

Job Pack: Chief Executive

The Kite Trust is seeking a dedicated and collaborative leader to join our organisation as our next Chief Executive.

The new Chief Executive will be responsible for driving the strategic direction, leadership and overall management of our youth charity – joining at an instrumental moment as we finalise our new strategic plan. Reporting directly to the Board of Trustees, the Chief Executive will play a key role in strengthening our local and national profile as a leading voice for LGBTQ+ young people.

The Kite Trust exists to create an inclusive society where LGBTQ+ young people are healthy, successful and celebrated. Our work supports the wellbeing and creativity of LGBTQ+ young people in Cambridgeshire, Peterborough and surrounding areas through information, support and groups. We build inclusive communities to tackle inequalities through consultancy, training and education.

The CEO will focus on the next phase of the organisation's development, leading our staff team, working alongside the board of trustees and playing a key, visible role within the wider LGBTQ+ sector. We are looking to appoint a dynamic and caring individual who has the ambition to deliver excellent services for children and young people that reflect their evolving needs.

We strongly encourage applications from individuals aged under 30, who identify as trans and non-binary, are from global majority or migrant backgrounds, are disabled/neurodivergent and/or have other lived experience they would bring to the role – we recognise the valuable contribution that lived experiences bring to our work with LGBTQ+ young people.

A Message From The Current Chief Executive:

“Five years ago, I joined The Kite Trust as a trans, queer and disabled 29 year old keen to take forward this amazing organisation to meet the changing needs of my community. It is brilliant place to work with a team of dedicated staff driven forwards by the ideas, experiences and energy of the hundreds of LGBTQ+ young people we work with each year.

My decision to move on from this role in 2025, I hope creates an opportunity for another leader from our community to take on, perhaps their first, CEO role and to bring their own experiences to enrich the programmes and spaces that The Kite Trust creates. For those contemplating applying – please do! The most important attributes that I’ve needed in this role is creativity, a willingness to try something new, and a commitment to always continue learning.

The greatest asset of The Kite Trust is the young people who take part in our programmes and it has been an honour to work with them over the last five years. They have been my most valuable advisors in the role and I’m sure will continue to be for my successor.”

Pip Gardner

Chief Executive, 2019–2025

Job Description

Reporting structure:	The Chief Executive reports to the Board of Trustees and is line managed by the Chair of Trustees.
You are responsible for:	The Kite Trust staff team, freelance workers and volunteers
Your salary is:	£48,000 – £55,000 depending on experience
Your holiday entitlement is:	5 Weeks Annual Leave Plus Bank Holidays 2 Days Volunteering Leave 1 Day Birthday Leave
Your hours are:	The Kite Trust operates a 4-Day/32 Hour working week Monday–Thursday. The role is available on a full-time basis, however applicants who wish to fulfil the role through part-time, job share or other flexible working options are welcome. The current role holder has been fulfilling the role working 28 hours per week.
Location	Hybrid between home and Cambridgeshire LGBTQ+ Centre in Ely, with travel to other locations as required.

Overview:

As CEO you will be responsible for developing and implementing The Kite Trust’s vision and strategy, shaped in partnership with the Board of Trustees, the senior leadership team and the wider staff team. You will lead and manage the work of the charity and the delivery of its charitable objects, acting as an ambassador and a spokesperson for the organisation.

We expect you to work closely with the Board of Trustees to ensure the effective financial, legal and values-based governance of The Kite Trust. You will build on our current financial turnover and position by maintaining and developing new funding opportunities and streams, inspired by our purpose.

You will bring the experience to build and lead a senior leadership team and to ensure that our programme delivery is impactful, safe and effective. We will look to you to bring out the best in our committed team; collaboratively delivering the strategic aims of The Kite Trust in creative and inspiring ways. You will have a strong understanding of collaborative partnership working to effectively work with

the wider LGBTQ+ and youth work sectors to achieve our purpose and strategy.



You will keep the voice of young people and our service users at the heart of the organisation's work and vision, at all levels. You will communicate our compelling vision to all key stakeholders, increasing wider contribution and ensuring organisational longevity, reputation and success.

Key Responsibilities and Duties:

Strategic and Operational Lead

1. To provide strategic vision and leadership to the operation and development of The Kite Trust within the direction set by the Board of Trustees;
2. To work with the Board to develop, review and lead the delivery of The Kite Trust strategic and operational plans and to undertake key tasks related to their delivery e.g. forward planning, budgeting etc. This will involve providing support and information to the board through regular reporting;
3. Ensure that the charitable purposes of The Kite Trust are followed and that it delivers the charitable benefit set out in The Kite Trust vision;

Staff management and leadership

4. To provide line management and coaching to the Senior Leadership Team, through which you support and lead the staff team in a collaborative leadership style, fostering and ensuring a healthy and safe working environment;
5. Set and influence a positive culture for the organisation with an emphasis on equity, diversity, inclusion and belonging;
6. To ensure there are clear lines of accountability and responsibility across the team which foster and maintain effective working relationships for the organisation;

Communication and representation

7. Act as a figurehead, key spokesperson and ambassador locally and nationally for the charity in promoting our vision and mission.

8. Strengthen our external relations, through media representation, networking and participation at events/meetings and on strategic boards.
9. Develop the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, our networks, users, beneficiaries, staff and other stakeholders
10. Support the development of The Kite Trust as a key collaborator in LGBTQ+ youth networks, including as the regional partner for the Rainbow Flag Award;

Governance and legal

11. To maintain a proactive relationship with the Chair and Trustee Board, supporting them to fulfil their duties and legal and other responsibilities for the proper governance of The Kite Trust;
12. To ensure that the board receives advice, recommendations and information in an effective, thorough and timely manner, with particular reference to the legal and ethical requirements of registered charities;
13. Develop and recommend policies for consideration by the Board and ensure that policies and practices are up to date, sound, relevant, fair, transparent and reviewed by the Board as appropriate
14. To ensure full and accurate reporting including the preparation of an annual report and financial accounts, making returns to Charities Commission and reporting back at the AGM;
15. Have in place effective business continuity and risk management systems including maintaining a risk register which is regularly reviewed and acted on.

Finance

16. To be responsible to The Kite Trust board of Trustees for the overall financial health of the organisation including effective budget management and maintaining appropriate reserves;
17. To co-produce a yearly budget with the treasurer, and ensure the sound financial management of The Kite Trust within that budget;
18. To take appropriate steps to manage risks that could impact The Kite Trust;
19. To ensure that the organisation has the right management systems and structures in place to carry out its work effectively, accountably and safely, and that professional standards are met;

Fundraising

20. To lead on The Kite trust fundraising strategy which will build sustainability of income streams including overseeing business development for social enterprise activities, and supporting and monitoring funding pipelines and proposals;
21. To build strong relationships with a range of potential funders, corporate partners and donors;

Service Delivery

22. To be responsible for leading, developing and overseeing the delivery of a range of activities and services. This includes working with service users, Programme Managers and the wider team to identify new areas for delivery and working with trustees to incorporate these into future strategic plans;
23. To oversee the management of Cambridgeshire LGBTQ+ Centre and any other premises leased or owned by The Kite Trust;

Safeguarding

24. Ensure an effective safeguarding framework is in place across the organisation with effective and ongoing training in place.
25. Lead in ensuring that appropriate arrangements are in place for ensuring the safety of young people accessing services
26. To lead in the development review and implementation of all Safeguarding policies and procedures
27. To ensure that staff at all levels, including Trustees understand TPTs Safeguarding policies and procedures
28. To lead/support operational managers in liaison with statutory agencies to report Child Protection concern
29. Act as the SLT member on call for safeguarding or emergency incidents on a rota basis

Engagement

30. To ensure service user engagement in the strategic planning, governance, monitoring and evaluation process.

Other

- Undertake any other duties that may be requested by the Chair or a Trustee, as required to discharge the role and support the organisation.
- The post-holder will need to travel around Cambridgeshire and Peterborough in order to fulfil the duties effectively;
- There is a requirement sometimes to work outside of office hours;
- The post holder will be committed to safeguarding the welfare of children, young people and vulnerable adults, and will be required to carry out a DBS check as part our safer recruitment policy.

Person Specification

E = essential / D = desirable

<p>Understanding of LGBTQ+ Youth Context Substantial understanding of the needs, experiences of and challenges faced by LGBTQ+ children and young people, their families and communities. Understanding of challenges and opportunities for an LGBTQ+ and youth focused organisation. Knowledge of England's youth work context and education system. This understanding could be met through lived experience.</p>	<p>E</p>
<p>Strategic Leadership Significant experience of working at a strategic level in an organisation including leading and line-managing a senior team. Confident delegator for operational activities in line with strategic goals. Experience of developing, implementing, delivering and monitoring strategic plans.</p>	<p>E</p>
<p>Organisational Development Significant experience of leading change and organisation development. Skills to lead and develop services to maximise their impact, inspiring, leading and developing a team to deliver on ambitious strategic objectives, through collaborative leadership styles.</p>	<p>E</p>
<p>Risk Management Ability to assess and manage organisational risks and performance. Knowledge of health and safety requirements. Understanding of particularly risks relevant to working with LGBTQ+ youth.</p>	<p>E</p>
<p>Charity Governance Substantial knowledge and understanding of UK charity law, good governance, data protection law and fundraising regulations. Understanding of particular considerations applicable to an LGBTQ+ youth organisation. Experience of working with a Board, (e.g. as a trustee or senior leader).</p>	<p>E</p>
<p>Financial Management Proven ability to develop budgets, monitor and interpret financial information. Track record of effective financial management including meeting income targets.</p>	<p>E</p>
<p>Business Development Commercial/business acumen with strong negotiating skills. Track record of supporting the development of earned income streams and social enterprise activities.</p>	<p>E</p>

<p>Communication Skills Strong written and verbal communication skills. Outstanding interpersonal skills. Able to inspire and engage a range of stakeholders such as young people, staff, local government staff and politicians, NHS senior leaders, corporate funders, major donors, and volunteers. Experience of influencing including through public speaking, pitching and networking.</p>	<p>E</p>
<p>Anti-Oppressive Practice A demonstrable track record of anti-oppressive practice including an extensive understanding and commitment to equity, diversity, inclusion and belonging, and evidence of ability to foster a culture of youth empowerment.</p>	<p>E</p>
<p>Relationship and Partnership Building Ability to develop relationships with a multitude of organisations and individuals in a positive and co-operative way. Track record of identifying and building successful partnerships with external stakeholders, relevant agencies and funders.</p>	<p>E</p>
<p>Culture Setting Ability to inspire and motivate staff, volunteers, young people and supporters maintaining a united and cohesive team spirit. A commitment to undertake the role in a professional manner and maintain a high-quality standard of work.</p>	<p>E</p>
<p>IT Skills Excellent IT skills including operating day-to-day within Microsoft 365.</p>	<p>E</p>
<p>Understanding of QuickBooks and Salesforce systems.</p>	<p>D</p>
<p>Safeguarding Sound understanding of safeguarding and ability to ensure best practice in all aspects of the work. Demonstrable understanding of the specific safeguarding needs and considerations for LGBTQ+ young people.</p>	<p>E</p>
<p>Approaches to safeguarding may be informed by lived experience.</p>	<p>D</p>
<p>Prioritisation Excellent time management and prioritisation skills.</p>	<p>E</p>
<p>Monitoring and Evaluation</p>	<p>D</p>

Experience of implementing, developing and using monitoring and evaluation systems. A track record of capturing and reporting on impact for organisational development and funder requirements.	
Mobility Able to travel locally, regionally and nationally, as required including to locations poorly served by public transport.	E
Personal Attributes: A clear commitment to The Kite Trust's vision, purpose and values. Strong presence and ability to engender respect from others. Emotional intelligence and empathy. Naturally collaborative approach to working.	E
Lived experience relevant to The Kite Trust's service users would be an asset in the role.	D

Application Process

Applications to be submitted by **9am on Monday 31st March** using the online form at: <https://forms.office.com/e/KQjJjPTbV>

A copy of the questions asked in this form can be downloaded from: <https://thekitetrust.org.uk/wp-content/uploads/2023/06/the-kite-trust-application-form-2023.docx> This is to aid in the preparation of your answers and you should use this online form to submit.

If you need to apply in an alternative format then please contact info@thekitetrust.org.uk to discuss alternative arrangements.

Applications will be shortlisted against the essential and desirable criteria in the Person Specification. Shortlisted candidates will be invited to an initial online interview the week commencing the 14th April 2025.

After a further shortlisting process, candidates will be invited to a further interview on Thursday 24th April and asked to complete a task alongside the interview. This will take place in person at Cambridgeshire LGBTQ+ Centre, Ely.