



**PROPER JOB Chief Executive Officer ( Maternity Cover)**  
**JOB DESCRIPTION**

<b>Job title:</b>	Chief Executive Officer - Temporary Maternity Cover – 6 months
<b>Reports to:</b>	Chair of the Board of Trustees of Proper Job CIO
<b>Line Manager for:</b>	Yard Operations Manager, Uptown & Workshops Manager, Chief Admin officer
<b>Salary:</b>	£27,000-£29,000 pro rata (6 Month Fixed Term Contract)
<b>Hours:</b>	24 hours a week
<b>Place of Work:</b>	Proper Job, Market Field, Chagford, TQ138DR and from home.
<b>Time frame:</b>	Application deadline <b>Friday 2<sup>nd</sup> April at 5 p.m.</b>

Successful candidate to start immediately if possible.

*An experienced senior manager is sought for a temporary role of CEO for our thriving environmental charity.*

Main purpose of job

Overall responsibility for running an effective charity and working towards Proper Job's vision. This is a "holding" role, with no substantial development work planned during the next 6 months. Providing stability, engendering confidence throughout the team and overseeing the routine everyday work of the charity will be the main focus. Supporting the charity's recovery from the impact of the pandemic and consolidating its core purpose and relationship with the community. To be responsible for the management of the Resource Centre, Uptown and educational workshops. To make sure that the organization as a whole is well organised, resourced sufficiently and that the charity is fulfilling its objectives. To provide a strong link between the board of trustees and the staff team. To directly manage any volunteers or self-employed workers who are contributing to the work of the charity. To continue our presence/ interest in any partnerships or community groups.

Responsibilities

The CEO will:

1. Work towards achieving the Proper Job vision as a charity. Monitor the social and environmental impact ensuring that Proper Job is fulfilling its charitable objectives. Measure and report this impact to the board of Trustees.

2. Assist managers with staffing issues, including – work schedules, recruitment, induction, instruction/supervision, appraisal, training, work review and any disciplinary action with input and support from team leaders.
3. Make sure that accurate records are kept and that the charity is compliant with the law.

4. Manage and analyse the finances, working within the annual budget, identifying money-making/fundraising opportunities to ensure the project is viable. Report the financial position to trustees monthly.
5. Oversee publicity, marketing, advertising, and customer relations. Deal positively with the public and wider community to encourage their continued use and support of Proper Job (donors, buyers, workshop attendees and local community).
6. Maintain strong strategic and professional relationships with influential people, projects or institutions and act as spokesperson and representative for Proper Job as appropriate.
7. Apply for grants and funding that will benefit the project and help to fulfill the charitable objectives. Manage grant spending and reporting.
8. Report monthly to the Proper Job board of trustees and work with them to monitor progress and to plan for the future of Proper Job facilitating the forward planning and development of the Proper Job Resource Centre and charity as a whole. Identify and recommending opportunities for the success of the charity.
9. Make sure that all sites are well maintained and above all, safe for staff, volunteers and visitors. Reviewing and updating risk assessments, including the charity risk register.
10. Oversee day to day book-keeping and office admin.
11. Oversee the gift aid system.
12. Oversee the planning of educational events, workshops and fundraisers ensuring they are in line with our charitable objectives.
13. Facilitate and lead weekly staff meetings with the Yard Operations Manager, Uptown/ Workshop Manager and chief admin officer.
14. Ensure the Proper Job site is legally compliant within each area of activity. In particular, Health and Safety, HR, GDPR, Waste Licensing and any other legislative and policy requirements. (CoSH, ADR, Operators licensing, etc)

## **Person Specification**

### **Essential**

- Experience of leading, or being a key part of the senior management/leadership team within a charity or comparable organisation.
- Experience of all aspects of HR.
- Good understanding of Health and Safety issues and processes.
- Understanding of the legal and regulatory obligations involved with operating as a Charitable Incorporated Organisation.
- A flexible and responsive approach.
- Experience of financial management and using spreadsheets.
- Excellent problem-solving skills and the ability to take expert/ professional advice when needed.

- The ability to prepare written reports.
- Excellent communication skills.
- Experience of promoting an organisation within the local and wider community.
- Experience of fundraising, managing restricted funds and reporting on funds spent.

### **Desirable**

- Experience and knowledge of environmental and sustainability issues.
- Retail management experience.
- Experience in education.

### **About Proper Job**

Proper Job is a successful, community-led environmental charity, located in the small, Dartmoor town of Chagford in West Devon. It's a locally rooted response to a global issue; that of wasted resources and the profound disconnect between what we buy and what we throw away. It aims to reclaim and retain these wasted resources on behalf of its community, challenging and changing perceptions in the process. By doing so, it also demonstrates to the world the level of change that's possible to effect from a grassroots level.

Proper Job has three arms: a community reuse centre on the edge of the town that takes people's unwanted items for reuse, composting and recycling (The Resource Centre), and another that's a second-hand clothes and homeware boutique shop in the centre of town, that sells the best seasonal items donated to the centre (Uptown). The third arm is a programme of in person and online educational outreach work in line with Proper Job's charitable objectives. As such, they address the way we live in the world and the value we place on its resources, and seek to define a better, healthier future for people and planet.

Proper Job's charitable objects are described as follows:

For the public benefit, the protection and preservation of the environment, in particular, but not exclusively, by

- (a) the promotion of waste reduction, reuse reclamation, recycling, use of recycled products and the use of surplus; and
- (b) advancing the education of the public about all aspects of waste generation, waste management and waste recycling, in the United Kingdom.

### **How to apply**

Please send a CV and covering letter to [ceo@proper-job.org](mailto:ceo@proper-job.org) before Friday 2<sup>nd</sup> April at 5 p.m..

Proper Job's operations are spread over several sites, making this a unique and interesting role.

Candidates are encouraged to get in touch and arrange a site tour and informal chat if Covid restrictions allow, or a zoom call.