

YADA CEO

Vision, Strategy, Finance, Fundraising, Networking, Operations

The Yada CEO is responsible for ensuring that the overall vision and mission of the charity is adhered to as well as the overall strategic direction and management of the charity.

Line Manager: Yada Chair of Trustees

Hours/Days: Flexible (21-35 hours per week)

Salary: £34,434.40 pro rata

Start date: September 2025

Contract: One year fixed term, to be extended, subject to funding

Location: Yada Offices, West Worthing

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Yada is a Christian charity founded upon Christian principles and there is a genuine occupational requirement that the CEO be a Christian.

Current responsibilities for managing the charity include the following:
(please note there is flexibility to change these depending on the skills and experience of the successful applicant)

Yada Management/HR

- Ensuring compliance with Yada Vision & Mission
- Line Management of Senior staff
- To manage and host monthly team meetings
- Attend quarterly Trustee meetings and present updates
- To be point of contact for Trustees
- Oversee evaluation of Yada projects for Trustees
- Preparation of Trustees Annual Report - draft and publication
- Manage Charity Commission relationship
- Responsible for compliance with legal requirements of charity including Data Protection, GDPR, Equality, DBS, Health & Safety

Yada Development/Strategy

- To lead and develop organisational strategy
- Identify new areas of work
- To evaluate pilot projects and create future project plans
- To oversee the long-term vision of Yada

Finance

- Lead responsibility for all financial decisions and compliance with Charity Commission including financial reports
- Ensuring compliance and smooth management of all Yada financial activities including budget, payroll, pension, invoices, grant funding, investments, gift aid, Independent examination
- Preparation of monthly/annual accounts

Fundraising

- Lead responsibility for all fundraising decisions including applications for grants, fundraising events, corporate sponsorship.
- Managing and developing relationships with new and existing funders including monitoring and reporting.

Networking

- To represent Yada and give talks at network opportunities
- To oversee network development across local business and community

Operations

- To review, evaluate and monitor Yada operations
- To ensure Yada's operations are aligned with the strategic direction of the charity
- To review, manage, update and maintain all Yada systems and processes
- To manage relationship with collaborators
- To recruit/train/induct staff and volunteers for projects
- To identify training, research and development needs within the organisation

Safeguarding

- Act as Safeguarding Lead for the charity
- Oversee Yada's safeguarding process including reporting to Trustees

Policy

- To oversee Yada's policies, including regular reviews and ensuring legal compliance.
- To develop and review risk assessments and policies in response to new projects

Communications

- To oversee our communications strategy

How to Apply

We welcome informal discussion about the role and responsibilities ahead of making an application. We are looking for the right person to lead the team in this exciting new chapter for Yada. If you have gaps in your expertise, please still consider applying as we will shape the role to the right candidate.

By way of application, please send a CV and cover letter detailing how your experience, faith and motivations would make you a suitable candidate for this role.

All enquiries and applications should be made to Helen Moore at helen@yadauk.org.

We will be actively interviewing so early applications are advisable.

The deadline for applications is Monday 2nd June 2025.