

## ERIC Chief Executive – Job Description & Person Specification

**Reporting to:** Chair of Trustees

**Direct reports:** 7, including members of senior leadership team

**Hours of work:** 35 hours per week, (this is a full-time role but open to discussing possible flexibility)

**Duration:** Permanent

**Salary:** £60,000 circa. based on a 35 hour working week.

**Location:** The ERIC Office is based in Kingswood, South Gloucestershire. This role is open to office-based or hybrid working, with a commitment to work from the office 2 days per week

**First interviews:** w/c 7 October 2024

**Second interviews:** Tuesday 29 October 2024

**Further Information:** Contact [Juliette.rayner@eric.org.uk](mailto:Juliette.rayner@eric.org.uk)

**How to apply:** Apply through ERIC website <https://eric.org.uk/vacancy-chief-executive-officer-ceo/>. Send CV and Personal Statement, no longer than 2 sides of A4, stating clearly how your skills, experience and attributes make you a suitable candidate for the role.

**Equal Opportunities monitoring:** We would be grateful if you could also complete the ERIC Equality and Diversity form by clicking the following link. <https://eric.org.uk/equality-and-diversity-monitoring-form/?post=ceo> The form is completely anonymous and stored separately from applications.

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### The role:

Our CEO of nearly 10 years is standing down and we are now looking for an exceptional leader who will bring a fresh perspective to ERIC and our vision for babies, children and young people everywhere to enjoy good bladder and bowel health.

This is an exciting time to join us in leading an ambitious organisation, keen to continue to grow the reach and impact of our work. ERIC is a well-respected national children's charity and working alongside our highly skilled and passionate board of trustees, staff and volunteers, there is potential to achieve so much more for the children, young people and their families struggling with bladder and bowel conditions, as well as promoting good bladder and bowel health from birth. In April 2024 we launched our three year strategic plan, (link included in recruitment pack). This sets out our direction of travel and as CEO, your ongoing horizon scanning will be crucial to ensure we remain relevant and responsive to change.

We are looking to appoint a transformational and ambitious leader with experience of operating at a strategic level, in the charity or non-profit sector, ideally with added insights into corporate or public sector leadership.

Our CEO must be enterprising and skilled in taking new ideas through to fruition; be inclusive and open to collaboration and co-creation; focussed on income generation, future proofing the charity -and be an ambassador for ERIC and the children, young people and families who we support.

**Background:** Childhood continence conditions are common. 1 in 12 children are affected by a bowel or bladder problem such as constipation, soiling bedwetting or daytime wetting. That's around 1.5 million children in the UK - three children in every primary school class and, in an average secondary school, around 40 young people struggle with a wetting or soiling issue. The embarrassment and shame of a bladder or bowel condition can have a devastating impact on young lives with many children, young people and their families suffer in silence with no-one to help.

## **JOB DESCRIPTION**

As Chief Executive Officer you will have overall responsibility for leading and supporting the ERIC staff Team, currently 21 people (14 FTE) and volunteer team of 10+, to deliver the 3 year strategic plan.

Alongside this you will work with the senior leadership team and trustees to make sure the organisation continues to grow financially so we are future proofed and that business systems are in place to enable transformational change whilst ensuring compliance and good governance.

### **Strategic & Team Leadership**

- Provide visionary leadership and direction for the charity, reinforcing ERIC's values and approach to well-being across the staff and volunteer team.
- Lead, coach and empower the senior leadership team and all direct staff reports, fostering a positive and supportive work environment
- Lead the development and delivery of ERIC's 3 year strategic plan, ensuring the strategic goals, objectives and delivery plans all lead to maximise the charity's impact and resilience.
- Lead the development of evidence and insight framework that underpins the charity impact – supporting its strategic ambition and informing its operational delivery.
- Grow a culture of continuous improvement throughout all aspects of ERIC's work.
- Notice and act on opportunities for innovation which will support ERIC in furthering the strategic impact and direction of the charity.

### **Operations**

- Foster strong working relationships with the Chair and the Board of Trustees, enabling them to fulfil ERIC's statutory responsibilities and exercise proper governance of the charity's affairs, in line with charity commission regulations.
- Report to the Board on progress against key strategic objectives, providing information and answering for performance across the organisation and in delivering services.
- Be accountable to the Board of Trustees for the overall financial health and risk management of ERIC, including ensuring that new funding opportunities are pursued.
- Responsible person for Safeguarding and Data Protection and Health & Safety
- Ensure that ERIC has appropriate management systems and processes in place to carry out its work effectively and remain compliant with UK legislation.

### **Stakeholder Relationships**

- Build relationships with new and existing external stakeholders, including national government, integrated care partners and the children's workforce to influence policy and encourage collaborative approaches that support good bladder & bowel health in all children from birth.
- In partnership with key stakeholders across the UK and internationally, lead the charge in raising the profile and reducing the stigma of children's bladder & bowel conditions.
- Seek opportunities to collaborate with corporate partners, membership bodies and policy influencing groups that champion children's health, well-being and education.

#### **Income Generation and Profile Raising**

- Seek out and develop new income streams, including commercial and charitable opportunities, to ensure stability and continued growth in our annual income.
- Proactively engage with funders and supporters demonstrating ERIC's appreciation of them, as well as keeping them informed, listening and responding to their needs.
- Support ERIC's communications and fundraising teams by ensuring robust projects and campaigns are developed on which to develop strong applications to funders.
- As an ambassador for children's good bladder and bowel health, keep abreast of research, clinical practice as well as the opportunities and threats which may impact on ERIC's ability to deliver.
- Represent ERIC as spokesperson for media and PR.

#### **PERSON SPECIFICATION**

##### **Essential Skills, Experience and Behaviours**

1. Transformational leadership style, encouraging a culture of continuous improvement as well as supporting and encouraging personal growth and development.
2. Strong track record and extensive experience of working at a strategic level in the charity or non-profit sector.
3. Experience working with/ reporting to a Board of Trustees or Directors and managing governance processes.
4. Experience of leading and managing a remote team
5. Effective communication, influencing and presentation skills with the ability to adapt and inspire different audiences.
6. A resilient and determined mindset, capable of working alone as well as lead a team.
7. Strong collaborator, comfortable working with teams internally as well as external partners across industry, health, early years and education, at both a strategic and project level.
8. Experience of generating restricted and unrestricted income aligned to strategic goals and ambitions
9. Expertise in the analysis of data, financial management and demonstrating impact.
10. Thrives in a busy, fast paced environment, maintaining a results-driven approach.
11. An understanding and passion for the principles of health, equity and diversity.
12. Demonstrates personal and professional integrity.
13. Understands the regulatory framework within which a children's health charity operates.
14. Curious, with the ability to identify problem and take a solutions based approach.
15. Enterprising, resourceful and positive by nature.

**Desirable Skills, Experience and Behaviours**

1. At least two years' experience of working at a strategic level in the corporate or public sector.
2. Understanding of children's charity, with an empathy for the work of ERIC.
3. Commitment to rapidly learn about this field of children's health and wellbeing.
4. Knowledge of the children's health, early years and/or the education sectors.