Job Title: Chief Executive Officer
Location: Site based in Shipley, with regular travel across Bradford and Craven District for events, workshops and meetings.
(*Please note that this role is only available for applicants with the right to work in the UK*)
Salary: £45,000+ depending on experience
Hours: Full-time 37Hrs/week
Contract: Permanent
Accountable to: Trustee Board

Cancer Support Yorkshire (CSY) is a charitable organisation providing practical and emotional support for people affected by cancer in the West Yorkshire area since 1988. We are now entering a new chapter in our journey. The charity is in the process of a transformation to a more personalised and outreach approach in the support of our clients. We are moving towards a different operating model and seek a passionate and ambitious leader, with experience of leading organisations through change and growth, to join our team. Our clients are the very reason we exist and we need an individual who has the empathy, yet business acumen to take us into the future.

We're looking for a strategic thinker with operational leadership experience who is confident in leading and empowering a highly dedicated team of staff and volunteers> we need someone who is able to credibly represent Cancer Support Yorkshire (CSY) externally and help raise our profile in the Yorkshire area.

Main Job Purpose

- The Chief Executive Officer (CEO) will lead Cancer Support Yorkshire (CSY) in its next phase, ensuring that our client offer makes a meaningful impact in the lives of those living with or affected by cancer in the Yorkshire area.
- The CEO will be responsible for the development and execution of a comprehensive strategy to ensure the organisation's financial growth, programmatic excellence, and alignment with its mission.
- The CEO will be a visionary leader with experience in charity management, HR, fundraising, strategic planning, and overseeing the day-to-day operations of the charity.
- The CEO will support, develop and motivate an existing team of highly dedicated staff and volunteers.
- The CEO will continue to build and develop relationships with key stakeholders and ensure that the charity's reputation is of the highest quality. All opportunities are

maximised and networks are further developed. Social Media will be used to share information and broaden the reach of the charity.

- The CEO will work closely with the board to ensure the full engagement of Trustees in delivering high standards of governance so that the Board fulfils constitutional and legislative requirements.
- The CEO will provide appropriate and accurate management information and other guidance to the Board of Trustees to ensure they have a clear and accurate understanding of the health and performance of the organisation so they can make informed decisions.
- The CEO will ensure that policies and process are current, up to date and upheld.
- The CEO will ensure that the organisation abides by current guidance around safeguarding, data protection and equality.

KEY RESPONSIBILITIES

Financial oversight

The CEO will:

- Lead the development and execution of Cancer Support Yorkshire's income generation strategy across a diverse range of funders, including trusts and foundations, business partnerships, individual and community fundraising.
- Monitor and report on the organisation's financial performance, providing regular, accurate updates to the Trustees.
- Develop relationships with current and potential funders, reporting back on the impact of their donations and securing further financial support.
- Identify new opportunities to diversify and maximise income streams to support organisational growth, ensuring that the charity can meet its long-term goals.
- Oversee compliance with fundraising regulations, ensuring that all fundraising activities adhere to legal and ethical standards.
- Ensure monthly financial reporting and performance tracking, reviewing risks, and taking corrective actions as necessary.
- Be able to demonstrate experience of financial planning and budgeting within a mixed income stream environment
- Have strong financial and commercial acumen

Strategy

The CEO will:

- Lead the sustainable growth of Cancer Support Yorkshire, ensuring that the organisation adapts to the evolving landscape of cancer support and related sectors.
- Work with the Board to regularly review and refine the organisation's strategy, ensuring it remains responsive to external changes and opportunities.
- Develop both a short term and long-term plan for improvement, monitor and share this with stakeholders
- Develop clear visions and aims with all stakeholders
- Show significant strategic leadership experience in developing people, services and organisations and translating strategy into operational delivery

- Be able to work at a senior level and report to a governing board both confidently and with clarity.
- Be able to ensure stability and growth for our small charity
- Be a confident public speaker

HR, Compliance & Infrastructure Management

The CEO will:

- Ensure compliance with all relevant legislative, regulatory, and policy requirements, including health and safety, Charity Commission guidance, safeguarding, and fundraising regulations.
- Oversee data protection policies, ensuring that CSY meets all General Data Protection Regulation (GDPR) and data privacy laws.
- Develop and review organisational policies and procedures at appropriate intervals to ensure best practices and compliance with regulations.
- Establish a continuous improvement framework, gathering feedback and data to guide the organisation's strategic direction and operational excellence.
- Coordinate with senior leadership to ensure that all services meet or exceed the expectations of funders, partners, and beneficiaries.
- Ability to use data to inform decision making and take measured risks
- Excellent verbal, presentational, written and digital communication skills
- Ambitious with an ability to spot and maximise opportunities
- Commitment to continuous professional development of themselves, staff, trustees and users, valuing diversity and inclusive approaches.

Stakeholder Relationships

The CEO will:

- Protect and enhance the reputation of the charity by acting as the organisation's spokesperson.
- Actively seek collaborations and partnerships with other charities, NHS Trusts, and relevant statutory bodies to strengthen Cancer Support Yorkshire's impact.
- Have an empathy with the needs of those touched by cancer and a commitment to offering appropriate support
- Take feedback from stakeholders and use this to inform improvement

PERSON SPECIFICATION

Qualifications & Experience

The CEO will be able to demonstrate:

Degree level management qualification or qualified by experience.

- Significant experience in growing and leading a charitable (or similar) organisation, with a proven track record of success in expanding reach and impact: including strategic planning, governance, financial management and where possible an understanding of charity law.

- Experience in leading and executing a comprehensive fundraising strategy, including managing major donor relationships, grants, corporate partnerships, and community fundraising campaigns.
- In-depth knowledge and experience of cancer support services and the challenges faced by people living with or affected by cancer, including their families.
- Strong track record of working collaboratively with internal teams, partners, and stakeholders to achieve shared goals.
- Excellent communication and relationship building skills, with the ability to engage a variety of stakeholders including funders, healthcare professionals, and the public.
- Be willing to undertake more training and qualifications where necessary.
- Good verbal and written communication skills.
- IT skills at a level that supports report writing, email, presentation, internet research and the use of databases.

Personal Attributes

The CEO will have/will be:

- Forward looking
- A strategic thinker
- The ability to lead a diverse team and create long-term value for the charity.
- A strong commitment to the mission of the charity and a passion for improving the lives of those living with of affected by cancer.
- Able to motivate and build trust and credibility with a wide range of stakeholders.
- Committed to diversity, equity, and inclusion, with the ability to create an inclusive environment within the organisation.
- Occasionally be able to work flexibly and be able to prioritise/manage workloads of themselves and others.
- Great organisational skills and resilience.
- Be able to remain calm under pressure.
- Not afraid to seek help.

Additional Terms of Appointment

- The post is subject to a six months' probationary period.
- The post is subject to 2 positive employment references
- We understand the importance of a work-life balance and respect individual needs.
- Use of a car and a clean driving licence is desirable or access to a means of transport to travel to meetings etc in line with the needs of the role.
- Willing to carry out all duties and responsibilities in accordance with the CSY equal opportunities and diversity policies.
- Please note that Cancer Support Yorkshire is committed to safeguarding and promoting the welfare of staff, clients and other stakeholders and therefore our recruitment process for this post will include an enhanced DBS check

Annual Leave: Allocation of 27 days of holiday leave (pro rata if part-time). And an extra 8 days, Bank holidays.

Pension Benefits: Pension plan

Contract type: Permanent

How To apply:
We hope that you will consider making an application.

Should you have any questions or need to discuss the post further; please contact Chair of the Board, Gordon Guest, **g.guest@csyorkshire.org.uk**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically referred to above. This job description will be subjected to review with the post holder, from time to time to ensure it accurately reflects the duties and range of the post.

To make an application please produce a document no longer than 2 sides of A4, outlining why your skills, experience and personal motivation make you the right person for this role.

Please also attach your CV.

We discourage the use of AI to write your application.

Please provide name and contact details of two referees that we would contact if shortlisted (ensure that they are contactable and able to respond in the near future). Please use your name in the subject header of the email and the file name of the document.

Please send these to recruitment email. g.guest@csyorkshire.org.uk

Closing date to apply for this role is Tuesday 30th September.

If you would prefer to submit your application in an alternative format, please feel free to choose your own approach to convey the information requested.

Key Application and interview information:

Interviews will take place in Bradford

Data Protection Statement

For information about how we use your data, please contact us.

Safeguarding Statement: Cancer Support Yorkshire (CSY)is committed to ensuring the safety and wellbeing of all individuals who participate in our programmes and all staff and volunteers. Successful candidates will be required to carry out a disclosure and barring check.

Equal Opportunities and Diversity Statement: Cancer Support Yorkshire (CSY) is an equal opportunities employer, values diversity and is strongly committed to providing equal employment opportunities for all employees and all applicants for employment.