

Job description - Chief Executive (CE)

Reports to:	Co-Chairs, Alison Bryan & Martin Quicke
Normal working hours*:	3 days per week
Location:	At least 2 day per week in the ST office (London)
Term of employment:	Permanent (following a six-month engagement period)

*The nature of the role requires flexibility. It will include some evenings and weekends, and the need to stay away from home for residential events.

ST focus and role context

Our core purpose is to provide opportunities to all ages and stages of faith for Christian discipleship. This is via our Christian teaching events ('events'), mentoring, and through our Youth Team encouraging and supporting young people in their faith at school and university.

Job purpose

To lead the work and team of the Stewards' Trust ('ST') on a day-to-day basis.

In a nutshell

An exciting opportunity to lead a well-established, popular, impactful and growing ministry.

The role has four key areas of focus and responsibility:

- Vision and strategy
- People and project management
- Communication and fundraising
- Recruitment

Vision and strategy

Develop, implement, promote and review the vision, mission and strategy of the ST in partnership with the Board of Trustees, existing staff team and key volunteers.

[ST Vision and Mission](#)

As well as leading the strategic direction of the ST, the CE is responsible for setting and managing a sustainable financial plan.

People and project management

Relationships lie at the heart of the ST. We see ourselves as 'family' and many of our events are cross-generational, producing deep and long-standing friendships.

Establishing and developing good working relationships with all key stakeholders (staff team, the Board, our volunteers, donors, guests and partner organisations) is a vital part of the role.

As well as excellent general interpersonal skills, the CE has direct management responsibility for five members of the team, which requires:

- Development
- Coaching
- Collaboration in setting objectives and strategy
- Evaluation of performance

Together with the Leadership Team, the CE identifies, manages and reviews the main projects that will grow the work of the ST.

Communication and fundraising

The CE has oversight of and engagement in all areas of the ST. Therefore, they are best placed to bring consistency, insight and impact to our central communications:

- Connect quarterly newsletter
- Annual brochure of events
- Donor impact report
- Fundraising applications
- Website messaging
- Recruitment

Given the nature of our events, often communication and fundraising will be through short spoken messages to mid and large sized groups. However, excellent written communication is also important.

Recruitment

Building the right team is key to long-term success. For the ST, 'team' extends beyond those we employ, although recruitment, particularly for leadership roles, is the responsibility of the CE. We also have a need to identify, invite, train and support a large team of volunteers, particularly as we are to respond to the growth we are seeing in events and mentoring.

Requirements & personal qualities

Most importantly, we're looking for someone who loves Jesus, and who is excited about helping people of all ages grow in their faith. We're looking for someone who shares our values and is committed to our culture.

- A passion for the work of the Stewards' Trust
- Strategic thinker
- Leadership, management, organisational and financial skills
- Excellent communication skills, both written and verbal
- Experience of developing effective relationships with a wide variety of stakeholders

- A positive personality and an ability to take initiative
- A willingness to get stuck into where help is needed
- There is a genuine occupational requirement that the candidate is a committed Christian, able to help others grow and develop in their faith

Working environment

We encourage a hard-working and motivated environment that reflects the core values of the ST. Our aim is to be grateful, gracious and professional. ST is an exciting place to work with plenty of variety. It works well for people with initiative and a 'can-do' attitude. The broader community of the ST is welcoming and friendly and is seen by many as 'family'.

Training and development

The CE has regular one-to-one meetings with the Co-chairs and quarterly meetings with the Board. These meetings will allow for open discussion of progress, successes and challenges, and for both to agree their expectations of the role.

The Co-Chairs will undertake an annual appraisal and identify any specific training opportunities in consultation with the CE.

Salary and expenses:

A proposed salary in the region of £36,000 p.a. (£60,000 p.a. pro rata for 3 days per week) plus 6% matched pension contribution and full work-related expenses.

Application:

To apply, please send a letter explaining why you would like to become the ST Chief Executive, together with a CV, to the Operations Director, Susannah Steel at office@stewardstrust.org.uk by **18/03/2024**.

If you would like to have an informal chat about a possible application, please feel free to call:

Alison Bryan (Co-Chair)	-	07799 766 154
Martin Quicke (Co-Chair)	-	07771 842 845
Jimi Gale (Chief Executive)	-	07956 143 712