

## Chief Executive Officer



**Location:** Richmond, Surrey. Flexible working hours and working from home limited to one day per week.

**Salary:** £95k per annum. 10% pension contribution and holiday entitlement 6 weeks per annum.

**Contract:** Permanent. Full-time position - 35 hours a week, plus attending weekend and evening functions/meetings as necessary.

The Richmond Charities is an almshouse charity based in the London Borough of Richmond-upon-Thames with its origins dating back to 1600. We provide affordable homes for elderly people over 65 in housing need and financial need and we have developed a vibrant, friendly, and caring community where older people are encouraged to live full and active lives within the setting of high-quality housing, support, comfort and security. There are 162 almshouses over 14 locations in the borough. The oldest almshouse estate dates from 1758 and the newest will be completed in 2025. One of the biggest areas of expenditure is to modernise and update almshouse dwellings. We are looking to provide 21<sup>st</sup> century living, provide a sense of community for our residents and acknowledge our rich heritage. One of our strategic objectives is to continue to seek opportunities to develop more almshouses.

The charity also has a grant funding programme borough-wide to support those in need, hardship, or distress. We give funds to other local charities and organisations to distribute on behalf of The Richmond Charities, reaching those in the greatest need across the borough.

We are looking for our next Chief Executive Officer to build on the excellent work of the current post holder, who is leaving next year after 10 years in post. We are looking for an influential, passionate and committed CEO to lead our dedicated and enthusiastic team to assist with running the finances, administration, property (both almshouses and investment properties), general maintenance and supporting the wellbeing of residents. You will need experience of building strong working relationships with a wide range of stakeholders. Your key responsibility is to ensure that the strategic aim and operational plans of the organisation are delivered, consistent with the organisation's ethos and values.

### Some of the key responsibilities:

- Working with the Trustees and supporting them with the strategic objectives of the charity.
- Leading a diverse team to ensure implementation of the strategic plan.
- Ensuring that the charity always treats residents with dignity and respect, prioritising their safeguarding and ensuring that all staff remain committed to our ethos and values.
- Actively seeking new development opportunities to expand the number of almshouse estates and consider other ways to modernise the historic almshouses to make them fit for purpose for the 21st Century.
- Maintaining appropriate financial systems, controls and procedures and ensuring that proper accounting records are maintained, and management accounts are presented to the Trustees.
- Liaising with the charity's investment advisors to ensure optimum yield and reviewing investment policies and reserves annually.
- Ensuring compliance with relevant procedures and completion of statutory returns to the Charity Commission.
- Ensuring effective communication across the borough with all stakeholders and keeping the charity's profile high.

### Some of the essential competencies we are looking for:

- Experience as Chief Executive or similar leadership role.
- Outstanding people skills and able to relate to a wide and diverse group of stakeholders.
- Experience in financial management, reporting and strategic planning with full consultation.
- Ability to inform, consult and engage trustees about future plans, policies and external issues that will affect the charity.
- Experience of effectively managing a property portfolio and housing management.
- Experience of successfully managing teams and handling personnel issues and an ability to deal with a wide range of personalities and situations.
- An appreciation of the elderly care field and an understanding of how the charitable sector works, including charity law and best practice.

**Full details of the role and responsibilities required can be found in the link below. Please apply by visiting [www.thewlisgraham.com/opportunities](http://www.thewlisgraham.com/opportunities) and following the instructions in the candidate brief quoting reference AC1201. The closing date is 8 January 2025 at 4pm.**

**Should you still require a confidential conversation with Sarah Thewlis or for any other information please email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com).**