



Job Description

Job Title: Chief Executive Officer (CEO)

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

Reporting to: Chair, JAYF Committee

Location: Jersey

Hours of Work : 18 – 20 hours per week ; Must be entitled to work in Jersey

Deadline application: 6th March 2026 **Email:** chair@jayf.org.je

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. In addition, we have three one-bed furnished flats in one house offering independent living. We therefore can support up to 29 young people in our accommodation.

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, short and medium term accommodation to young people between the ages of 18 and 25 who might otherwise be homeless in Jersey.
- To provide quality responsive flexible support in a positive environment where issues connected to homelessness can be addressed on an individual basis.
- To provide a degree of stability and security as a stepping stone to enable residents to develop their self-confidence, find employment, thrive and progress to more permanent accommodation.
- To empower residents to achieve their goals and get access to appropriate services.

Our Values

Our core values can be demonstrated the acronym REACH, whereby we reach out to young people, break down barriers and make sure no one is left behind. We do this by creating an environment and culture that promotes:

R - Respect; E - Empowerment; A - Accountability; C - Compassion; H - Honesty

Role Overview

To provide strategic leadership, governance assurance, and financial sustainability for JAYF, enabling the organisation to deliver high-quality services for young people experiencing homelessness through a well-supported operational team and effective Committee oversight.

Key Responsibilities

Leadership and Strategy

- **Deliver JAYF's 5-year strategy**, translating Committee priorities into clear annual objectives and measurable outcomes.
- **Provide visible, values-led leadership to staff**, fostering collaboration, accountability and wellbeing.
- **Maintain strategic oversight of accommodation and support services**, ensuring they are safe, effective and aligned with JAYF's mission, with day-to-day delivery managed by Resident Coordinators.
- **Ensure that organisational resources - people, finances and property - are aligned to strategic priorities.**
- **Monitor service quality, performance, risk and impact** through proportionate reporting and review, intervening where escalation is required.

Governance and Compliance

- **Act as the primary link between staff and the Committee**, working closely with the Chair, to ensure timely, accurate information for effective oversight.
- **Ensure compliance with legal, constitutional and regulatory obligations** as a charity, employer and residential provider, with a strong focus on risk management.
- **Maintain strategic oversight of JAYF's properties**, ensuring maintenance, safety and regulatory standards are met through robust arrangements with the property management agent.
- **Act as Designated Safeguarding Lead and Data Protection Officer**, ensuring safeguarding, health and safety, and data protection responsibilities are fulfilled through appropriately delegated.
- **Maintain a proportionate and up-to-date framework of policies and procedures.**

Financial leadership and sustainability

- **Provide strategic financial oversight**, including budgets, cash flow, reserves, audits, internal controls and multi-year financial forecasting, working closely with the Treasurer.
- **Manage financial risk and contribute to long-term sustainability**, including supporting income diversification.

People and Culture

- Foster an **inclusive, supportive and high-performing** working environment.
- **Oversee key aspects of the employee lifecycle**, including recruitment, performance management and proportionate development aligned with organisational capacity.

Fundraising, Communications and Advocacy

- Lead a focused and realistic **fundraising strategy**.
- **Oversee organisational communications and public engagement**.
- **Build strong relationships** with funders, government, and strategic partners.
- Act as a **senior ambassador and advocate for JAYF**, promoting understanding of youth homelessness and the organisation's impact.

Qualifications / Experience

- At least three years' recent experience in a senior leadership role, ideally within the charity, public, or third sector.
- Demonstrable experience working with a Board or Committee, including governance, reporting, and strategic decision-making.
- Strong financial literacy, with experience overseeing budgets, cashflow, and financial controls (with professional support where appropriate).
- Proven ability to secure income through fundraising, grants, commissioning, or partnerships.
- Excellent strategic thinking and prioritisation skills, with the ability to focus limited time on highest-impact