

Chief Executive Officer

About the role:

Wealden Citizens Advice is an independent charity, providing free, confidential, independent and impartial information and advice from our three offices in Crowborough, Hailsham and Uckfield in East Sussex. Our goal is to help everyone find a way forward, whatever problem they face.

We are looking for a new Chief Executive Officer. The successful applicant will be a proven leader with a track record of successful innovation who can drive forward the strategy, vision and performance of Wealden Citizens Advice, and grow its resource base and income in competitive funding arenas. You will have the skills both to foster positive working relationships with the volunteers, staff and Trustees, and to engage actively and effectively with our major partners and funders.

The post offers a great opportunity for anyone wanting to take a lead role in delivering and developing advice services. We operate in a rural district so your challenge will be to ensure effective access to our service, to maintain quality at a time of ever-increasing financial pressure and ongoing change.

You will be responsible for:

- management of the service, with the support of an Operations Manager and the District Administrator
- developing the organisation's future strategy for meeting the needs of local communities in partnership with the service's Trustee Board
- fundraising
- campaigning for change
- building effective relationships and partnerships.

You will lead a small team of paid staff and over 90 volunteers committed to providing the best possible service to our clients, in a way that respects the individuality and diversity of all and treats everyone with respect and dignity.

Terms and conditions of appointment

Wealden Citizens Advice offers a pension scheme through NEST that meets the mandatory minimum requirements under pensions auto-enrolment. For more information about us visit our website www.wealdencitizensadvice.org.uk

For an informal discussion about the role please contact our District Administrator ([email da@wealdencitizensadvice.org.uk](mailto:da@wealdencitizensadvice.org.uk)) who will arrange for one of the Trustees to speak with you.

Contract:

Permanent/Part Time subject to satisfactory completion of a 6-month probation period.

Workbase:

The post is currently based primarily in our Uckfield Office in East Sussex, but travel to our other sites in Crowborough and Hailsham is expected.

Salary scale:

£42,614 per annum pro rata

Hours: 30 hours / week

For application pack contact: da@wealdencitizensadvice.org.uk

Deadline for applications:

Completed applications should be sent by noon on Monday 12th September 2022 by email to: da@wealdencitizensadvice.org.uk