

JOB DESCRIPTION AND PERSON SPECIFICATION – CHIEF EXECUTIVE OFFICER

Cornerstone Adoption and Fostering Service (hereafter CornerstoneUK) is an Independent Fostering and Post Adoption Support Agency operating currently in England and expanding into Scotland (operating as Foundations Matter). We are the only evangelical Christian Fostering Agency in the UK with a Genuine Occupational Requirement on all posts that reflects this. We offer the whole range of fostering placements with a high success rate in creating ‘forever families’ for children. Motivated by our faith, we are an agency that is committed to providing families for children, especially those that are ‘hard to place’.

We are now looking for an inspirational leader to be our new CEO to take the organisation into its next exciting phase of development and continued expansion.

If you share our Christian values, vision, and passion for improving the lives of children and young people and believe you have the skills and experience we need, this role could provide you with the next opportunity and we very much look forward to hearing from you.

Job Description

- In collaboration with the Trustees, to have overall responsibility for the management and strategic development of Cornerstone including the Business Plan.
- Work as part of a team, promoting and upholding Cornerstone’s charitable objective of providing “a high-quality adoption and fostering childcare service according to Christian principles” including facilitating regular prayer and devotions.
- Complete the preparatory work together with the Registered Manager, Business Development Manager/HR Coordinator, to apply to register Cornerstone as a Voluntary Adoption Agency and oversee the subsequent launch of this new adoption service.
- Supervisory responsibility for senior management team.
- In collaboration with the Cornerstone Trustees, be responsible for the overall planning, development and continuous improvement of the entire service.
- Oversee the development of the Cornerstone corporate strategy, participate in and on occasions lead project teams to deliver our wider initiatives.
- Establish and maintain effective working relationships with the Christian Institute, Churches and other Christian charities and organisations such as local authorities.
- Actively promote Cornerstone to a variety of stakeholder groups within the voluntary, statutory and third sectors and represent the organisation at external and publicity events, and media interviews.
- Promote and encourage a collaborative culture that allows Cornerstone’s staff and volunteers to focus on achieving its mission and aims
- Demonstrate responsibility and leadership for promoting and championing all aspects of equal opportunities by valuing diversity in all areas of work.
- Deliver the organisation’s business and, if necessary, enable the organisation to secure agreements with public bodies.

- Maintain an awareness of risks and changes in the external environment that may have the likelihood to affect Cornerstone.
- Oversee clear financial management controls by preparing and operating within the annual budget.
- In conjunction with the Finance Manager of Cornerstone establish and monitor key indicators of its impact and financial health.
- Work at all times within the established policies and practices of Cornerstone and contributing to their ongoing improvement across the organisation.
- Ensure that Managers and subsequently Supervisors are adhering to required policies and procedures and regular processes (usually through establishing robust reporting)
- Oversee the achievement of Cornerstone's performance targets, in consultation with our external HR partners.
- Take responsibility for ensuring and achieving the objectives of the Cornerstone Health and Safety Policy.
- Ensure compliance with all relevant legislation, including employment law, charity law, company law, GDPR, health & safety legislation and with best practice in work with young people, adults and families.
- Undertake any other duties commensurate with the role in order to meet personal, team and organisational objectives following consultation with the Board.

Person Specification

Essential

Leadership, organisational management and decision-making

- Inspirational leadership, management and motivational skills.
- Experience of innovative thinking in service development
- Evidence of influencing decisions through working collaboratively and strategically with statutory partners and other not-for-profit organisations
- Experience of strategic planning and implementation within a third sector/charity
- Experience of business planning and business development
- Experience of project management and service delivery across multiple functions
- Experience of managing organisational change.

Financial Management

- Experience of financial and risk management.

Communication

- Excellent interpersonal skills
- Ability to persuade and influence, both face to face and in writing.
- Exceptional verbal and written communication skills.

People Management

- Experience of managing, motivating and developing staff.

Specialist knowledge

- Experience and knowledge related to the legislative and regulatory framework(s) that govern aspects of the provision children's services

Partnership Working

- Experience of effective partnership working and development and external relationship management.

Desirable

- Experience and knowledge related to the legislative and regulatory framework(s) that govern a third sector/charitable organisation
- Robust approach to governance, controls and definition/implementation of new processes.
- Experience of working with and reporting at Board level
- Outstanding relationship building ability and understanding of the power of partnerships.
- Significant proven record of achievement in a senior position within a charity/not for profit organisation

Personal attributes

Essential

- A full understanding of and commitment to Cornerstone Adoption and Fostering Service's vision, aims and objectives both as a cross-border charity and as an evangelical Christian organisation with a GOR on all posts.
- Personal devotion to God but also a sense of calling to and passion for the work as a mission as well as a charity and a service.
- Positive, pro-active and dynamic.
- Inclusive and flexible, with a consultative approach to leadership.
- Confident and assertive.
- Ability to pursue the mission and objectives of Cornerstone with demonstrable passion, drive and commitment.
- Committed to best practice and with a drive for continual improvement.
- Highly organised and personally effective.