

Who we are:

Citizens Advice North East Lincolnshire (CANEL) was founded in 1939 providing advice, information, guidance, advocacy and support to anyone who needs it in North East Lincolnshire, which covers Cleethorpes, Grimsby and Immingham. We are an independent, self-funded charity, affiliated to the National Citizens Advice.

We advise on debt, welfare benefits, consumer, employment, housing/homelessness, immigration, legal issues, relationships and families, and any other issues our clients raise. Debt and welfare issues account for 60% of the issues people raise.

Our work is local, working proactively and closely with other agencies within the borough, including the local authority, to share intelligence to improve people's situation and take part in joint initiatives and projects with other local groups.

As part of the wider Citizens Advice Bureau's national federation, we also share details of issues affecting our community which are used to influence central government and national campaigns.

The role:

We are looking for a passionate and dynamic Chief Executive to lead the charity through the next exciting chapter by managing the delivery of our Strategic plan.

Grimsby, Cleethorpes and Immingham is a very challenging area, yet is dynamic with a high national profile, You would be expected to play a major significant role within local community groups enhancing the area.

JOB TITLE: Chief Executive

LOCATION: Grimsby, NE Lincs

HOURS: 37 hrs per week

Salary: £40,000 - £50,000 Dependent on experience

Relocation Expenses: up to £5,000 where appropriate

Key Responsibilities:

With the Board of Trustees, review the strategic plan and be accountable for delivering the strategic plan, financial probity and securing the funds required to deliver the services.

Provide relevant and timely intelligence to the Board to ensure it maintains an overview of the Organisation and can make appropriate strategy, policy, and financial decisions.

Lead the team to ensure the Organisation achieves its objectives and delivers high quality, accessible and fully integrated advice services within the aims and values, mindful always of the specific needs of vulnerable and excluded groups.

Promote a culture of diversity and inclusion in line with our values and ensure our clients' needs are at the heart of all we do.

Represent the charity to our various partners, stakeholders, funders, and the media, developing and maintaining mutually beneficial relationships.

Ensure that the charity fulfils all legal, statutory, regulatory, and quality responsibilities.

Key Experience & Knowledge:

- An understanding of the voluntary and community sector (VCS),
- An understanding of the complex nature of the current funding environment, With a track record of successful income generation, through fundraising, funding bids and marketing activities
- Substantial leadership and management experience at a senior level in a Charity
- Track record of delivering key targets and managing change.
- Experience of managing people and the work of multi-disciplinary teams .
- Experience of developing and managing complex budgets
- Experience of commissioning, and managing contracts and project management.
- Experience of developing and nurturing partnerships and relationships

Key Skills

- Ability to create a positive working environment, empowering and motivating staff and volunteers
- Excellent communication skills, Proficient at producing clear verbal and written reports and funding bids
- A capability to work with Trustees on strategic planning, finance management,
- risk and governance. At the same time able to work on their own initiative.
- Ability to build and manage relationships with many and varied external organisations

CV's including a covering letter should be sent to jill.lambton@advicene1.org.uk

A Job description, Personal Specification and Information about is available from jill.lambton@advicene1.org.uk

CLOSING DATE: 30TH MAY 2025

Citizens Advice NE Lincs are committed to safeguarding and safer recruitment procedures including safeguarding questions & scenarios within an interview, requesting appropriate Disclosure and Barring Service checks (where relevant), robust reference processes and a relevant probation period