



caritas

social action network

CHIEF EXECUTIVE OFFICER

ROLE DESCRIPTION

Caritas Social Action Network is the official domestic social action agency of the Catholic Church in England & Wales, a registered charity and a company limited by guarantee. Inspired by the life and example of Jesus Christ we animate and coordinate our Network of Caritas dioceses and member charities to help poor, vulnerable and marginalised people find their voice and to enable them to improve their lives. We work in collaboration with the Catholic Bishops' Conference of England & Wales (CBCEW) and as part of the Caritas Internationalis confederation. We are looking for a Chief Executive Officer to lead the next stage of development and delivery of the work of the agency.

The Chief Executive Officer will have personal responsibility for:

Strategic direction and stewardship:

Realising the vision and mission of Caritas Social Action through the development and delivery of our strategic framework. S/he will ensure that the organisation has long-term impact for the people we serve and that our strategic framework is translated into effective annual operating plans.

Organisational leadership:

Leading a small national team, enabling them to achieve agreed outcomes. Driven by commitment to our values, s/he will ensure high levels of performance, be accountable for the well-being and development of staff and a champion of equality, diversity and inclusion.

Representation and advocacy:

Offering a coherent Catholic voice in the public arena to inspire and catalyse social change. S/he will collaborate with the CBCEW and seek to engage, convene and influence our members and other stakeholders to generate and apply evidence to support this advocacy.

Network development and resource management:

Developing our Network of Caritas dioceses and independent charities. S/he will promote and nourish the distinctive quality and character of the Network, promoting collaboration and cohesion. S/he will work closely with the CBCEW and strengthen our partnership with our sister agency CAFOD to advance Caritas within England & Wales. S/he will develop funding relationships which allow for a steady expansion of our impact and be responsible for the effective deployment of our resources.



caritas

social action network

Corporate governance:

Ensuring that trustees are enabled to carry out their role and that all legal and regulatory responsibilities are discharged. S/he will ensure that the governance of the organisation meets the highest possible standards.

The CEO will:

- Provide strategic leadership for Caritas Social Action national team to ensure that our vision is achieved;
- Manage and develop the staff team, encouraging their personal, professional and spiritual development within a culture of continuous improvement;
- Ensure clear organisational objectives and professional delivery of projects to deadline and budget in an ambitious, impact-oriented culture;
- Promote a culture of mutual support and collaboration within the wider Network;
- Ensure the long-term financial health of organisation;
- Oversee all operations and business activities ensuring that they produce the desired results and are consistent with our strategy and mission;
- Ensure that CSAN advances the education, training, practice and formation of those active in the field of Catholic social action to promote continuous improvement across the Network;
- Generate and lead initiatives that reflect CSAN's values and positioning within the Church and the sector;
- Act as an ambassador for us, influencing and developing productive relationships at all levels within the global Caritas confederation and beyond;
- Engage with donors, corporate sponsors, other charities and other relevant organisations; and
- Model our values and ways of working, challenging and addressing behaviour that contravene these.

PERSON SPECIFICATION

It is essential for candidates to demonstrate effectiveness as well as knowledge and experience in the following areas:

KNOWLEDGE AND EXPERIENCE

- A contemporary understanding of the Catholic Church and how Catholic Social Teaching guides its witness and mission to people in need;
- Leadership and senior management, preferably within the voluntary sector;
- Social policy, current systems and developments affecting responses to those experiencing poverty, exclusion and injustice;
- Strategic planning, consistent management, dealing with change and budget discipline;
- The role of faith-based charities and the ecclesial context for Catholic charitable activities in England & Wales;
- Relationship building with multiple stakeholders; and



caritas

social action network

- Navigating tensions within small organisations, within membership associations and in relationship to large, complex institutions, coalitions and points of view.

SKILLS & APTITUDES

Candidates should be able to explain how they would:

Strategic direction and stewardship

Provide appropriate leadership in a variety of situations and contexts. Identify and implement responses to constant change within the operational environment, including the development of the staff team; the future strategic direction of CSAN; its work plan and priorities; its contribution to the evolution of Caritas within England & Wales; as well as the securing of funding streams to support its future work.

Organisational leadership

Manage a small staff team to meet a full and wide-ranging work programme which is constantly liable to scrutiny and change to meet the needs of multiple stakeholders, especially of the growing membership; whilst working within budget and the strategic framework agreed by trustees.

Representation and advocacy

Use high level skills to communicate the ethos, mission and priorities of the network effectively in person and through a diversity of media forms. Develop alliances to benefit those in need in England & Wales and to serve the common good.

Network development and resource management

Create, develop and maintain relationships with multiple stakeholders, sectoral bodies and interested parties, which include trustees, CBCEW, members, funders, supporters, Caritas Internationalis, Caritas Europa, government and the voluntary sector.

Corporate governance

Support and facilitate the trustees in their governance duties and systems.

PERSONAL QUALITIES

A practising Catholic¹ committed to improving the circumstances of those from all faiths and none who are in poverty, excluded or unjustly treated, together with a demonstrable commitment to Catholic Social Teaching and to the vision, mission and strategic direction of Caritas Social Action Network.

TERMS & CONDITIONS

The successful candidate will be:

¹ This is an occupational requirement of the role.



caritas

social action network

- Accountable to the Board of Trustees and line managed by the Chair of Trustees;
- Based at the CSAN office in Romero House, London, although distance working may be requested and/or required;
- Able to work a full time 35 hours per week flexibly as required including some evenings and weekends;
- Able to travel regionally, nationally and internationally as required;
- Appointed on a salary of up to £60K;
- Eligible for 28 days annual leave plus bank holidays and membership of the defined contribution pension scheme including an annual employer's contribution of 6% and employee's minimum contribution of 3%;

**The Board of Trustees of Caritas Social Action Network
October 2020**