**Job description**

**CHIEF EXECUTIVE**

**Location:**

Head Office

**Salary:**

£95,000 - £110,000 per annum

Head Office is in central London; current services are in Kent and Norfolk. Frequent travel required.

**Reports to:**

Chairman

**Current direct management reports:**

* Corporate Services Director and Company Secretary
* Therapeutic Services Director
* Institute Director
* Business Development Director
* Fundraising and Communications Director

**Job purpose and accountabilities:**

1. The Chief Executive is responsible to the Board for the leadership of the charity and for all aspects of its management and administration.
2. S/he represents the charity externally, is responsible for directing all external communications and is the charity’s lead spokesperson.
3. S/he is responsible for designing and proposing annual 3-year strategic plans to the Board, with associated budgets, and for the successful implementation of such plans as the Board may determine.
4. S/he is responsible for ensuring that the charity operates in accordance with all relevant legislation and statutory guidance, and has overall responsibility for Health and Safety and Children’s Safeguarding.

1. S/he is responsible for recruiting, managing and supporting the Institute Executive Board members, as a team and in their respective functions, to ensure that the charity continues to develop and remains:

* a national and professional leader in its field
* a provider of the most effective possible therapeutic care, education and treatment for severely traumatised children
* a provider with the highest level of regulatory standing
* a provider of the highest quality psychotherapeutic training and research
* a financially successful and growing business.

**Person specification**

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|  | **Essential** | **Desirable** |
| 1. Successful leadership and management experience, at strategic level, in a relevant field. |  |  |
| 1. The capacity to develop the business and services provided by the charity, managing change effectively within a high risk environment. |  |  |
| 1. Relevant professional training and/or education to Masters level in a relevant field. |  |  |
| 1. Clinical experience in the psychotherapeutic care of disturbed children or adults. |  |  |
| 1. Relevant academic and service evaluation experience. |  |  |
| 1. High level representational and media skills;   the potential to offer national leadership in our field and to model the organisation’s values and significance. |  |  |
| 1. The capacity to lead and function well within organisational structures and processes founded on therapeutic community principles. |  |  |
| 1. If not already trained in systemic and psychodynamic psychotherapeutic approaches, the capacity to undertake an iST familiarisation programme within the Institute at the same time as leading the charity. |  |  |
| 1. The openness, awareness and resilience to thrive in a psychotherapeutic culture. The willingness and capacity to work under iST clinical supervision. |  |  |
| 1. The capacity to inspire and mentor others in personally demanding and sometimes high risk work. |  |  |
| 1. The capacity to successfully manage high levels of organisational risk – clinical, regulatory and financial. |  |  |
| 1. Willing and able to travel and work across multiple locations – currently London, Kent and Norfolk. |  |  |