

Chief Executive



Position: Chief Executive

Location: Redhill

Closing date: TBA

Role details

Job title: Chief Executive

Location: Redhill

Salary: £ 36,000 FTE rising to £40,000 FTE after first year successfully completed and depending upon experience, plus contributory pension scheme following successful completion of probation.

Hours per week: 32 hours per week

Type of contract: Permanent

Closing date for applications: TBA

Interview date: TBA

Purpose of role:

Citizens Advice Reigate & Banstead is a rapidly changing organisation responding to the evolving needs of the local community. We have a challenging opportunity for a Chief Executive to play a strategic role in shaping the future of our service. This will involve working collaboratively with partner and other local Citizens Advice (LCA) organisations.

The role will involve devising and implementing strategic and resource plans across the organisation and providing leadership to a team of staff and volunteers. You will also be required to take an active part in fund raising and ensuring the financial health of the organisation while ensuring a high quality advice service to clients.

Your experience should include strategic management of an organisation, preparation of business plans, budgets and financial management. In addition, you will ideally possess successful team leadership experience.

Reporting to the Trustee Board you will be an excellent communicator, with good project management skills; your remit will also include the capacity to produce clear and concise analysis and reports. You will also be responsible for further developing our service to meet ever increasing demands, while maintaining the very best levels of quality service delivery within budget constraints.

Working from our office in Redhill this is a permanent role. It is essential that you should be prepared to work flexibly so as to attend meetings of the Board and with stakeholders and partner organisations throughout the normal working week, including evenings.

To apply:

Please email Sylvie Marshall on fiveoakshr@virginmedia.com for an application pack, and once completed, please return your application form back to her on the same email address or at Five Oaks HR, 27 Five Oaks Close, Woking, Surrey, GU21 8TU.

Please do not send in your CV as it will not be considered if you do.

Every local Citizens Advice (LCA) is a registered charity. Different application procedures are adopted by individual LCA's. Contact the relevant one as outlined in the information about this role. You should not send an application form to National Citizens Advice.

Citizens Advice values diversity, promotes equality and challenge discrimination. We encourage and welcome application from people of all backgrounds.

All local Citizens Advice produce their own annual report, but you can find out more about the [Citizens Advice network](#) or download the latest national [Citizens Advice annual report](#).

