CLEAR
emotional trauma & therapy specialists
clearsupport.net | Reg charity no. 1165574

Job Title	Deputy CEO
Reports To	CEO
Location	Office Based: 7-8 Cathedral Lane, Truro TR1 2QS
Hours	Full or part-time considered. Minimum 3 days/week (22.5hours) including Monday and Friday
Salary	£40,000 for 37.5 hour week
Term	Permanent
Other	Enhanced DBS check; 6 month probationary period

Purpose of the Role:

The Deputy CEO will be a key member of the leadership team, ensuring operational excellence, effective management of key functions, and alignment with the charity's vision for a community safe and free from abuse, with opportunity to flourish after trauma.

Background

You will be working as part of small and busy central team based in Truro, where flexibility and team fit is key. The work we do can be difficult, and although this is not a client-facing role, you may be exposed to difficult themes, information and experiences. The ability to manage your own self-care whilst recognising the needs of others, will be important.

Whilst there are many aspects to the role, there is flexibility to ensure that everyone is working to their strengths for the best possible outcomes for the Charity.

Key Responsibilities:

Strategic and Operational Leadership

- Implement strategies agreed by the Board to ensure the charity delivers impactful services.
- Ensure that service delivery plans are regularly reviewed, updated, and aligned with the charity's objectives.
- Develop and lead specific initiatives or campaigns, ensuring successful delivery is on time and within budget.
- Work alongside the CEO and Business Development Manager in identifying new opportunities to diversify and grow the charity's income. This includes our community venue/charity shop
- Lead and/or contribute to funding applications and tenders
- Line management duties as required

Lead on HR requirements for the Charity

- managing recruitment of staff, volunteers and trustees

- ensuring HR policies are up to date, implemented correctly, and reviewed in a timely manner by the Board,
- monitor staff attendance, annual leave, and rotas,
- ensuring fairness and efficiency in resource allocation
- Foster a supportive and collaborative working environment for staff and volunteers

Take responsibility for Health and Safety across the charity's activities

- Ensure compliance with health and safety regulations, conducting regular risk assessments.
- Develop and update health and safety policies, ensuring they are reviewed and approved by the Board
- Maintain registration and compliance with CHAS accreditation

Responsibility for Premises and Office Management:

- Manage the charity's premises and IT infrastructure, ensuring efficient operations and addressing technical needs.
- Oversee office management, including procurement, maintenance, and logistical arrangements.
- Develop productive relationships with key stakeholders such as IT providers and letting agents

Support to the CEO:

- Act as the CEO's deputy in their absence, representing the charity in key meetings or public engagements.
- Assist with long-term planning, providing operational insights to enhance strategic objectives.
- Build relationships with funders, partners, and the community
- Ensure the charity adheres to legal, regulatory, and governance standards, supporting the CEO in maintaining accountability.
- Provide secretariat and support for meetings of the Board of Trustees

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Person Specification:

Key Attributes	Essential Skills/Experience	Desirable Skills/Experience
A collaborative leader	• At least 3 years proven leadership experience in a charity or related sector • Able to demonstrate excellent communication skills	• Experience of coproduction and building partnerships
Technically skilled	• Experience of operations management, including Personnel, Health and Safety, Premises and IT infrastructure • Good all-round IT skills including use of Office 365	• Qualification/recent training in H&S, Personnel. • Background in compliance and governance for charities • Bid-writing experience
Compassionate and resilient	• Knowledge of trauma-informed care principles or services supporting survivors of abuse • Ability to manage self-care	• Experience of supporting or implementing workforce wellbeing strategies/policies

For an application pack, please email info@clearsupport.net using the email header Deputy CEO.

Closing date for applications 28th June 2025:

Updated May 2025