

Sussex Prisoners' Families are recruiting a Chief Executive Officer.

As the co-founder and CEO moves into retirement, we are looking for a leader to drive the charity forward to new growth, by increasing our impact and mobilising the participation of families, including children, young people and people in prison and probation and scaling our service model to meet the increasing demand for our services from families and stakeholders.

We are a small passionate team, whose values are embedded in our caring and warm relationships with the families we serve, with our partners and stakeholders, with our funders and with each other.

We are looking for someone who will fit into our culture of relationships built on compassion, integrity and wellbeing. Someone who brings imagination and creativity to consolidating and growing the charity. Someone who is open to learning from our beneficiaries, staff, volunteers, partners and trustees. Someone who has the skills to develop our income portfolio, including fundraising from grants sources and emerging partnerships. Someone who is cheerful about doing the boring day to day stuff that keeps a small charity functioning.

You will be joining an organisation with a passionate team, a skilful and committed board of trustees, three years funding from the National Lottery and other financial commitments giving two-year funding security and new partnership opportunities with statutory and community services.

We welcome applications from people wanting a first step into a Chief Executive Officer role and applications from people with lived experience.

Application Process:

The deadline for applying to this role is 11th February.

For a job pack and/or a preliminary informal discussion about the role, contact Denis Byrne (CEO) at denis@sussexprisonersfamilies.org.uk.

How to apply: Please send your CV and a letter of application telling us about yourself and why you are suitable for the role.

If your application is successful there will follow two interview panels with staff and trustees.

SPF Staff Interview Panel (Week commencing 19th February).

SPF Board Interview Panel (Week commencing 4th March)

Location: SPF supports flexible working including working from home and we have offices in Brighton and Littlehampton.

Rate of pay: £42,305 Full Time Equivalent: 22.5 hours per week which can be applied across the week (with occasional weekend and evening work). Funding permitting these hours can be increased.

This a fixed term contract until 30th September 2025 with an extension dependent upon funding.

This post is subject to an enhanced DBS check.