

Chief Executive Officer (CEO)

Employer: Riverbank Trust

Hours: Full time/flexible

Salary: £30,000+ per annum (depending on experience, role and to be confirmed upon offer)

Location: Holy Trinity Church (Richmond)

Reporting to: Board of Trustees

Essential Criteria

The CEO is responsible for the overall vision and ministry of Riverbank in the local Community. The ideal candidate will be a mature Christian, with a heart for God's word and a passion to see the Holy Spirit bring freedom and transformation in people's lives.

The successful candidate will be able to demonstrate a passion to minister the love of Jesus through relationships, to those who are on the margins of society, impacted by poverty and who would not normally come into contact with the local Church.

Please find below the responsibilities of the CEO. This is a comprehensive but not necessarily exhaustive list and further discussion around roles and responsibilities will be encouraged at the interview.

Roles and Responsibilities

Vision and Mission

- Working alongside the Trustee board to develop and grow the mission of Riverbank Trust in keeping the vision of the charity to share the love of Jesus with families in vulnerable situations.
- To ground all development of mission and strategy within a theological framework of Christian mission and justice.
- Work alongside the Board to ensure that the Trust is meeting its charitable objectives and financial obligations.
- Reporting to the Board on a regular basis.

Pastoral Oversight

- The CEO has ultimate responsibility for the delivery of our pastoral care and decision making around care/support provided and safeguarding. These responsibilities include:
 - Advising and supporting (alongside the Pastoral Manager) the staff team on pastoral situations with families, particularly in moments of crisis.
 - Developing and maintaining links with relevant agencies and partner organisations regarding the care of families and ensuring that information is shared and transparent as is appropriate.

Pastoral Care

- Befriending and maintaining relationships with an agreed number of families. This may include home visits, meetings in the community, attending/running Riverbank groups or events and delivering schools-based outreach support.

- Keeping appropriate records of interactions with families and adhering to safeguarding procedures.
- Attending and helping run half term and holiday events for beneficiaries.
- Attending statutory appointments alongside families as requested and as is appropriate. The CEO, alongside the Pastoral Manager will need to make decisions on the extent to which Riverbank can offer practical support and any involvement with statutory plans (e.g. Child protection plans).

Staff Management

- The CEO is responsible for annual appraisals of staff.
- Discerning need for and hiring staff (alongside Board of Trustees).
- Line management of staff as agreed with senior management team and Board of Trustees.
- Taking disciplinary action if necessary.

Church Links and Networking

- Speaking and sharing updates on Riverbank at partner churches and church events in the area (to be shared with team members).
- Working alongside the Mission and Ministry Manager, developing our work within local partner churches, to help equip and serve the church in reaching out to the community.
- Developing and building relationships with potential and existing partner organisations across Richmond and London, identifying possible schemes/resources that will benefit our families.

Finance

- Working with the Board of Trustees and Finance officer to ensure that the Trust meets its financial obligations including yearly reports and budgets.
- Work within current financial policies of the Trust.

Fundraising and PR

- Feedback to Board of Trustees regarding updates and financial needs.
- Review and contribute to large funding bids alongside Fundraising Manager.
- Cultivate relationships with possible long-term funders as appropriate and with support of Fundraising Manager and Trustees.
- Present to any funding partners who may request face to face meetings.
- Attend and contribute to fundraising strategy meetings alongside Fundraising Manager and board members.
- Work alongside Fundraising Manager to find new funding streams that are in line with the Riverbank ethos and vision.
- Contribute to newsletters and website updates as required by the Fundraising Manager.

Safeguarding

We take safeguarding seriously and follow safer recruitment guidelines. Safeguarding training is compulsory and an expected part of the role.

Working Requirements

- Flexible depending on requirements and availability.
- Occasional evenings and weekends as required.
- Staff development and training events.

- 28 days annual leave pro rata.

All appointments are made subject to a clear DBS check and references.

For further enquiries, or to request an application form, please contact the administrator at reni@riverbanktrust.org .

Closing date: This position will remain open **until a suitable candidate is identified.**