



CANDIDATE PACK FOR CHIEF EXECUTIVE OFFICER



MAKING A
DIFFERENCE
FOR SERIOUSLY
ILL CHILDREN



WELCOME

Dear Candidate,

Thank you for your interest in becoming Camp Simcha's next Chief Executive.

Camp Simcha makes a life changing difference to thousands of people every year by bringing hope, joy and support to families whose lives have been turned upside down by serious childhood illness. We believe that no child affected by serious illness should have to suffer and we currently provide 23 practical, emotional, and therapeutic support services to more than 1,500 Jewish family members across the broadest spectrum of Jewish observance, and reach a further 12,000 children through our national hospital outreach programme.

Over the past 18 years, Camp Simcha has flourished under the leadership of Neville Goldschneider. Neville moved us from our founders' kitchen table idea to a modern, well-funded and deeply respected charity and we owe him an enormous gratitude for all that he has achieved. This is, therefore, a pivotal time in the charity's evolution, as we look to continue to grow and deepen our impact across the whole of the UK's Jewish community. There are still so many more families who could benefit from our work, and this is an exciting opportunity for our new Chief Executive to sensitively embrace.

We are looking for a future focused, emotionally intelligent and compassionate leader who will inspire all of those who work and volunteer with us, as well as everyone who uses our services. Although you need not have been a Chief Executive before, you will be a proven strategic and inspirational leader of people. You will join a strong and dedicated leadership team committed to delivering excellence.

The ability to work collaboratively both internally and externally is crucial, and you will build and develop deep and effective relationships with all our staff and stakeholders, including our patrons, donors and beneficiaries. Excellent communication and team-building skills are a must and, of course, you will also be someone who cares deeply about the wellbeing of the people we serve, our mission, values and ethos.

We are open to all backgrounds and, although Jewish communal values are at the heart of our work, you need not be Jewish yourself. It is important however, that you are comfortable with the religious and cultural diversity of our community and recognise that our uniqueness comes from our ability to truly work with and for all those that we serve.

If this opportunity excites you and you believe that you have the skills and experience to help make a meaningful difference to Jewish families facing life changing situations through childhood illness, we would love to receive your application.

Yours sincerely,

Simon Johnson
Chair



ABOUT US

Our Vision and Mission, Purpose and Values are ingrained in our culture and play an intrinsic role in our strategic focus and decision-making.

VISION & MISSION

- Our Vision is that no Jewish family, anywhere in the UK, with a child affected by serious illness should have to suffer without our support.
- Our Mission is to provide bespoke, unconditional, practical and emotional support to Jewish families where there is serious childhood illness. We bring hope and joy by providing powerful, positive experiences.

PURPOSE

- We Bring Joy & Hope to Families
- We Build a Family Feeling
- We Provide Individually Tailored Support

VALUES

- We are Family Focused
- We are Loving
- We are Intuitive
- We are Collaborative
- We are Positively Jewish
- We are Dependable



THE SUPPORT WE PROVIDE TO FAMILIES

Camp Simcha makes a vital difference to Jewish families coping with serious childhood illness by providing practical and therapeutic support, as well as bringing hope and joy at the darkest of times.

We support children who are coping with over 50 chronic, life-changing or life-threatening medical conditions, including, but not limited to:

- Genetic disorders
- All types of cancer
- Heart conditions
- Muscular conditions
- Premature babies
- Mental health
- Type 1 diabetes
- Serious surgery
- Gastrointestinal disorders

PRACTICAL SUPPORT

Family Liaison Officers: Each family's dedicated support worker is available 24/7, offering emotional support and arranging a bespoke package of care.

Crisis food support: A hot meal delivered to a family in the throes of a health crisis can make a huge difference.

Hospital transport: We offer a 24/7 transport service to help reduce the stress of getting a sick child to hospital.

Home based respite care: Short-term respite delivered by qualified carers when parents urgently need a break.

Premature and sick babies project: Tailored support for families with a premature or seriously ill baby.

THERAPEUTIC SUPPORT

Home Based Therapeutic Arts: 1:1 sessions enabling ill children and their siblings to creatively express their emotions.

Formal counselling: For parents and older siblings struggling to cope emotionally with their situation.

Parent peer support: Opportunities for parents to gain strength from others facing similar challenges through social and therapeutic events.

Animal Assisted Therapy: Offers home visits of specially trained dogs to bring comfort to a sick child.

POWERFUL POSITIVE EXPERIENCES

Big Brother & Big Sister volunteers: Spend 1:1 time with the children, visiting weekly and taking them on outings and Camp Simcha events.

Sibling support: Delivering events and activities for siblings, the forgotten sufferers.

Keshet summer scheme: A programme of fun outings and activities for sick children allowing their parents' invaluable respite.

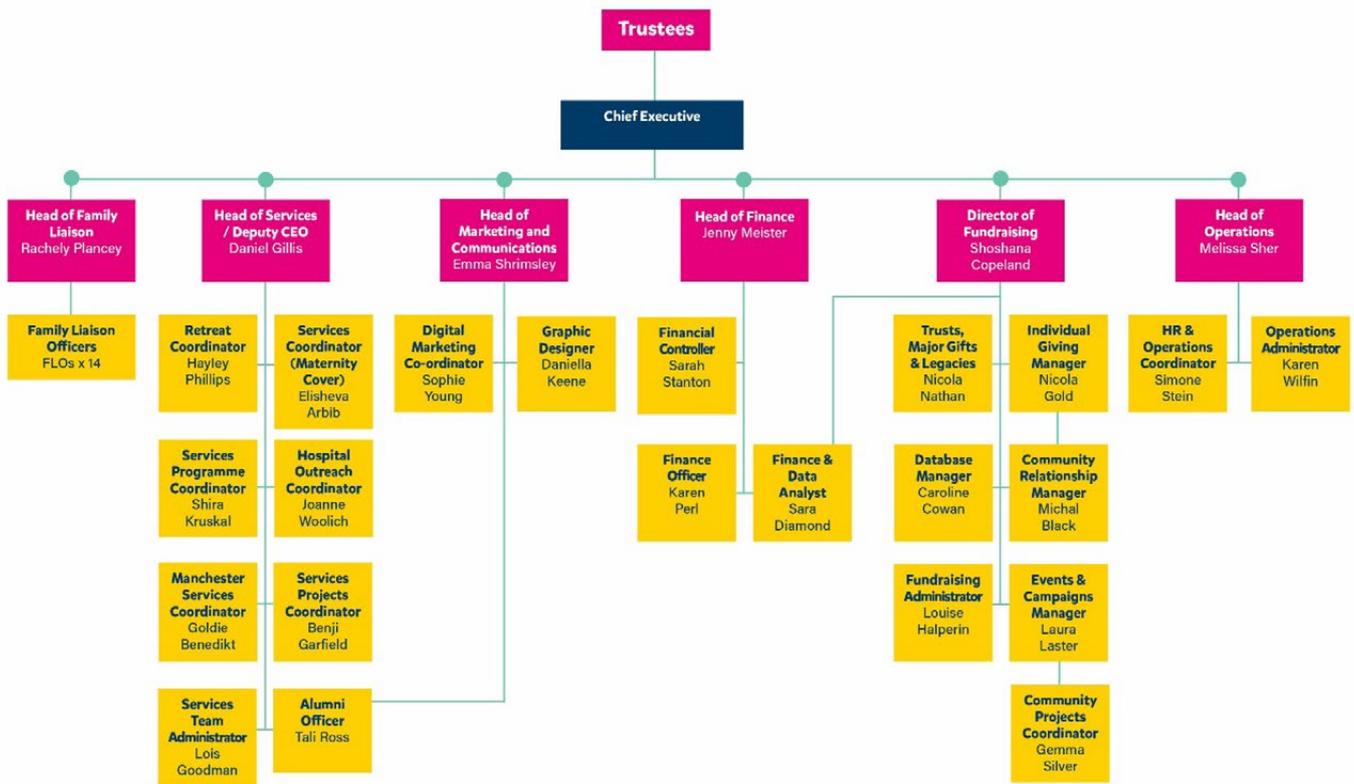
Children's residential retreat (UK): A chance for ill children to spend four days away making memories with their peers, with all their medical needs catered for.

Family retreat: A few days of restorative fun and relaxation for the whole family, enjoying amazing activities and time with others who share their burden.

Parties and outings: Theme park trips, concerts and Camp Simcha parties bring joy to suffering children.

Bespoke support and treats: Help to make tomorrow's treat more important than today's treatment for children.

ORGANISATIONAL CHART



JOB DESCRIPTION

OVERALL PURPOSE:

- To provide strategic vision and leadership to the operation and development of Camp Simcha within the direction set by the Board of Trustees.
- To take overall responsibility for Camp Simcha's management and administration within the established governance and accountability frameworks.
- To ensure that Camp Simcha's operations and services align with its mission and objectives.
- Together with the Chair, to enable the Board of Trustees to set the organisational strategy and fulfil its duties and responsibilities regarding the proper oversight, assurance and governance of the charity and ensure the Board receives timely advice and appropriate information on all relevant matters.
- To act as an ambassador and spokesperson, raising the profile of Camp Simcha amongst the Jewish and wider community, wherever appropriate and to represent the charity at all relevant fora.
- To manage and lead Camp Simcha's staff volunteers and stakeholders.
- To ensure the long-term financial sustainability of Camp Simcha.
- To ensure that the services Camp Simcha provides are safe, effective and relevant to the people it serves.

MAIN RESPONSIBILITIES:

STRATEGY AND BUSINESS PLANNING

- Working with the Trustees and Senior Leadership Team (SLT) to develop and implement Camp Simcha's short and medium-term strategy with clear directions of travel for all aspects of the charity.
- Working with the SLT to develop sustainable business plans to execute the strategy.
- Ensuring that all risks within the business plans are identified and mitigated where possible.
- Ensuring Camp Simcha has the appropriate staffing structure, HR management and systems in place to deliver its strategic aims and objectives.
- Keep abreast of developments affecting the governance of charity operation.

FUNDRAISING, COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

- Working with the Director of Fundraising to ensure adequate funding is available to cover all Camp Simcha's activities and budgetary commitments in the short, medium and long term.
- Working with the Director of Fundraising to establish and maintain ongoing relationships with new and existing major donors.
- Ensuring that a fundraising strategy is devised, approved and implemented in view of the strengths and weaknesses of the charity.
- Ensuring that the profile of Camp Simcha is maintained at a high level and that the organisation is presented in a professional and positive manner.
- Acting as an ambassador for the charity, delivering the Camp Simcha message and encouraging collaboration with other key organisations.
- Working with the Head of Marketing and Communications to ensure that Camp Simcha implements an integrated campaign and media strategy, using traditional and digital media channels.
- Working with the Head of Marketing and Communications to ensure excellent and consistent communication with supporters and stakeholders.

OPERATIONAL MANAGEMENT

- Leading Camp Simcha's SLT, and through it the staff and volunteers, in achieving the organisation's aims and objectives.
- Fostering good decision making and communication throughout the charity.
- Ensuring that Camp Simcha develops, maintains and reviews effective policies and procedures in line with all appropriate legislation and regulator guidance.
- Ensuring that the major risks to which the charity is exposed are regularly reviewed and are well managed.
- Ensuring Camp Simcha fulfils its compliance obligations.
- Overseeing measurement of the charity's impact.
- Ensuring that the views and feedback of beneficiaries are heard and taken notice of.
- Ensuring that Camp Simcha maintains excellent service standards for its beneficiaries and responds to changing needs.

FINANCES AND MANAGEMENT OF RESOURCES

- Being responsible to the Board of Trustees for the overall financial health of the organisation.
- Together with the Treasurer and the Head of Finance, ensuring that trustees are presented with annual budget proposals and regular up-to-date information to enable them to monitor the performance of that charity against agreed budgets and targets.
- Together with the Head of Finance, ensuring that Camp Simcha operates within budget and uses resources effectively and in a sustainable fashion.
- Together with the Treasurer and the Head of Finance, monitoring all serious financial risks the charity is exposed to and ensuring that appropriate mitigations are in place and implemented.

STAFF MANAGEMENT

- Providing effective leadership, supporting staff and the SLT to deliver the strategy.
- Ensuring all staff receive adequate supervision, appraisal and continued professional development opportunities.
- Ensuring that staff wellbeing and resilience are prioritised.
- Ensuring that good employment practices and current HR legislation are adhered to.

GOVERNANCE AND COMPLIANCE

- In collaboration with the Chair, ensuring that Camp Simcha has a governance structure appropriate to the charity.
- In collaboration with the Chair, ensuring an annual programme of Board and Board sub-committee meetings is established and maintained to enable the trustees to fulfil their governance duties adequately.
- Supporting the Board of Trustees to fulfil their responsibilities with regard to good governance, compliance and risk management.
- Ensuring full and accurate reporting to enable Trustees to carry out their overview responsibilities adequately.
- Ensuring that Camp Simcha complies with all relevant legislation and regulatory requirements.



PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

The ideal candidate for this position will have:

- A strong and successful track record of leadership at CEO or senior director level.
- Demonstrable track record of setting and leading organisational strategy and making key decisions with an eye for detail.
- A strong track record of leading and developing high-performing multi-disciplinary professional teams.
- An understanding of income generation and fundraising, with direct experience of building high value alliances that secure financial and wider support across fundraised income sources.
- Experience as an ambassador and spokesperson and of raising organisational profile and recognition.
- Experience of developing relationships with a broad and complex range of stakeholders.
- Experience of managing budgets and maintaining the financial viability of an organisation.
- Experience of working with a Board and of developing and maintaining robust governance, including risk strategy and management, and financial management. Charity governance experience is desirable.

SKILLS AND ABILITIES

The ideal candidate for this position will possess:

- Creativity to develop new ideas for delivering our work and championing our voice.
- Strong negotiation and influencing skills to work with a wide range of stakeholders.
- Strong networking and collaboration skills with an ability to build relationships and successful alliances.
- A strong grasp of financial management systems and processes.
- Excellent written and verbal communication skills.
- Confident public speaking skills.

VALUES AND BEHAVIOURS

- High level of emotional intelligence to facilitate engagement with beneficiaries and stakeholders.
- Personal integrity and excellent interpersonal skills.
- A good appreciation and understanding of the Anglo Jewish Community and sensitivity towards diverse religious custom and practice.

NB this job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the organisation.



TERMS OF APPOINTMENT

SALARY

The salary for this role is c.£120,000 per annum on a full-time permanent basis.

LOCATION

North West London.

PENSION

Auto-Enrolment Pension. Employer's contribution 3%.

ANNUAL LEAVE

20 days + bank holidays (Jewish holidays yom tov days only excl. chol hamoed) + longevity annual leave reward scheme (after completing 3, 5, 7, 9 years of service – additional leave day awarded)

ADDITIONAL BENEFITS

Medical Insurance
Death in Service cover

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet Brown on juliet.brown@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/cs-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 2nd February 2024

Preliminary interviews: w/c 19th February 2024

Final Panel interviews: w/c 11th March 2024