

Recruitment Pack



Chief Executive Officer

Dear Potential Applicant,

The Katie Piper Foundation (KPF) is a UK-based charity that aims to help people with burns and scars, both physically and psychologically, to create the future that they need and deserve. The charity was founded by Katie Piper OBE, a well-known TV presenter and survivor of burns, who is passionate about helping others who have experienced similar challenges.

KPF is looking to recruit its next Chief Executive Officer, who will lead a small, passionate, creative and dedicated team. One that is focused on delivering impact to the lives of survivors of burns and traumatic scarring.

I have accepted a new and exciting opportunity, and it is therefore with a heavy heart that I must say farewell to this incredible charity. It has been an honour to serve as their first Chief Executive Officer for the past 4 ½ years, and together we have accomplished significant milestones, including establishing the first-ever charity-led rehabilitation service for adult survivors of burns.

KPF weathered the storm of the pandemic, which not only saw a fivefold increase in referrals but a significant decrease in income during 2021. The last 18 months have seen a great step forward for the charity, with a review of our fundraising strategy, realigning of vision and values, proposition and brand narrative. We now have in place a revised organisational strategy, new fundraising plans and recruitment underway to a number of posts.

There are opportunities and challenges ahead for KPF, mainly surrounding how our services can be embedded alongside the NHS and other healthcare providers and in ensuring long term income generation plans for future financial sustainability. You will be well supported through this by an engaged group of 10 Trustees, who all bring their own unique skills and experience to the table.

I am proud of what has been achieved over my time at the charity, and I have no doubt that under the leadership of a new Chief Executive Officer, the team will continue to deliver impactful services to those who need them.

If you have any questions before submitting an application, please do contact Julien Werenne via email at jwerenne@therivergroup.co.uk

Thank you and best wishes.

A handwritten signature in black ink that reads "S Green". The signature is written in a cursive style with a period at the end.

Sarah Green, Chief Executive Officer

Job Description

Job Title:	Chief Executive Officer
Location:	Home based with travel to meetings as required
Hours:	35 hours per week
Annual Leave:	28 days per annum plus bank holidays
Duration:	Permanent
Reports to:	Board of Trustees
Salary:	Up to £70,000 per annum

Benefits

- Holidays: 28 annual leave days a year plus bank holidays.
- Pension: 3% contribution.
- Pay: Regular pay reviews.
- Flexibility: Committed to flexible working across the team, including for parental and other care responsibilities.
- Wellbeing: Time and space available for wellbeing with the team and individually.
- Covering costs: Travel covered for home-based roles as well as work laptop, work phone and basic home office set-up.
- Learning & development: Career Professional Development and information training and development.

Job summary

The CEO will be responsible for leading the strategic direction and overall management of the charity, ensuring that it continues to make a positive impact in the lives of those it serves. The ideal candidate will be a driven and visionary leader with a strong passion for making a difference.

Key Responsibilities:

- Develop and implement the strategic plan for the charity, ensuring alignment with the vision and values of the organisation.
- Build and maintain relationships with key stakeholders, including donors, volunteers, staff, and survivors, to ensure that the charity is able to deliver on its objectives.
- Lead, motivate and inspire the team to achieve its goals and objectives, ensuring that the organisation has the right talent and resources to achieve its strategic objectives.
- Develop and implement fundraising strategies to ensure the sustainability of the organisation, including identifying and securing funding from a range of sources.
- Ensure that the charity is compliant with all relevant regulations, including those related to fundraising, governance, and charity law.
- Ensure that the charity's programmes and services are of the highest quality and delivered in a cost-effective and efficient manner.

- Build and maintain a strong public profile for the charity, representing it at events, in the media, and with key stakeholders.

Key Skills and Experience:

- A track record of success in a leadership role, with a clear passion for making a difference in people's lives.
- Experience of developing and implementing successful fundraising strategies, including securing funding from a range of sources.
- Strong strategic planning and management skills, with the ability to drive change and achieve objectives.
- Excellent communication and interpersonal skills, with the ability to build relationships with a range of stakeholders.
- Experience of managing and motivating a team to achieve its goals and objectives.
- Strong financial management skills, with the ability to manage budgets and deliver cost-effective services.
- A commitment to the vision and values of the Katie Piper Foundation, with an understanding of the issues affecting people living with scars and burns.

The Katie Piper Foundation is passionate about Diversity, Equity and Inclusion and therefore welcomes applications from all candidates

Your Team and Key Relationships



- You'll be leading a team of 6 with a mixture of full time and part time staff all with different responsibilities across the charity. We work with a range of other specialists who are self-employed and bring their own areas of expertise to the charity and the holistic support given to survivors.
- As well as the wonderful wider KPF staff team, you'll need to develop relationships with; The Board of Trustees including Katie, survivors, the NHS, funders, donors, and other charities in the visible difference space.
- Location wise, you will be mainly based at home like many of the team, who are spread around the UK. You will be required to travel to meetings as needed, including facilitating a quarterly face to face team meeting. It does come naturally to us to reach out to each other and share exciting news and challenges, but we don't take that sense of team connection for granted.

Your Application

Please email your CV in PDF format to Julien Werenne at jwerenne@therivergroup.co.uk.

Closing date for applications is **Friday 28th April 2023** and interviews will take place throughout **May 2023**.

Please note that we reserve the right to close this recruitment process early, should we receive a high volume of quality applications.

Please note that all offers of employment will need references deemed satisfactory by KPF, proof of eligibility to work in the UK, and a DBS check.

Data Protection

The data you provide in your job application will be used by KPF to assess your suitability for employment by us in the role you have applied for. We only share your data with third parties to obtain criminal records checks (where necessary) and to process data on our behalf (such as our payroll provider). We won't use your data for marketing or fundraising purposes. By applying for this job, you consent to KPF processing your data (including any criminal offences data and sensitive personal data given such as data relating to your ethnic origin or sexual orientation) for this purpose.

