



Job Description

Role Title	Chief Executive Officer
Team	Core
Reports to (role title)	Board of Trustees
Approving Manager	Chair of Trustees
Salary	£55,000 to £60,000
Hours	37 hours – normally Monday to Friday but may require some evening and weekend availability
Closing date	Friday 26 th June 2026 at 5pm
Interviews to be held week commencing 6th July	

Role Purpose:

- To provide effective, high-quality strategic and operational leadership for West Cornwall Women’s Aid (WCWAid), working alongside the Trustees to deliver the charity’s vision and values.
- To lead, develop and support the staff and volunteer team effectively
- To ensure WCWAid meets its objectives by achieving positive outcomes for women, children, and families affected by domestic abuse and sexual violence, as well as those who are most vulnerable.
- To act as Safeguarding Lead for the organisation working with the Deputy Safeguarding Leads and Safeguarding Trustees to ensure the safety and wellbeing of women and children being supported by WCWAid
- To build and maintain a network to influence local, regional, and national policy and practice across all service areas.
- To maintain oversight of financial performance and take necessary action to ensure the organisation remains viable and compliant
- To lead and sustain an environment focused on evaluation, prioritizing outcomes and impact balanced with economic needs
- To foster a culture that focuses on the needs and interests of women, children, and families, is inclusive of all stakeholders, supports and inspires staff and volunteers, and actively seeks partnership opportunities.
- To promote a trauma-informed ethos throughout all WCWAid services and partnerships.
- To encourage a leadership style that creates a culture of creativity, empowers staff and volunteers, and values listening and learning.
- To show commitment to equality, diversity, and inclusion, ensuring work is carried out in anti-oppressive and non-judgmental ways.

Accountabilities:

Leadership: Provide strategic direction to the organisation by fostering an empowered, supportive, and positive environment that reflects its core values and ethos. Inspire and motivate

staff and volunteers to achieve excellence while overseeing all leadership functions and promoting high standards across operations. Cultivate effective relationships with stakeholders to advance the organisation's work and strategic objectives. Lead by example by establishing a culture of inclusion, professionalism, and continuous improvement through trauma informed and reflective practice.

Governance and Compliance: Support the Board of Trustees in meeting statutory obligations by ensuring robust systems, structures, and working relationships are maintained. Collaborate with the Chair to enable the board's development, ensuring a diverse mix of skills and experience is present to govern the organisation effectively. Maintain communication with the Board regarding governance, updating policies and procedures as needed Identify and address strategic risks and opportunities, maintaining a comprehensive risk management strategy. Attend board meetings, preparing and distributing written reports and accounts in advance. Develop and regularly review operational policies and processes to ensure legal, regulatory, and best practice standards are met. To lead on Safeguarding for the organisation, ensuring the organisation remains safe for women and children

Strategy, Planning, and Control: Work closely with trustees, team members and stakeholders to define the organisation's strategic vision, mission, and values, and lead the implementation of strategic objectives. Monitor progress against these, ensuring alignment with business aspirations and service provision. Foster innovation and maintain WCWAid's sector leadership.

Financial Management: Oversee the organisation's financial strategy to ensure sustainability and alignment with long-term objectives. Lead the development, approval, and monitoring of budgets in partnership with the Board. Implement and uphold effective financial controls and procedures throughout the organisation. Collaborate with the Board and external accountants for accurate reporting and forecasting. Develop a robust fundraising strategy, diversifying income streams and maintaining compliance with funders and regulators through timely reporting and relationship management.

Operations: Guide the operational management team, ensuring roles and responsibilities are understood and teamwork is promoted. Provide support, supervision, and performance appraisals for direct reports, facilitating clear objectives and fair assessments for all staff. Agree on annual performance objectives with the Chair of the Board.

Other Duties: Undertake any additional responsibilities reasonably aligned with the nature of the role.

WCWAid is committed to Equality, Diversity and Inclusion and welcomes applications from all sections of the community. However, this post is restricted to women due to the nature of the role. The Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies.

Person Specification

	Essential	Desirable	Evidenced by
Qualifications	Educated to degree level or qualified by relevant experience	Management qualification or qualification relevant to organisation	CV and supporting information
	Qualified to Level 3 Safeguarding or prepared to undertake necessary training		CV and supporting information
Experience	Significant experience at executive and senior management level	Experience of working at senior level with a voluntary sector organisation or similar	CV and supporting information
	Experience of advising and guiding Board level decision making	Experience in developing and managing risk strategies	CV and supporting information
	Proven track record in leading strategic and business planning process and implementation of strategic or business plans		CV and supporting information
	Experience as a Safeguarding Lead or similar and willingness to provide leadership in safeguarding		CV and supporting information
	Experience of developing and managing bids and tenders including reporting and long-term relationship management. Knowledge of fundraising and income generation		CV and supporting information and at interview
	Proven experience of managing staff and volunteers with a strong focus on individual and organisational performance	Experience of developing staff and volunteers through coaching, mentoring and influencing	CV and supporting information and at interview
	Experience of managing challenging situations and relationships including supporting staff and volunteers working with client groups with complex needs		CV and supporting information and at interview
	Proven ability to negotiate and influence at a strategic level		CV and supporting information and at interview
	Commitment to partnership working	Experience of working with stakeholders and	CV and supporting information

	across a range of stakeholders, especially people with lived experience	the wider public to raise awareness and advocate for the cause	
	Ability to lead, participate in and contribute to meetings		CV and supporting information and at interview
	Ability to work as part of a team		CV and supporting information
Knowledge	Deep understanding of and commitment to WCWAid's purpose and charitable objectives and its relationship to other providers and statutory bodies	Knowledge of how voluntary and charity sector organisations operate including legal, regulatory, risks and issues	CV and supporting information and at interview
	Awareness of the Violence against Women and Girls (VAWG) agenda locally and nationally and the role WCWAid plays in it		CV and supporting information and at interview
	Understanding and insight into domestic abuse issues and the impact of trauma on survivors		
	Good understanding of equality, diversity and inclusion issues and a commitment to best practice in these areas		CV and supporting information and at interview
Skills	Leads by example with the professional conduct expected of the Chief Executive Officer role	Experience of growing and developing an organisation	CV and supporting information and at interview
	Inclusive leadership and management skills with the ability to take a strategic approach to organisational development	Willing to be available and approachable to staff and volunteers	
	Self-motivated and innovative in approach to problem solving. Self-aware and reflective. Flexible, adaptable and open-minded		CV and supporting information and at interview
	Strong financial acumen, including experience in budget preparation and financial management		
	Excellent communication, presentation, influencing and interpersonal skills		Interview

	Effective project management and analytical skills		CV and supporting information
	Exceptional organisational and time management skills and the ability to manage and prioritise multiple tasks		
	Adopts a person-centred and trauma-informed approach with well-being central to organisational decisions		
	Good ICT skills, including Microsoft Office and use of databases		CV and supporting information
Additional requirements	Full driver's license and ability to travel independently to attend meetings and events regularly across Cornwall and less frequently regionally and nationally		
	Ability to work flexibly, including occasional evenings and weekends, to meet the demands of the job		
	A satisfactory DBS check		
	Legally entitled to work in the UK		