



MILLION MINUTES

Chief Executive Officer

**Candidate Pack
February 2022**



Welcome from our Chair:

Thank you for your interest in this position. Million Minutes is a vibrant Catholic youth social action charity which plays a key role in promoting the needs and voice of young people in the Church, with an emphasis on Catholic Social Teaching. We are guided by our values:



- Solidarity and subsidiarity
- Participation and community
- Accompaniment and leadership

This is an exciting moment to join the charity and lead our next stage of development and growth. Established 11 years ago, we have transitioned to a new team over the past couple of years. Building on a decade of growth and maturation, the new Board, staff and our current CEO Daisy have further developed foundations from which you will build. We have just begun developing a new strategy, which you will contribute to iterating and finalising, launching towards the end of the year. You will then embed and design programmes which put it into action.

Our vision for this strategy is bold, framed by a desire for renewal in the Catholic Church. What does this look like? Whilst renewal will need multiple organisations and people, we believe there are several broad areas, building on successful work in the past, that we can contribute:

- 1) Develop and promote **CST programmes** as a response to the unique experiences of this generation of young people, informed in part by the impact of the pandemic
- 2) Inculcate a more **inclusive church** by expanding our fledgling work supporting young, marginalised groups (for instance, young women and young LGBTQ+ identifying people), with a focus on practical and pragmatic initiatives
- 3) Further develop **accompaniment and empowerment of young people**. This will build on our exciting programme nurturing innovative, grassroots parish youth ministry and the high-profile Proximity project which has developed new approaches to accompaniment
- 4) Continue to champion the sort of **open youth ministry** that we want to see in the Catholic Church, which values the dignity of every person and serves Catholics and non-Catholics alike

You will design, develop and deliver programmes which put our strategy into action. You will lead our small and brilliant staff team, and explore options to expand it. You will work alongside our [Board of Trustees](#). We are professionals in fundraising, finance, campaigning, communications, programme delivery, youth ministry, education and CST. As a group, we are young, bold, positive and ambitious. As well as governance responsibilities, we get stuck in and will offer practical help to you and the team. You will also work in partnership with likeminded organisations, and our strong network of champions and friends will be on hand to guide and support you.

This job description sets out your responsibilities. Don't worry if there are some areas that are less familiar to you. We know that for many applicants this could be their first senior leadership role. We will help you develop skills and fill gaps. Rather than worry about ticking every box (although it is very welcome if you do!), we are most interested in hearing from dynamic, committed, flexible, creative, hard-working individuals with a passion for young people and their Catholic faith. You will be able to build relationships, inspire others and learn quickly. If this sounds like you, we hope to hear from you. If you have any questions before applying, just drop me an email. Good luck!

Ewan Day-Collins
Chair, Million Minutes

ewan@millionminutes.org



Job Title: Chief Executive Officer

Location: Waterloo, London (with option for some home working)

Salary: £37,000 - £40,000 pa

Hours: 37.5 hours per week (including some weekend/evening work)

Annual leave: 35 days including Bank Holidays and Holy Thursday

Role: Permanent (upon satisfactory completion of 6-month probation)

Reports to: Chair of Board

Responsible for: Our small dynamic staff team

We are happy to explore flexible working options e.g. part-time or compressed hours

JOB DESCRIPTION

1) Strategic Leadership

- Provide vision, leadership and direction to Million Minutes, through effective partnership working with staff, volunteers and a wide range of external stakeholders
- Participate as a key member of the Strategy Committee to iterate and finalise our new three-year strategy to be launched towards the end of this year, framing our work until 2025
- Support and promote inclusion, diversity and equality – and mainstream this in our work
- Adopt a practical and self-aware approach to your own personal development, with an emphasis on continuous improvement

2) Relationship Building and Communications

- Lead as the 'public face' of Million Minutes, representing the organisation in relevant forums, events and the media
- Build relationships with Catholic partners, the social justice sector and youth work partners in order to advance the organisation's goals
- Develop our relationships with Catholic networks such as CSAN, the Catholic Bishop's Conference, Diocesan & local Caritas teams, Religious Orders, retreat centres and CYMFED
- Proactively develop new relationships to grow Million Minutes' reach
- Support the team to ensure high quality communications across Million Minutes' channels
- Support the team to maintain our Salesforce CRM to ensure good supporter management processes

3) Fundraising & Reporting

- Lead on income generation, maintaining and growing our fundraising plans
- Proactively develop and secure new opportunities and funding streams through prospect research, networking and relationship management
- Maintain and nurture strong relationships with existing funders, developing growth opportunities
- Develop and deliver compelling grant applications and pitches to secure continuation and new funding
- Compose high quality written and verbal reports to funders on use of their grants and donations, maintaining our schedule to comply with reporting deadlines

4) Programme oversight

- Design and develop new programmes, and embed and expand existing programmes, in line with our new strategy
- Develop work plans to ensure milestones, timescales and deliverables are identified in delivery of Million Minutes programmes



- Monitor delivery of programmes – including owning monitoring plans, risk management processes – to maximise our impact through intentional learning and ensure delivery remains compliant with funding contracts/grant agreements
- Test and refine new ideas to ensure Million Minutes remains a creative, innovative operation
- Develop partnerships with programme funders, key stakeholders and beneficiaries to improve programme delivery through collaboration
- Appetite to get stuck into programme delivery and humility to complete any tasks that need to be done

5) Team/Line management

- Support, empower and develop the Million Minutes staff team through objective setting, regular supervision and professional development
- Promote the wellbeing of Million Minutes staff
- Lead on recruitment and selection of new staff
- Develop opportunities to expand the team, including volunteers

6) Financial Management and Governance

- Maintain the charity's financial systems and work with our accountant to ensure timely payments and reporting
- With our Finance Group, monitor financial performance and set annual budgets in line with the charity's Reserves Policy and financial processes
- Work with the Board to ensure high quality governance of the charity, and provide advice and information to the Board regarding organisational performance and direction
- Embrace the operational and governance processes and systems that are already in place, including data management, risk management, audit and compliance
- Act in accordance with Million Minutes' policies and procedures, and work with the Board of Trustees to update these in line with review cycles
- Working with the Board Safeguarding Officer, promote a culture of proactive, effective safeguarding in the team and your own work, and deliver responsibilities in line with the organisation's relevant policies

Moreover, be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the role of CEO

WORK IN A CATHOLIC CONTEXT

As the CEO of the charity, this role needs a commitment to and familiarity with the teachings and practices of the Catholic Church¹. We are members of the Church: we believe it is true and we believe we have an important role to play in its renewal. We are open-minded and open-hearted: a commitment to serve all people is integral to our Catholic faith. To this end, you will:

- Work with Catholic leaders and key supporters (including Bishops, youth ministers, teachers, priests, members of Religious Orders, other Catholic organisations and Diocesan staff) to maximise existing support for Million Minutes' work and to develop new relationships
- Promote Catholic Social Teaching and [its values](#) in all that we do, including promoting the dignity and equality of every person
- Work in a way which ensures Million Minutes' activity is inclusive and open to all young people, in service of both Catholics and non-Catholics

¹ For genuine occupational requirement reasons we are looking to appoint a practicing Catholic to this post (exemption under the Equality Act 2010 Part 1 Schedule 9)

PERSON SPECIFICATION

We know not everyone will fully meet all the criteria below, especially if you're not yet in a senior role or if working in a less formal setting, like a chaplaincy or a much smaller organisation, so we'll help you get up to speed if you're really up for it (see 'How we will support you', below). We'll recruit based on being a fast learner and having a decent number of key criteria under your belt. Do think around these – most of us have these skills if we reflect on other parts of our lives beyond our paid work.

Whilst we are keeping direct experience/knowledge requirements to a minimum, we need you to use the covering letter to demonstrate your capabilities in relation to each of these points below. Where relevant use your answers to illustrate how your competencies have helped you achieve positive results, providing examples and evidence.

Experience

1. Experience of line management and/or project management, delivering results in a collaborative way
2. Experience of raising income in a non-profit setting, and stewarding partnership-based relationships with funders and/or other stakeholders
3. Experience in financial planning, budget development and financial monitoring; and/or proven proficiency in working with and analysing quantitative information
4. Experience of planning and/or delivering high quality programmes

Skills, Knowledge and Abilities

5. Excellent interpersonal skills to build effective relationships with a range of stakeholders
6. Knowledge of the Catholic Church in England and Wales (at national and/or local level), and personal commitment to living out your Catholic faith in this role²
7. Knowledge of Catholic Social Teaching and/or youth ministry
8. Excellent written and verbal communication skills
9. A proven self-starter with an entrepreneurial spirit, able to work independently in a values-led approach

HOW WE WILL SUPPORT YOU IN THIS ROLE

The nature of a CEO role is that you will need to work independently, setting your own priorities and managing your own workload. The relationship between a Chair and a CEO is not a conventional line management relationship: at Million Minutes we strive for a partnership approach that empowers you with tailored support to lead the organisation effectively. We recognise that you will need support to develop and bed in. To this end, we will tailor a plan with you to ensure you get the support you need to succeed in the role, including:

- A comprehensive induction plan to take you through your first month
- Handover from our incumbent CEO Daisy, including informal chats in your first few months to get advice and troubleshoot problems
- Access to a CEO manual to guide you through key organisational processes
- Clear 3-, 6- and 12-month objectives with reviews at each point to provide structure, transparency and objectivity to your first year
- Co-produced Professional Development Plan, resourced with a training budget and subscription to relevant sector bodies e.g. NCVO
- Depending on your development needs, a Management Committee formed of Trustees may be created to provide regular, structured support over your first year

² For genuine occupational requirement reasons we are looking to appoint a practicing Catholic to this post (exemption under the Equality Act 2010 Part 1 Schedule 9)

- One-to-one training and accompaniment in targeted areas from experts, such as Trustees or friends of Million Minutes. This will depend on your experience and may include areas such as financial management or fundraising
- Introductions to key stakeholders and handover of key relationships
- A friendly, supportive environment rooted in the belief that we succeed when we empower each other and learn from the mistakes we make

APPLICATION PROCESS

How to apply

Please apply by sending a CV (maximum 1 page) followed by a covering letter (maximum 3,000 words). The CV should detail your professional and voluntary experience, plus your qualifications. The covering letter should address in turn how you meet each of the nine 'Experience' and 'Skills, Knowledge & Abilities' outlined in the Person Specification. We strongly suggest you use evidence and examples in your covering letter.

Send applications in one PDF document labelled '*CEO Application_YOUR NAME*' to ewan@millionminutes.org

Closing Date

Applications must be received by **11pm, Friday 25th February**

Application Process

Should you be shortlisted, you will have two interviews. We plan to complete the process in the first two weeks of March:

1. Panel interview with a group of Million Minutes stakeholders, including a presentation
2. Interview with Chair and a Trustee of Million Minutes, including a test

One of the interviews may be in person in our office in central London (to be confirmed). We can make reasonable adjustments if required, please just let us know.

Questions?

If you are considering applying but have some questions, feel free to email any questions or request a chat with our Chair Ewan to find out more about the role. Contact Ewan in confidence at ewan@millionminutes.org

Note, we welcome applications from people from diverse backgrounds and/or marginalised communities. We particularly welcome applications from women, who are under-represented in leadership roles in the Catholic Church. Note, there is no obligation to be educated to degree level.

