

## JOB PROFILE

<b>Job Title</b>	Executive Director
<b>Aims of the post:</b>	To manage the strategic and operational work of the Claudia Jones Organisation along with direct responsibility for staff, key stakeholders, and building.
<b>Responsible to:</b>	Board of Directors/Trustees
<b>Responsible for</b>	Operations Manager Clinical Lead Women & Families GBV Service Managers & staff Consultants & Contractors Windrush Justice Coordinator Community Project Coordination
<b>Hours of work:</b>	28 hours per week over 4 days/ 10.00am – 6.00pm
<b>Salary:</b>	£ 50,000 per annum pro-rata
<b>Pension:</b>	3% Pension contribution
<b>Location:</b>	Our office is based at 103 Stoke Newington Road N16 8BX
<b>Terms:</b>	This post is subject to references and enhanced DBS
<b>Contract:</b>	1 years fixed term [ this post could be extended subject to securing additional funding]
<b>Annual Leave:</b>	28 days per annum including BH (pro rata) plus 2 additional CJO days leave on 1 <sup>st</sup> August for Emancipation Day and 1 day during December prior to the Christmas closure.

Note: Considering the nature of work and focus of the Claudia Jones Organisation, the organisation considers the candidate's race and gender, to be an occupational requirement in accordance with Paragraph 1, Schedule 9, of the Equality Act 2010. Black and 'Minority Ethnic' Women only need apply (Schedule 9, Part 1, 158 and 159 Equality Act 2010). **We are an Equal Opportunities employer.**

103 Stoke Newington Road, London N16 8BX

Tel: 020 7241 1646: [www.claudiajones.org](http://www.claudiajones.org) Email: [mail@claudiajones.org](mailto:mail@claudiajones.org) : Charity No. 1078145

## Executive Director Job Description

Claudia Jones organisation (CJO) Is looking to appoint a highly skilled Executive Director with experience of working in the Voluntary/Community sector to support the development of the organisation. This is a key appointment funded for 1 year.

CJO is one of the few small Black lead charities in London, enhancing the quality of life for African Caribbean Women and Families. Founded in 1982 at the request of Caribbean women, CJO delivers family-centred services for women with children 0-16yrs, Gender- based violence support, connections for older people, health and wellbeing activities, counselling and therapeutic interventions to inspire and empower African Caribbean heritage women and families.

Reporting to the board of directors/trustees, the Executive Director will oversee the strategic and operational efficiencies of our programmes and staff. This experienced leader will not only understand the working of the voluntary/community sector but also have experience in developing and implementing a successful fundraising plan. Experience of hiring and managing staff is essential and establishing relationships with local community groups is a plus. Most importantly, the Executive Director should be highly effective in a Leadership role that requires clear communication skills and decisiveness. It is important that the post holder embraces our community -based broader philosophy of investment in our community

### Objectives of this role

- Support the development and cultivation of an active and engaged Board of trustees, standing and advisory committees
- Work closely with the Board/Trustees and committees to assess and address issues affecting the organisation
- Identify, engage leverage and cultivate community resources, influence and connections to further the initiatives and mission of the organisation
- Oversee daily operations of the organisation, providing executive direction for programmes, strategies and efficiencies, compliance and quality assurance
- Identify and address staffing requirements for efficient operations, and maintain a strong work culture that attracts and retains people while driving the organisation's mission
- Increase awareness of the organisation by being the main spoke person of the charity for external communication, both verbally and written
- Develop capital and operating budgets for assigned programmes, planning for short and long-term program needs
- Comply with all national and local regulations

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## Responsibilities

- Create business plans to achieve goals and objectives and presenting to the board/trustees for approval
- Meet annual fundraising goals in partnership with colleagues/staff team to obtain financial support from grant giving organisations, foundations, statutory organisations, cooperations and other funding sources
- Work with Staff and Board/trustees on other annual community initiatives, programmes and all external communications, including website, newsletters, promotional materials including the media
- Serve as the face of the organisation and participate in external events to increase visibility, credibility and market brand, and develop strategic partnership to further increase community awareness and expand programmes
- Build and lead an effective team that's dedicated to fulfilling the organisation's mission through highly successful programmes, community engagement and fundraising
- Manage staff members, volunteers and clients whose experience, cultures and languages reflect the community served by the organisation

## Required Skills and Qualification

- Five or more years of experience in senior management preferably with a Charity
- Strong experience in public relations, marketing and fundraising
- Knowledge of leadership and management principles for voluntary/community sector
- Proven success working with a board of directors/trustees
- Innovative approach to business planning
- Dynamic and charismatic team player who enjoys being the public face of the organisation

## Preferred Skills and qualifications

- Degree (or equivalent) in business, human resources or finance
- Experience in managing budgets
- Exceptional verbal, written and visual communication skills
- Experience in community engagement and volunteer development
- Experience in working in a cross functional and complex reporting environment

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## JOB SPECIFICATION

### Essential

- At least 5 years relevant experience of managing a charitable organisation.
- Demonstrable senior leadership and strategic management
- Demonstrable passion for, or commitment to, the work of CJO
- Good understanding of the charity sector's regulatory frameworks and legislation.
- Experience of building positive working relationships and managing teams/performance.
- Good judgement and able to act decisively
- Collaborative, open and able to constructively challenge and inspire
- In-depth knowledge of managing family support and VAWG/GBV services that includes children and young people
- Experience of working in and managing organisational change and development
- Experience of working with consultants and contractors
- Demonstrable experience of working in the sector and understanding of the challenges of the African Heritage women and family
- Demonstrable experience of successful fundraising from a range of sources including trust and foundations and maintaining relationships.
- Substantial experience of budget management and financial accountability at £150K and above.
- Experience of managing a varied and demanding workload
- A credible and inspiring communicator and negotiator

### DESIRABLE

- Experience of gaining quality marks for services.
- Experience of using case management systems.
- A good understanding of GDPR.

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## APPLICATION GUIDANCE

- Following the points above will assist you to demonstrate your suitability for the role and assist the panel in ensuring an accurate assessment of your application.
- Respond to each person specification point in order when completing your supporting statement
- Provide practical examples of how you meet the criteria where possible. Examples can be from paid / voluntary roles / your life experience.
- For more information on the Claudia Jones Organisation, please go to [www.claudiajones.org](http://www.claudiajones.org).

- **HOW TO APPLY**

### Candidates are asked to submit:

- a CV of no more than 2 sides of A4, font size 12
- a Supporting Statement of no more than 3 sides of A4, font size 12
- Our completed Equality & Diversity Form

### Submissions are to be merged and uploaded to the Charity Job application portal

For questions and clarifications, please send an email to [mail@claudiajones.org](mailto:mail@claudiajones.org)

### Closing Date & Time: 29<sup>th</sup> May 2026

**Interview Date:** Interviews are expected to take place in person

### On 08<sup>th</sup> June, 2026

- If you have not received a response to your application within 21 days of the closing date you can assume your application has not been successful on this occasion.
- Should you be successful, two satisfactory References from previous employers are required and an Enhanced DBS check.
- CJO is an Equal Opportunities Employer.
- All candidates must have the right to live and work in the UK.
- We will only be able to contact shortlisted candidates.

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