



Job Description

Job Title: Chief Executive Officer (CEO)

Organisation: The Jersey Association for Youth & Friendship (JAYF)

Reporting to : JAYF Committee

Location: Jersey

Hours of Work : 35 per week

About JAYF

JAYF is a charity founded in 1961 in Jersey. We are committed to helping young people experiencing homelessness by providing safe, secure accommodation. Our aim is to work proactively with young people facing complex barriers to help develop the skills they need to live independently.

JAYF has four hostels, offering supervised, furnished bedsit or small studio type accommodation for 26 young adults.

Each hostel has a resident House Supervisor. In addition, it has three one-bed flats in one house offering independent living. Rooms are equipped differently in each hostel, but all have basic bedroom furniture, domestic appliances and bedding and towels. Residents have access to kitchen, bathroom and laundry facilities where personal hygiene products and basic food and store cupboard items are provided. Residents stay on average between 6 months and 3 years.

JAYF uses an attachment-aware approach and trauma-informed practice to build support for its young residents. We co-operate and affiliate with like-minded organisations to support the coordination of Jersey's homeless strategy. We are independent of government, with funds coming from the rent of residents, fundraising events, grants and the generous public and private sector.

Our Mission

- To provide safe, affordable, supportive, supervised short- and medium-term accommodation to young individuals between the ages of 18 and 25 who might otherwise be homeless in Jersey.
- To provide holistic, person-centred, responsive, flexible, quality support, in a positive environment where issues connected to homelessness can be addressed.
- To provide a degree of stability and security as a stepping stone to enable residents to find employment and find more permanent accommodation.
- To empower residents to achieve their goals and get access to appropriate services.

Our Values

JAYF works proactively assisting young people facing complex barriers in their lives including systemic inequities and discrimination that lead to disadvantage and marginalisation.

JAYF believes a young person's circumstances should not define their future and that given the right support, everyone can reach their true potential. JAYF's statement of values underpins and guides our practice; service delivery; individual and organisational behaviour.

Role Overview

The CEO will be responsible for shaping and executing the strategic direction of JAYF which are aligned with JAYF's mission, purpose, vision and values.

Reporting to the Chair of the Committee, the role of the CEO will be to foster and develop stakeholder relationships, oversee all aspects of operations, and ensure the effective delivery of JAYF's mission to make a positive impact on the lives of those we serve as well as driving the charity's growth and impact.

Key Responsibilities

Leadership and Strategy

Develop and communicate a clear vision and strategy to achieve the organisation's mission and objectives, ensuring that JAYF delivers on this as directed by the Committee.

Lead and inspire a dedicated team of professionals, fostering a culture of collaboration, innovation, and accountability.

Define and manage the resources (human, material and financial) needed for JAYF to operate effectively and efficiently.

Ensure quality and effectiveness in the delivery of all projects and services offered by JAYF.

Develop and execute an ESG strategy that aligns with the organisations mission and values. This included setting goals and targets relating to environmental sustainability, social responsibility and governance practices.

Governance and JAYF Committee

Ensure that JAYF meets all relevant requirements to enable the Committee to fulfil their governance responsibilities and that JAYF meets all legal and constitutional requirements relating to working with other agencies e.g. governing documents and partnership agreement.

Take overall responsibility for ensuring JAYF has clear, up-to-date policies and procedures in place in line with legal obligations.

Ensure all legal, safeguarding and health and safety requirements, both as an employer and service provider, are always met.

Develop and implement effective reporting on operational plans and feedback to the Committee and the staff.

Ensure all relevant quality assurance frameworks are achieved and adopted effectively, and all work is delivered in accordance with these standards.

Ensure compliance with all the relevant laws and regulations.

Oversee the appointment of the appointed Auditors and review on a regular basis.

Work effectively and collaboratively with the Chair to enable them to run effective Committee meetings and provide support for the Annual General Meetings.

Act as Designated Safeguarding Lead and Data Protection Officer for JAYF.

Financial Management

Manage the organisation's budget, ensuring fiscal responsibility and transparency which includes preparation, approval and management of the annual budget whilst maintaining a 3-year forecast to ensure longer term objectives can be achieved.

Develop strategies to achieve financial goals and objectives, which may involve saving, investing, and debt management, whilst ensuring that unnecessary expenses are minimised and resource allocation is optimised.

Prudently manage JAYF's investments to generate returns while preserving capital and minimising risks.

Ensure effective implementation of agreed internal controls as set out in the financial procedures

Work closely with the Committee to provide financial updates, reports and management accounts in line with best practice, ensuring that financial risks are identified, escalated and managed.

Human Resources

Create a supportive and nurturing environment for all staff to enable them to be productive, satisfied, and happy at work.

Ensure that all legal obligations are met in relation to HR and local Employment Law for both paid or unpaid staff and volunteers.

Manage the lifecycle of JAYF staff, including but not limited to, managing contracts, recruitment and on-boarding, performance management, absence management, learning and development, compensation and benefits, employee relations and employee engagement.

Fundraising

Develop and implement a comprehensive fundraising strategy to secure financial resources necessary for the organisation's sustainability and growth, ensuring that this remains current and relevant.

Deliver a managed stream of high quality, successful funding applications and fundraising events.

Cultivate and maintain relationships with donors, foundations, corporates, and local government.

Advocacy and Community Engagement

Represent the organisation in the community, building partnerships and collaborations with stakeholders, local government, and other non-profits.

Develop collaborative relationships with the Government, other charities and third sector organisations to help them recognise and understand the things that need to be done for young people experiencing homelessness, and present JAYF and its services as a solution to those challenges.

Advocate for policies and initiatives that address homelessness and related issues.

Program Management:

Oversee the development and implementation of effective programs and services to address homelessness, providing safe and secure accommodation to JAYF's residents.

Ensure that programs are delivered efficiently, effectively, and in alignment with the organisation's mission and values.

Qualifications / Experience

At least three years recent experience at senior management level ideally within the charity sector.

A strong professional network across their expertise.

Qualification in Leadership or Management (or Accountancy).

Excellent strategic thinking, planning, and execution abilities.

Track record of generating income for a charity / third sector organisation.

Proven experience in Corporate Governance.

Exceptional communication and relationship-building skills.

Financial acumen and the ability to manage budgets effectively.

Experience working with a Board of Directors / Committee and key stakeholders.

Knowledge of homelessness-related issues is desirable.

Education to degree level is also desirable.