Chief Executive Officer – Job Description and Person Specification

November 2026

Overview

At Education Futures Trust (EFT), our purpose is simple but ambitious: to improve the life chances of children, families and vulnerable adults across Hastings and the surrounding area. We work alongside our communities to help people realise their potential and overcome the social, emotional and educational barriers that can stand in the way.

Founded in 2012 by local school leaders, EFT was created through a shared belief in the power of partnership and the importance of delivering essential services for education and the wider community. Fourteen years later, our services have grown and evolved in response to changing local needs, but that commitment remains at the heart of everything we do.

Our work is broad and varied, encompassing key work and alternative provision, speech and language support for schools, adult learning, outdoor learning, sports facilities management and provision, literacy programmes and early years support. Collaboration is fundamental to our success. We work with schools, colleges, local businesses, the council and fellow charities, developing and delivering projects in partnership, providing facilities and delivering commissioned services.
Above all, EFT is powered by people: our staff, Trustees and volunteers bring the energy, expertise and commitment that enable us to support communities across the area.

The Chief Executive Officer (CEO) is responsible for providing leadership, management, development and implementation of the charity's strategic aims. Ensuring effective oversight, financial control, legal compliance and good governance across all aspects of EFT's projects and programmes.
The CEO acts as both an ambassador and leader for EFT by motivating and engaging staff, trustees, volunteers and beneficiaries. The CEO builds and maintains strong relationships with key stakeholders in statutory services such as local authority, health, children's services, schools, third sector and business organisations, elected representatives and media.
The CEO reports directly to the Board of Directors (Trustees).

Purpose of the role

To provide strategic and operational leadership for EFT, ensuring the charity is well governed, financially sustainable and focused on improving outcomes for children, young people, families and vulnerable adults across Hastings and the surrounding area. The Chief Executive Officer will translate the Board's strategic direction into high-quality

services, lead and motivate the organisation's people, strengthen partnerships and secure the resources needed to deliver lasting community impact.

Main Duties and Responsibilities

Leadership

- Lead, support and develop managers, staff and volunteers, setting clear expectations and enabling effective performance, learning and innovation.
- Work constructively with the Chair and Board of Trustees, providing timely, accurate information and enabling effective oversight and decision-making.
- Act as EFT's principal ambassador and spokesperson, representing the charity credibly with beneficiaries, partners, funders, commissioners and the wider community.

Strategy and operational delivery

- Work with the Board, staff and communities to develop, implement and regularly review EFT's strategy and business plan.
- Translate strategic priorities into realistic operational plans, resources, responsibilities and outcomes.
- Ensure services and programmes respond to identified need, are delivered to a consistently high standard and remain aligned with EFT's charitable purpose.
- Monitor the external environment, identify opportunities and risks, and recommend appropriate organisational responses.

Programme and project management, monitoring and impact

- Oversee EFT's portfolio of services, contracts and projects, including the development and delivery of new and capital projects where appropriate.
- Ensure robust arrangements are in place for project planning, delivery, contract management, risk management and reporting.
- Establish and monitor meaningful performance and impact measures, using data, beneficiary feedback and evaluation to inform decisions and continuous improvement.
- Provide clear progress, performance and impact reports to the Board, funders, commissioners and other stakeholders as required.

Financial leadership, income generation and sustainability

- Lead financial planning and management, including preparation of annual budgets, oversight of management accounts, forecasting and effective financial controls.
- Ensure EFT operates within agreed budgets and that the Board receives timely, accurate information about financial performance, pressures and risks.
- Develop and deliver a diverse income-generation strategy, including grants, commissioned services, contracts, trusts and foundations, donations, corporate support, and other appropriate sources.
- Build constructive relationships with funders and commissioners and ensure that funding applications, bids and contractual commitments are realistic, compliant and deliverable.

Partnerships, engagement and influence

- Build and maintain effective partnerships with schools, colleges, local authorities, health and children's services, charities, community and voluntary organisations, businesses and other relevant bodies.
- Identify opportunities for collaborative projects, commissioned services, shared learning and community engagement that advance EFT's purpose.
- Ensure the voices and experiences of children, young people, families, vulnerable adults and other beneficiaries inform service design and organisational priorities.
- Promote EFT's profile, reputation and contribution through active engagement with professional, civic and community networks.

Governance, compliance and organisational assurance

- Ensure the charity operates in line with its governing document, relevant legislation, regulatory requirements, contractual obligations and approved policies.
- Maintain effective systems for safeguarding, health and safety, equality, people management, information governance, risk management and operational assurance.
- Maintain a comprehensive organisational risk register and ensure significant risks and mitigations are reported to the Board.
- Ensure policies, procedures and delegated authorities are current, proportionate, understood and consistently applied.

General Requirements

- Act at all times in accordance with EFT's values, policies and commitment to equality, diversity and inclusion.
- Promote the welfare and safeguarding of children, young people and vulnerable adults.
- Undertake other duties that are consistent with the scope and seniority of the role, as reasonably required by the Board.

Person Specification

- **Leadership and Management -** A strong track record of leading and managing people, services or organisations, with evidence of setting clear direction, building an inclusive culture and supporting others to perform and develop.
- **Strategic and operational delivery -** Evidence of setting or shaping strategic direction and successfully translating priorities into deliverable plans, services and outcomes.
- **Programme and Project Management -** Experience of overseeing projects, programmes or contracts, including planning, risk management, monitoring, evaluation, reporting and continuous improvement.
- **Finance and income generation -** Sound experience of budget setting, financial monitoring and management, alongside a practical understanding of income generation, external funding, commissioning, grants or contract processes.
- **Partnership Working -** A track record of developing productive partnerships across statutory, voluntary, community, education, health or business organisations to achieve shared outcomes.
- **Engagement and influence -** A demonstrable commitment to improving outcomes for children, young people and families, with an understanding of disadvantage, inequality and barriers to participation and achievement.
- **Impact and purpose -** A demonstrable commitment to improving outcomes for children, young people and families, with an understanding of disadvantage, inequality and barriers to participation and achievement.
- **Governance, risk and compliance -** A practical understanding of charity governance, organisational risk, safeguarding and the legal and regulatory responsibilities relevant to a charity delivering community and education-related services.
- **Personal effectiveness -** High levels of integrity, sound judgement, resilience and adaptability, with the ability to prioritise, make evidence-informed decisions and remain accountable for delivery.

Desirable

- Experience of working in a charity, voluntary or community-sector organisation.
- Experience of working in education, children's services, family support or community development.
- Experience of reporting to, or working closely with, a Board of Trustees or equivalent governing body.
- Experience of leading organisational development, service improvement or change

Qualifications

No specific qualification is required. EFT welcomes applicants who can demonstrate the knowledge, capability and experience needed to fulfil the role. Relevant leadership, management, finance, project management, fundraising, education or charity-sector qualifications may be advantageous but are not essential.

Safeguarding Notice

Education Futures Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Offers of employment are subject to an enhanced DBS check and references.

Equal Opportunities

Education futures Trust is an equal opportunities employer and welcomes applications from all suitable qualified candidates.

Further information about Education Futures Trust can be found on the website: www.educationfuturestrust.org

Safer recruitment

Education Futures Trust is committed to safeguarding and promoting the welfare of children and young people. We operate a robust safer recruitment process, including enhanced DBS checks, identity and reference verification, and employment history checks where appropriate. All staff, volunteers and trustees are expected to share our commitment to safeguarding and creating safe, supportive environments for the children, families and communities we serve.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.