



# **JOB DESCRIPTION & PERSON SPECIFICATION**

## **Chief Executive Officer**

**ATAL Y FRO**  
198 HOLTON ROAD  
BARRY  
VALE OF GLAMORGAN  
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**01446 744755**

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HELPING FAMILIES TO BREAK THE CYCLE OF DOMESTIC VIOLENCE.  
Registered Charity No: 1034188

## **Job Description**

**Title:** Chief Executive Officer

**Hours:** Full Time – 35 hours per week

**Line Manager:** Chair of Atal y Fro Board of Trustees

**Reports To:** The Atal y Fro Board of Trustees

**Responsible For:** Strategic direction and operational management

**Salary Scale:** £ 48,847 – 49,864 dependent upon experience

This post is a women only post. Defined as a genuine occupation required until the Equality Act 2010.

### **Purpose and objectives:**

To lead and direct Atal y Fro as an organisation that strives to improve the lives and support individuals, families and communities that are impacted by domestic and sexual violence. The Chief Executive Officer will work in partnership with a range of organisations including the voluntary, statutory, and private sectors, and across the community to promote the objectives of the organisation. The role will ensure that victims and their families are central to the way the organisation works and the CEO will adhere to the Future Generations 5 ways of working.

### **Principle accountabilities:**

- To lead the organisation and promote its vision and values to ensure it achieves its objectives to secure positive outcomes for women and children (and their partners) affected by violence and abuse.
- To lead and sustain an inclusive culture that places the needs and safety of service users at its centre, supports and inspires staff.
- To focus on the development of services to meet the existing and emerging needs of our service users
- To lead and sustain an evaluative environment which focuses on outcomes and impact.
- To ensure Atal y Fro is sufficiently resourced and provide effective financial and resource management, including the development of short- and long-term financial planning, ensuring that Atal y Fro is effectively resourced to achieve its objectives
- To identify and capitalise on opportunities to influence policy, practice, and lead campaigns in relation to domestic abuse and sexual violence, at a local and regional level.
- To work closely with the Board of Trustees, in a transparent and open way, and seek support from the Chair and trustees when needed.

### **General responsibilities:**

- Ensuring Atal y Fro is compliant with all legislation and regulation, delivers to best practice levels and are person-centred

- Manage the performance and delivery of services by Atal y Fro, ensuring that all reporting is completed on time and to a high standard for commissioners, ensuring effective control systems are in place.
- Implement current evidence base to support delivery while developing opportunities to be involved in collaborative research for the development of future best practice and sustainable services
- Manage the organisations resources.
- Leading on HR functions for Atal y Fro and reporting any HR concerns to the Board.
- Being accountable to the Board of Trustees for the operational activities undertaken by the organisation, providing appropriate and accurate reports for the Board meetings.
- Identify and develop opportunities for new services that meet the identified and emerging needs of individuals and families who are involved on our services, including identifying and applying for funding.
- Work closely with the Board of Trustees, to develop and deliver the strategic direction for the organisation.
- Represent Atal Y Fro at a local and regional level, at key strategic meetings and with key stakeholders.
- Maintain and initiate relationships with key stakeholders in the Vale of Glamorgan and surrounding areas, including with other domestic abuse services.
- Leading on internal and external communications. Including, being the public face of Atal y Fro where appropriate.
- Work flexibly, being prepared to perform duties commensurate with the role.
- Demonstrate a personal commitment to the aims and objectives of Atal y Fro.
- To ensure that Atal y Fro operates in accordance with the equal opportunities policy, current legislation, regulatory control and funders' expectations of equality and diversity.
- To ensure that Atal y Fro complies with the law and best practice in respect of data protection for manual and computerised records.
- To carry out on-call duties outside of office hours, on a rota basis.
- To be responsible for undertaking any other duties appropriate to the post as directed by the Board of Trustees.

## ATAL Y FRO Chief Executive Officer - Person specification

**E** = essential requirements      **D** = desirable requirements

<b>Skills</b>	<ul style="list-style-type: none"> <li>• <b>E.</b> Able to lead an organisation with proven leadership skills</li> <li>• <b>E.</b> Able to communicate and negotiate effectively, orally and in writing, with statutory and other external agencies, staff, member groups and service users</li> <li>• <b>E.</b> Able to manage change and work effectively in a complex and emerging situation</li> <li>• <b>E.</b> Ability to effectively project manage budgets, resources and outcomes ensuring compliance with the requirements of the funders.</li> <li>• <b>E.</b> Able to motivate staff teams and provide clear management leadership</li> <li>• <b>E.</b> Able to manage the gathering and interpretation of information and data to inform management decisions, including compliance with data protection legislation.</li> <li>• <b>E.</b> IT skills, such as Microsoft office</li> <li>• <b>E.</b> Able to develop and deliver initiatives autonomously and collaboratively and develop services which meet identified needs</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• <b>E.</b> Knowledge and understanding of safeguarding legislation, and able to apply policies and procedures ensuring best practice and good practice</li> <li>• <b>E.</b> Knowledge and understanding of equal opportunities</li> <li>• <b>E.</b> Knowledge and understanding of ACES, awareness of psychological informed environments and trauma informed approaches</li> <li>• <b>E.</b> Knowledge and experience of informing and challenging current policy and practice.</li> <li>• <b>D.</b> Knowledge of Welsh Government and other statutory bodies, their policies and procedure relating to domestic abuse and sexual violence.</li> <li>• <b>D.</b> Knowledge and understanding of VAWDASV, its history and how Atal Y Fro fits within it.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• <b>E.</b> A minimum of 3 years' senior management experience in a related field. For example, in a national voluntary organisation, representative or advisory body or related field such as housing or social care.</li> <li>• <b>E.</b> Experience of managing contracts, sourcing, and securing funding</li> <li>• <b>E.</b> A proven track record of success in managing, developing, and maintaining services</li> <li>• <b>E.</b> Direct experience of staff management including management through supervisory staff and dealing with complex human resource issues</li> <li>• <b>E.</b> Proven track record in negotiating and collaborating successfully with stakeholders, including staff, member groups and funders</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• <b>E.</b> Relevant degree, professional qualifications, or proven work experience with evidence of ongoing professional development.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>E.</b> Full driving license and willingness to travel.</li> <li>• <b>E.</b> Ability and willingness to work evenings and weekends.</li> <li>• <b>E.</b> Enhanced certificate of disclosure (DBS) or willingness for one to be obtained.</li> <li>• <b>D.</b> Equally conversant in both Welsh and English (oral and written.)</li> </ul>