ability to think strategically and to communicate the strategic vision for Tarners.	Essential
Excellent communication skills and experienced in building external partnerships	Essential
ABILITIES AND ATTITUDES	
Committed to the principles of equality, diversity and inclusivity in terms of the service provided and the staff within Tarners	Essential
Highly self-motivated, organised and adaptable	Essential

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Collaborative approach but also confidence in own initiative and follow through on decision making, delivering against agreed objectives and targets

Essential

The post is subject to an enhanced Disclosure and Barring Service check, which will be completed for the successful candidate as one of our pre-employment checks.

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