



FULHAM REACH BOAT CLUB

EST. 2014

Chief Executive, Fulham Reach Boat Club

The Trustees of Fulham Reach Boat Club (“FRBC”) are seeking a new Chief Executive to lead this pioneering and award-winning charity into its second decade. This entails expanding the outreach and impact on local communities, particularly young and relatively disadvantaged young people, through the core mission of “Rowing for All”. This is a highly rewarding opportunity for a creative and energetic leader to build on the remarkable success of FRBC since establishment in 2014 and to greatly expand the size and impact of the Charity.

FRBC is a UK Charity, which promotes access to rowing in order to improve health, raise personal levels of ambition and life chances. Established in 2014, it has pioneered ‘learn to row’ for all year 9 pupils at 10 local state secondary schools. Alongside this, FRBC runs Junior Community Courses in school holidays for disadvantaged children; a programme in partnership with a number of prisons (Boats not Bars); and we have an enthusiastic family of over 300 junior and adult members who have mostly learned to row for the first time at Fulham Reach.

The vibrant community at Fulham Reach sees over 1,500 individuals each year who are all rowing on the Thames. The multiple ways that this remarkable sport improves lives is evident every day.

The Charity has a board of 8 trustees.

To learn more, please visit www.fulhamreachboatclub.com

Main responsibilities

1. To agree with the Board the charitable objectives and strategies for achieving the same. To develop strategies for the Charity to become “Bigger and Better”. To understand the ways in which the Charity achieves social impact and to develop ways of measuring, monitoring and improving such impact.
2. To manage the overall financial health of the Charity, working with the Finance Manager to proactively monitor and review income streams from memberships, schools and fundraising, as well as ensuring that expenditure is controlled in line with budgets. Lead the preparation and

presentation of the annual budget for Board approval and exercise prudent management of the Charity's resources within those budget guidelines.

3. Management and oversight of fundraising and achieving medium term financial sustainability is an essential task for the CEO. In particular, without any Government support, our work relies on the support of our members and generous donors. You will drive support for FRBC, with our Fundraising staff – seeking, creating, and delivering ambitious fundraising and income generation programmes to build a sustainable income stream.
4. To manage and lead the senior staff. To define roles, targets and KPIs for senior team to contribute to achievement of the strategic objectives. To implement the HR strategy, appraisal systems and training programmes; to provide leadership, supervision and direction to staff within the framework of Employment Law.
5. To provide the leadership of the Charity, values, ethos and creating a “great place to work and a great place to be”. To promote diversity and equality of opportunity in all FRBC's work and practices. To be the public face of the Charity. To develop existing and build new relationships with strategic partners, sports bodies and other stakeholders. To articulate the mission of the Charity at public and private events and with all forms of media
6. You will be responsible and accountable for all Health, Safety and Welfare of all those who work for or visit FRBC, including the general public. This includes leadership, culture, reporting and oversight of all Health, Safety and Welfare matters.
7. Develop and implement the communications strategy including regular communication with Board, staff, members and other stakeholders.
8. To work closely with the Chair of the Board; in consultation with the Chair, to prepare meeting agendas; to ensure that there is prompt provision of the minutes of the Board meetings and action items. You will also attend various other committee meetings, such as the Finance Committee.
9. To work with the Board to maintain high standards of governance and transparency including compliance with Charity Commission guidelines and other relevant regulations; H&S and safeguarding standards. In conjunction with the board to finalise the annual audited accounts on a timely basis.

Reporting to: The Board of FRBC

Knowledge, Skills, Experience and Personal Attributes

Qualifications

Educated to degree level or equivalent	Desirable
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Knowledge and understanding

Understanding of differing types of fundraising initiatives	Essential
Understanding of schools, education or the wider charitable sector	Desirable
Understanding of other fundraising campaigns	Desirable
Understanding of the third sector	Desirable
Awareness of best practice, ethics and legislation in fundraising	Desirable
Appreciation and understanding of sport	Essential

Skills

Confident, compelling and engaging communicator with a wide range of people, including teachers, pupils, partners, funders and sportsmen/women.	Essential
Strong numerical, analytical and organisational skills with meticulous planning and attention to detail; ability to prioritise and manage a varied workload within a wide stakeholder group.	Essential
The ability to maintain confidentiality when dealing with sensitive commercial and personal information and knowledge of data protection legislation.	Essential

Experience

Experience of working within an educational establishment or charitable or sporting organisation	Desirable
Demonstrable fundraising experience	Essential

Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential
Commitment to the Charity's aims and objectives and the ability to represent these to donors in a positive manner	Essential
Highly motivated and resilient with a positive and proactive approach	Essential
Able to work well as part of a team but also to use initiative and work autonomously when required	Essential