



**WORLD YOUTH
ORGANIZATION**

Job Description

Chief Executive Officer (CEO)

Job Title:	Chief Executive Officer (CEO)	Job Category:	Management
Department:	Senior Management	Job Code/ Req#:	0354523453
Location:	London / United Kingdom	Travel Required:	N/A
Level/Salary Range:	Volunteering + £340 monthly honorarium payment + travel expenses incurred.	Position Type:	Part-time
HR Contact:	Kieran Goodwin and Ayath Ullah	Date Posted:	20/06/2018
Training included?	N/A	Posting Expires:	25/06/2018

External Posting URL: <https://www.worldyo.org/about-us/careers>

Internal Posting URL: N/A

Applications Accepted By:

Email:
kieran.goodwin@worldyo.org or
enquiries@worldyo.org

Mail:
World Youth Organization
49 Station Road
Polegate, East Sussex
BN26 6EA
United Kingdom

Role Description and Responsibilities

We are looking for an ambitious, well-connected and passionate individual to lead the World Youth Organization into the future, bringing out its optimum potential so it can educate and support more young people on vital topics such as mental health, lifestyle skills and sex education, across the country and internationally.

As our newly appointed Chief Executive Officer, you will work closely with our Trustee Board, other board members and teams within the charity to create a flourishing, positive environment to work in.

You will be responsible for conducting audits, sourcing funding and sponsorship, keeping the board of trustees informed with charitable and legal developments, updating policies and leading the charity into its next stage as a fresh, tough grounded charity with strong core beliefs.

See the full list of this roles description below:



Job Description

Chief Executive Officer (CEO)

- Prepare a strategic plan and annual budget for approval by the board of trustees
- Operate within the annual budget and ensure management and HR policies are up-to-date
- Recruit and work with the senior management team/trustee board
- Build relationships with politicians, the media and government officials in order to advance the organisation's aims
- Establish and monitor key indicators of the organisation's impact and financial health
- Represent the organisation at external events and publicity opportunities
- Maintain awareness of risks and changes in the external environment that affect the organisation
- Build an effective working relationship with the chair of the trustee board
- Supply regular updates to the trustee board and attend quarterly trustee meetings
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- Establish mechanisms for listening to the views of beneficiaries on the organisation's performance
- Deliver the organisation's business plan and, if necessary, help the organisation to win contracts from public bodies or develop social enterprise 'spin offs'
- Help to ensure a sustainable income from individual, corporate, legacy and trust donations
- Represent the organisation to the media and give interviews
-

The World Youth Organization focuses on advancing current education in schools.

Together with our partners, we work in numerous countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded young people, to the benefit of all youth, everywhere.

Vision

A world where young person receives a well-rounded education gaining the resilience to overcome the challenges they face, the skills to succeed and the opportunity to contribute to their society.

Mission

To prepare young people for life by ensuring they get the support, guidance and opportunities they need to succeed.

Main Activities

- Educational Workshops

WYO Educate offers four different workshops to secondary schools across the UK. (Mental Health, Sex Education, Lifestyle Skills and Careers.)

- Push for change in Curriculum



**WORLD YOUTH
ORGANIZATION**

Job Description

Chief Executive Officer (CEO)

Combining with our workshops, WYO Educate and the World Youth Organization campaign and push for change. We want to see a curriculum with more focus on Mental Health, Sex Education, Lifestyle Skills and Careers.

- Donate school supplies and other forms of learning resources to our international partners and educational establishments (i.e. schools, colleges and universities)

Currently we work in countries like Guatemala and the South American region.

Qualifications and Education Requirements

An undergraduate degree is essential. A master's degree is desirable.

Preferred Skills

Experience in senior management or organisational leadership is essential.

Additional Notes

Must adhere to the Data Protection Act 1998 and maintain the strictest confidence when dealing with a safeguarding concern or report, and handing data from educational establishments.

Reviewed By: Kieran Goodwin

Date: 06/22/2018

Approved By: Ayath Ullah

Date: 06/22/2018

Last Updated By: Kieran Goodwin

Date: 1/15/2019