



Nightline Association
Chief Executive Officer

Recruitment Pack Autumn 2022

A welcome from our Acting Chair, Matthew Axbey

Dear Applicant,

Thank you for your interest in joining the Nightline Association as our new Chief Executive Officer.

Since becoming a Trustee of the Association, I have learnt so much about the invaluable work done by Nightlines across the country. Our staff and volunteers at the Association make this possible and it is an honour to support them in my role on the Board as the Vice Chair and now as Acting Chair.

Like all organisations, we were significantly impacted by the COVID-19 pandemic. I am incredibly proud of the work that our volunteers, staff and partners did in that time to continue supporting students, and are continuing to do now as our affiliated Nightline services continue to rebuild.

We have ambitious plans for our future and hope that this coming year will be truly transformational for our charity and the wider Nightline movement. It is a very exciting time to join the organisation and to make a difference to the mental health of students across the country.

We are looking for a Chief Executive who will take us on the next stage of our journey and build on the great work we have already done. While all applications will be judged against the same criteria, we especially welcome applications from those individuals from communities currently under-represented across the charity sector.

The following document outlines the role of the Chief Executive Officer at the Association, and the essential and desirable qualities we hope to find in the successful candidate. Thank you again for your interest in the role.



Matthew Axbey
Acting Chair of Trustees

About the Nightline Association

Nightlines are confidential and anonymous listening services run by students, for students. They provide peer-to-peer support at night when other services are often closed. Nightline services cover over 100 universities and colleges across the UK thanks to the efforts of over 2,500 trained student volunteers.

Nightline services across the UK are currently recovering from the effects of the pandemic, while continuing to deliver their services.

The Nightline Association is the umbrella charity that provides support, guidance, and quality assurance for Nightline services across the UK. The Association is run almost entirely by volunteers whose energy, skills and passion are the driving force of supporting and developing the Nightline movement. The support from the Association has become even more important in recent years, building relationships with stakeholders such as Students' Unions and Universities, and providing specialist advice and guidance on operating the service.

We are now seeking to expand our organisation by bringing in a permanent staff base, beginning with a Chief Executive Officer.

About the Role

We are seeking a dynamic and enthusiastic CEO to lead our organisation in this exciting time. The successful candidate will work closely with trustees and volunteers to transform the organisation.

The purpose of your role is to organise and lead the charity, taking responsibility for operations, administration and financial management. You will also need to work closely with the Trustees to develop, refine, and deliver our organisational strategy, identifying and implementing best practices from across the sector.

You will take the lead on managing the transition from a primarily trustee and volunteer-led organisation, to an organisation led by you as CEO, with a small number of dedicated staff. A key focus of the role will therefore be to support our fundraising volunteers to increase our income, enabling the recruitment of further staff in the medium-term. Working closely with the Trustees, you will shape these roles based on the needs of the organisation.

This is an exciting opportunity to have a transformative impact in a leading mental health charity. A proactive attitude and enthusiastic approach to your work will be vital in what we hope will be a rewarding and challenging role.

Chief Executive Officer

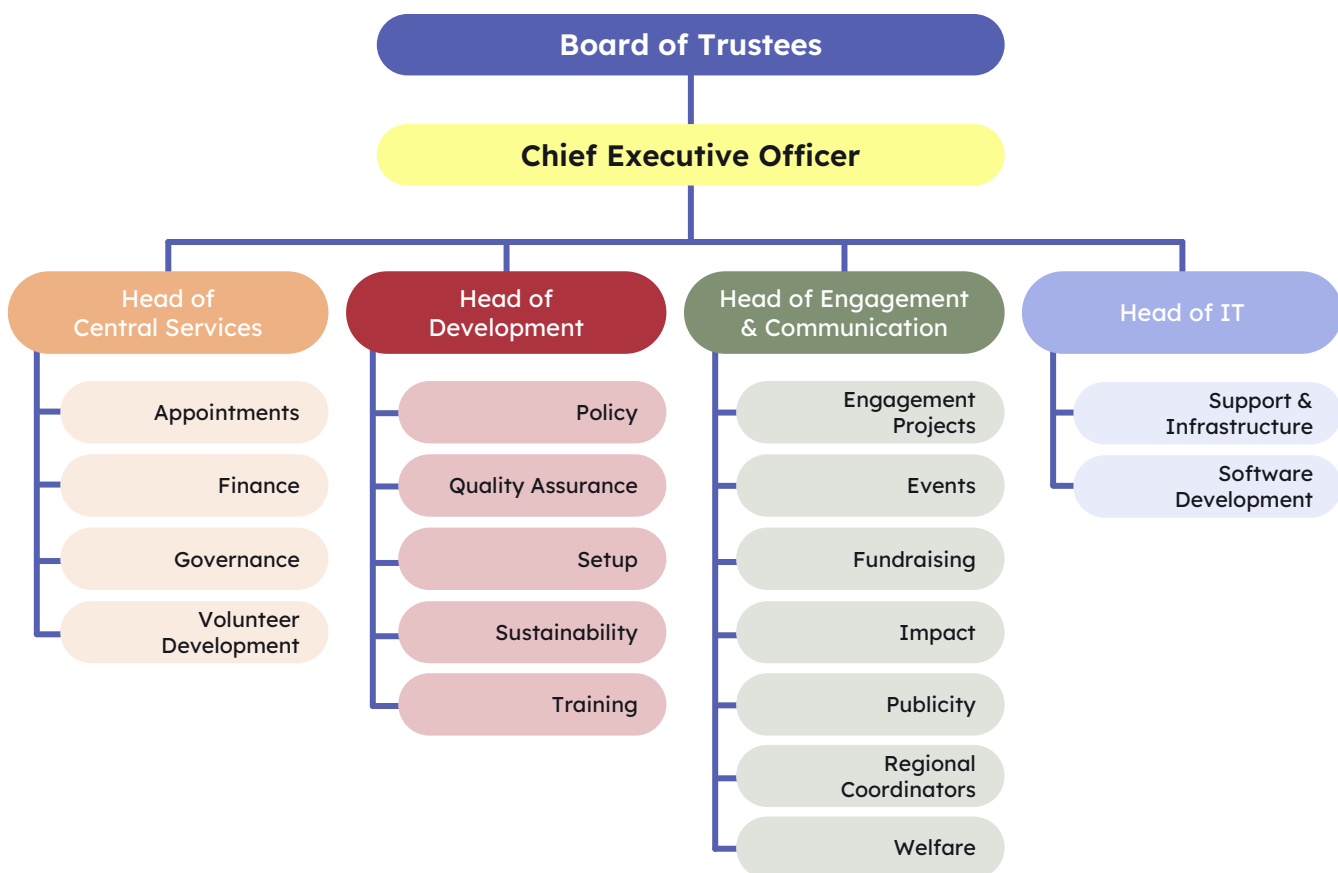
Key Information

Role Type:	Staff, full time or part time. <i>Full time will average 37 hours/week with some evening and weekend working required. However, we are happy to consider part time and other flexible working arrangements</i>
Salary:	£50,000 per year (pro-rate if part time)
Term:	Permanent
Start Date:	Q1 2023
Location:	Remote working, open to applicants resident in the United Kingdom, the Isle of Man, or the Channel Islands
Direct Reports:	<ul style="list-style-type: none">• Line management of volunteer Heads of Department (4)• Future line management of other staff
Accountable to:	Board of Trustees

Key Benefits

- 28 days annual leave, in addition to public and bank holidays
- 4% employer pension contribution
- Paid full membership of Association of Chief Executives of Voluntary Organisations (ACEVO)
- Paid training/CPD courses relevant to your role
- Flexible working hours to fit around your personal commitments

The Role in the Organisation



Volunteers are organised into four departments (Central Services, Development, Engagement & Communications, and IT), which each consist of a number of teams. Each team is led by a Team Lead, who reports to the Head of Department. Currently the Heads of Department report directly to the Trustees, but the new CEO will take over the line management in order to ensure greater consistency of support and to build strong working relationships.

Volunteers are drawn from current and former Nightline volunteers, as well as those with no prior experience in the Nightline movement. The motivations and time commitments vary for each of our volunteers. The successful candidate will need to ensure key tasks are completed on time, while also being sensitive to the availability of each volunteer.

This volunteering structure is not set in stone. As CEO, you may identify more effective and efficient ways of working in order to deliver the Association's objectives, and to provide a more rewarding volunteering experience.

Activities and Responsibilities

Principle Tasks and Responsibilities:

- Promote the mission, aims, values and objectives of the Nightline Association
- Oversee and ensure the success of all operations
- Be accountable to the Trustees for all of the Association's operations and financial management
- Work closely with the Board of Trustees to develop the organisation's strategy
- Lead in the delivery of the organisation's strategy, including refinement, recommendations for major changes and delivery of committed workstreams.

Working with Nightlines:

- Ensure that the Association is providing accurate and useful advice and support to Nightlines, in line with best practice in the sector.
- Establish strong working relationships between the Association and Students' Unions, universities, and other stakeholders involved in delivering Nightline services.
- Provide support to organisations or groups interested in setting up new Nightline services.
- Be able to demonstrate the impact and value of Nightlines as part of the wider student mental health sector.

Management and Leadership:

- Provide overarching leadership in pursuit of Nightline Association's charitable mission
- Line manage the four volunteer Heads of Department
- Design, recruit, and manage additional staff roles for the Association
- Motivate and inspire volunteers and staff to meet targets and to understand how their work contributes to the Association's strategy
- Ensure clear lines of communication, accountability and responsibility across the Association to foster and maintain effective working relationships for the organisation

Governance and Risk:

- Provide or source professional advice for the Trustees as required
- Take appropriate steps to manage risks that could significantly impact the Association
- Ensure full and accurate reporting including the preparation of an annual report and financial statements, and completion of annual returns and other filings with the relevant regulators
- Act as operational safeguarding lead, working closely with the trustee safeguarding lead to manage safeguarding referrals and issues
- Ensure that the Association has the right management systems and processes in place to effectively and safely carry out its work, and to meet relevant professional and regulatory standards

Activities and Responsibilities

Fundraising and Stakeholder Relations:

- Build a sustainable fundraising strategy to ensure long-term income, coaching and developing the volunteer Fundraising Team to achieve income targets
- Develop a plan for the funding of additional staff roles
- Act as the primary ambassador for the Association, networking widely to build and develop relationships with similar charities, potential funders, and other stakeholders
- Write and submit funding applications to trusts, foundations, and other potential funders
- Manage relationships with existing funders and donors

Finance:

- Produce a budget for approval by the Trustees, aligned to the Association's strategy and objectives
- Manage the Association's finances effectively, and within budget

Person Specification

	Essential	Desirable
Qualifications	<i>None</i>	<ul style="list-style-type: none"> Evidence of relevant qualifications, CPD, or similar
Experience	<ul style="list-style-type: none"> Senior management or organisational leadership Leading the development and implementation of organisational strategies Leading and supporting volunteers Managing a large budget and multiple income streams Ensuring high quality financial management Effective Management of risks Leading and managing organisational change Project Management Achieving financial and other targets 	<ul style="list-style-type: none"> Working in the charity/ non-profit sector Acting as a spokesperson for an organisation or initiative
Competencies	<ul style="list-style-type: none"> Able to set, communicate and achieve strategic goals Able to build and maintain relationships at all levels Able to lead and motivate staff and volunteers Outstanding communication skills, both written and verbal Financial planning and budgetary management Remote working and management of distributed teams Excellent fundraiser, with proven track record of success 	<ul style="list-style-type: none"> Asynchronous line management and communication Conflict management Agile project management
Knowledge	<ul style="list-style-type: none"> Mental health and wellbeing 	<ul style="list-style-type: none"> Charities / non-profits Higher education Safeguarding Charity accounting practices
Values	<ul style="list-style-type: none"> Personal commitment and passion for student mental health Commitment to equality, diversity and inclusion 	<i>None</i>

Equal Opportunities

The Association is committed to providing equal opportunities to all. We welcome applications from candidates of all backgrounds.

We intend that the shortlisting stage of the recruitment process will use anonymised applications to reduce the possibility of unconscious bias.

If you may require any reasonable adjustments as part of the application process (for example, a different format of the application pack, or adjustments for interview), please contact applications@nightline.ac.uk to discuss these. We aim to accommodate all reasonable adjustments to ensure that all candidates are treated fairly.

Eligibility

Safer Recruitment and Safeguarding

We operate safer recruitment checks as part of our applications process. All employment is subject to suitable references and our [vetting policy](#). You will be required to undertake a Basic DBS check before taking on this role.

Right to Work

You must have the right to work in the UK.

You will have the right to work if you:

- Are a British or Irish citizen
- Have pre-settled or settled status from the EU Settlement Scheme
- Have a family permit from the EU Settlement Scheme
- Have indefinite leave to enter or remain
- Have right of abode

You may also have the right to work in other situations. More information is available from [Citizens Advice](#).

Unfortunately we are unable to sponsor visas.

Senior Management Eligibility

This role has senior management functions as defined in section 178 of the Charities Act 2011. It is a criminal offence to be employed in such a role if you are disqualified and have not obtained a waiver from the Charity Commission.

More details on the disqualification rules can be found [here](#).

If you are unsure if you are eligible for this role, you can contact applications@nightline.ac.uk. Enquiries about eligibility will not be considered as part of the decision-making process.

How to Apply

Please submit a copy of your CV and a cover letter of no more than 2 sides of A4 by email to applications@nightline.ac.uk. Your CV and cover letter should clearly show how you meet the person specification for this role.

We also ask all applicants to complete our anonymous [equal opportunities monitoring form](#).

We will aim to shortlist applicants within 10 days of the closing date. We will inform all applicants whether they are shortlisted or not. Unfortunately we do not expect to be able to offer feedback to applicants that are not shortlisted.

Shortlisted applicants will be invited to an interview. Interviews will be conducted over Google Meet, usually in the evenings due to the availability of our Trustees. Applicants will be asked to prepare a presentation for the interview stage and will be provided with the interview questions at least 30 minutes before the scheduled interview time.

There may be a second interview stage depending on the outcome of the initial interviews.

All employment offers are subject to eligibility checks and satisfactory references.

For any queries about the recruitment process, please contact applications@nightline.ac.uk

For an informal chat about the role, please contact Matthew Axbey, Acting Chair of Trustees on matthew.axbey@nightline.ac.uk.

Recruitment Timetable

The deadline to submit applications is **5pm, Friday 16 December 2022** by email to applications@nightline.ac.uk. We regret that we cannot consider any applications received after this time.

We hope to hold interviews during the week commencing **4th January 2023** in the evening by video call.

Applicants will be notified of any changes to this timetable with appropriate notice..



Nightline Association is a charitable company limited by guarantee. Company no. 05436297. Charity no. 1112793 (England & Wales) / SC050834 (Scotland). Registered office Lytchett House, 13 Freeland Park, Wareham Road, Poole, Dorset, BH16 6FA.

applications@nightline.ac.uk