

CHIEF EXECUTIVE

Recruitment Pack



RICHARD
WHITEHEAD
FOUNDATION

WELCOME

As I know from my own experiences, sport and physical activity have the power to inspire, enable and unlock potential; building self-esteem and providing success. However, many barriers prevent disabled people from accessing sport and whilst the sport sector is tasked by government to tackle inequalities, it has a long way to go in achieving equality and inclusion.

That is why I established the Richard Whitehead Foundation in 2021 to help disabled people be happier and healthier. I wanted to use my passion and experience to inspire others to get active and achieve their ambitions through sport and physical activity. At the Foundation, we believe in the impact of sport: the increased mental well-being; the confidence; the self-esteem; the social inclusion and employability which come from it. We want the disability community to be able to thrive and benefit from all these opportunities, and we have big ambitions for the future. We are listening to the disability community, learning from our projects, and are focused on our vision and purpose.



After an exciting first 4 years we are now looking for a dynamic and driven Chief Executive to take us on the next stage in our journey, updating our strategy and growing our reach. We are looking for someone who is self-driven and committed to our values; someone able to demonstrate their ability to grow a charity through fundraising, which they will have extensive experience and previous success in. We are also looking for a dynamic individual who is confident communicating with people at all levels from volunteers to senior leaders, beneficiaries to funders, in order to build relationships and partnerships to take the charity forward.

If you want to make a real difference to the lives of disabled people, are inspired by the impact sport can have on people's lives and can help us in building the relationships and partnerships we need to move forward, we would love to hear from you.

Best wishes

Richard Whitehead MBE

WHO WE ARE



Our vision

Enabling disabled people's ambitions.

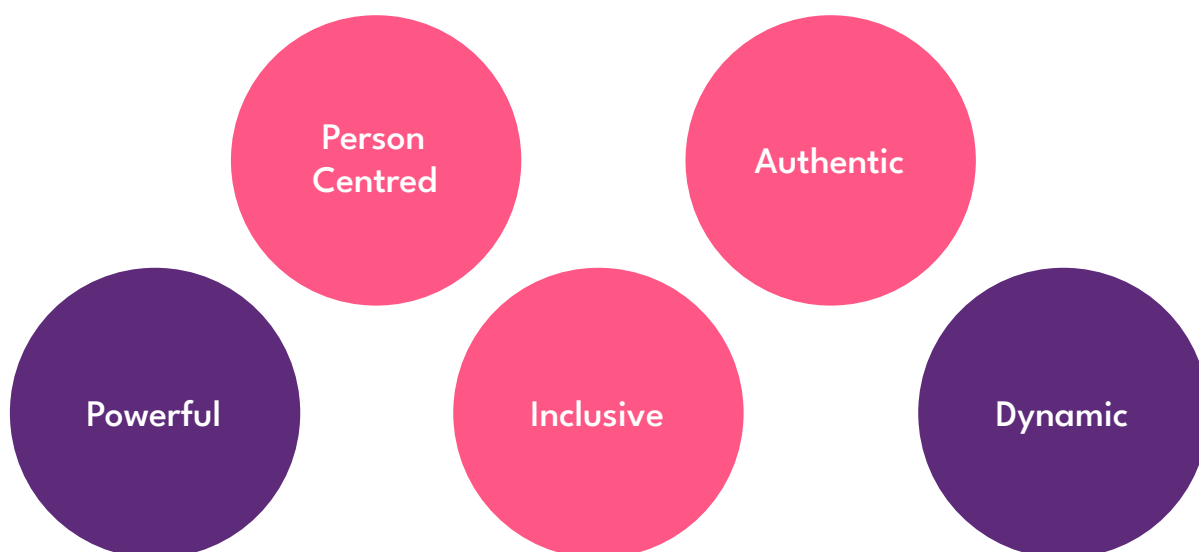
Our purpose

We believe disabled people should have access to the life-changing power of sport.

Our mission

We place the individual at the centre of our work. We provide access to life-changing support, mentoring, information, advice, equipment, and opportunities that will spark a sustained lifetime intervention.

Our values



OUR TEAM



**President and
Founder,** Richard
Whitehead MBE

Richard Whitehead MBE is a Paralympic Gold Medallist, professional athlete, marathon runner and a passionate diversity and inclusion champion.

Having been born with a double through-knee congenital amputation, Richard developed a passion for sport at an early age, with his parents encouraging him to participate in sports and teaching him how to live a life without limits...a philosophy which has defined his life and those around him.

Over 20 years ago, Richard dreamt of running a marathon, and signed up and completed the New York Marathon. Since that incredible achievement, he achieved gold and silver medals in the Paralympics team, including winning a gold medal in the T42 200 metre on home soil at London 2012.

Richard is now undertaking an epic 20 marathon challenge around the world throughout 2025, to bring him to an incredible 100 overall, connecting with communities and sharing his mission of true inclusion.

Over Richard's long and inspiring career, his strong belief remains that anything is possible, and whatever age or ability you are, everyone has a gift and potential to nurture and fulfil.



Chair, Dr Mark
Fosbrook PLY

Mark and Richard work with another 10 trustees bringing skills in charity leadership, disability sport, finance, marketing, fundraising, communications and strategy. Full details of the board can be found on our website.

JOB DESCRIPTION

Post Title:

Chief Executive Officer

Reports to:

Board of trustees

Responsible for:

Project Managers x 2, Communications Officer,
Fundraising Consultant, Volunteers

Location:

Home based, with regular UK wide travel where required. Although the charity has national reach there is a particular focus on activity in Nottingham, Richard's home town.

Hours:

Part time – 22.5 hours per week

Flexibility:

Flexible working is available; the role will require some evenings and weekends work.

Length of contract:

Permanent

Salary range:

c. £55,000 (FTE - 33,000 pro rata))

About the Richard Whitehead Foundation

The Richard Whitehead Foundation enables disabled people's ambitions through the power of sport and physical activity. We work with disabled people who are facing physical and emotional challenges. We help to identify and remove their barriers to engaging in sport and physical activity, supporting them to reach their full potential. them to reach their full potential.

Job Summary

The CEO will be responsible for leading the strategic direction and overall management of the Richard Whitehead Foundation. They will ensure it has a positive impact on enabling disabled people's ambitions by removing barriers to give disabled people access to the life-changing power of sport.

The ideal candidate will be a driven and visionary leader with a strong passion for making a difference.



Key Responsibilities

- Work with the board to review and develop the strategic plan for the Richard Whitehead Foundation.
- Develop lead and manage an operational plan and budget to deliver the strategy
- Proactively build, develop and manage relationships with key stakeholders, including funders, beneficiaries, disability organisations, volunteers, and staff ensuring that the Richard Whitehead Foundation is able to deliver on its objectives.
- To be bold in our ambition to empower disabled people through the power of sport.
- Lead, motivate and inspire the Richard Whitehead Foundation to achieve its goals and objectives, ensuring that the organisation has the right talent and resources to achieve its strategic objectives.
- Develop and implement fundraising strategies to ensure the sustainability, development and delivery of the Richard Whitehead Foundation and future projects, diversifying our income streams and growing overall income. This will include supporter acquisition, funding applications, event management and donor stewardship.
- Develop and oversee a marketing and communications plans
- To have a hands-on approach to progressing the Richard Whitehead Foundation
- Regular contact with trustees most notably the Chair, and President.
- Ensure that the Richard Whitehead Foundation is compliant with all relevant regulations, including those related to fundraising, governance, and charity law.
- Ensure that the Richard Whitehead Foundations programmes and services are of a 'gold standard' and are delivered in a cost effective and efficient manner.
- Build and maintain a strong public profile for the Richard Whitehead Foundation, representing the charity at events, in the media, and with key stakeholders.
- Financial management including budget setting and forecasting



Key skills and Experience

- Experience of developing and implementing fundraising strategies and significantly growing income, we specifically welcome experience in grant funding, major donor stewardship and corporate partnerships.
- Alignment to the Richard Whitehead Foundation ambitions and values.
- A proven track record of success in a leadership role, ideally in a charity setting
- Strong strategic planning and management skills, with the ability to take people on a journey.
- Excellent communication and interpersonal skills. Can demonstrate the ability to connect with people at all levels and experience in building and managing significant relationships
- Experience in proactively building and managing key partnerships on behalf of a charity
- Experience of setting and managing budgets, day to day financial management and an understanding of charity finance.
- Clear commitment to developing people to enable them to achieve their full potential. With experience of managing, volunteers, and stakeholders.
- A passion for inclusion, accessibility and equity and an understanding of the challenges of intersectionality in the disabled community
- Experience in the charity sector and an understanding of charity governance and regulation.
- Knowledge and experience of marketing and communications, ideally in the charity sector, and a knowledge of effectively using social media in a charity setting.

CORE EXPECTATIONS

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the RWF somewhere where everyone can achieve their full potential.

Value	Richard Whitehead Foundation Behaviour	Associated Competency
Person Centred	We listen and value the lived experience of disabled people in everything we do.	Listening skills Not making assumptions Co-production Responding to needs Inclusive by design
Dynamic	We are positive, agile, transformative, and responsive.	Pace of work Responsive of need Follows up on opportunities Solution finder
Powerful	We are bold in our ambitions for our community and act as a force for change	Challenging Influencing Stakeholder relations Political
Inclusive	We are inclusive by design, with a targeted approach for those who need support the most.	Understand the complexities of intersectionality Inclusive by design
Authentic	We are true to our mission and purpose; honest, genuine, and transparent in our approach	To live our values in every aspect of your life.

The Richard Whitehead Foundation has an expectation that the CEO will be expected to achieve an annual income target as agreed annually by the board. In year one this has been set at £100k.



Health and Safety

All employees and volunteers have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with RWF as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Learning and Development

To take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing, and storing of RWF information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the RWF, our stakeholders, and beneficiaries, in all aspects of the role.

Safeguarding

The Richard Whitehead Foundation is committed to safeguarding and protecting the individuals that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Equity, Inclusion and Diversity

The Richard Whitehead Foundation strives to engage an ability-based workforce which reflects the diverse nature of our communities. We are committed to equity, diversity and inclusion and it is important to us that this is reflected in the diversity of the people who work for us.

Other

We encourage a flexible and agile approach to working to meet the needs of the RWF and your quality of life. Due to the size of the RWF, there will be a requirement to meet outside of traditional office hours and to manage your own time to ensure you achieve the targets for RWF.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the foundation.

OUR BENEFITS



Key Benefits

- ✓ Flexible working
- ✓ 28 days annual leave, plus public and bank holidays (pro rata for part-time employees)
- ✓ Access to company Pension
- ✓ Access to learning and development opportunities.

Policies

- Maternity and adoption leave: 26 weeks' Ordinary Adoption Leave, followed by up to 26 weeks' Additional Adoption Leave
- Paternity leave: 2 weeks statutory pay
- Compassionate leave
- Sickness pay
- Shared parental leave policy
- Baby loss policy
- Menopause policy
- Transitioning policy

HOW TO APPLY



Valued Recruitment is working exclusively with The Richard Whitehead Foundation to recruit this pivotal position.

We are an ethical recruitment company, intent on hiring inclusively and transparently.

To apply, we welcome a CV and a 2 page (maximum) covering letter addressing your motivation for applying and your experience that is relevant to the role. Please send this to anna@youarevalued.co.uk

Accessibility is incredibly important to us at Valued Recruitment and at The Richard Whitehead Foundation. If you would like any accessibility amendments or support throughout the application and interview stage, please don't hesitate to let us know. No question or request is too big or too small. We want this process to be comfortable and enjoyable and a chance for you to bring your best self to the process.

Thank you for your interest in the position of Chief Executive at the Richard Whitehead Foundation.

Closing date:

Thursday 26th June

First stage interviews:

1st or 2nd July (virtual)

Second stage interviews:

11th July (in person)

The Richard Whitehead Foundation is a Charitable Incorporated Organisation (CIO) registered in England and Wales (1194726). Registered office: c/o 9ine Accounting, 76 Bridgford Road, West Bridgford, Nottingham, NG2 6AX.

Valued.