



# GREATER MANCHESTER RAPE CRISIS

## Chief Executive Officer

## Job Pack 2025

**SUPPORTING WOMEN IN  
GREATER MANCHESTER FOR OVER 45 YEARS**



## **Introduction from Sohayalla Wilson - Greater Manchester Rape Crisis's Chair**

Thank you for your interest in Greater Manchester Rape Crisis (GMRC's) CEO role. GMRC's vision is to challenge rape culture and support and empower women who have experienced rape and sexual violence. GMRC is seeking to recruit a new CEO to replace our current CEO, Anne Stebbings who is planning a well earned retirement after successfully leading the organisation for over twenty years.

During her tenure, GMRC has become one of the leading sexual violence services in Greater Manchester. We are now looking for a new CEO to carry forward our invaluable work. We envision that the new CEO will look for new opportunities to build on the foundations of the organisation whilst promoting its values.

Despite the progress we have made, one on four women are still victims of rape or sexual violence as adults. Whilst sexual violence remains so prevalent within society, we aim to be here to campaign, raise awareness and most importantly support survivors.

Our core values are to listen, support and believe. We will not judge, we will offer support to women in Greater Manchester no matter when or where it happened. We are a survivor led organisation, our services are developed and guided by the people that use them so we can deliver the highest quality services.

Our overarching vision guides us and ensures that safety and wellbeing is always at the core of the services we provide, which include:

- **Counselling Service**
- **ISVA Service**
- **Helpline**
- **Peer Support**
- **Training**

We firmly believe that, building strong relationships with our partners and stakeholders is the best way to provide the highest quality support for our survivors. We work in partnership with a range of local and national organisations including National Rape Crisis, local and national government, statutory services and third sector organisations.

The GMRC Board are now seeking to appoint a new Chief Executive Officer to lead the organisation and provide strategic direction for the organization based on our feminist values. We are looking for an accomplished individual with a proven record of success in management; finance and implementing a successful strategic vision lead GMRC into an new and successful era. We want our new CEO to be passionate about supporting survivors; with experience in leading strategic business operations and who is keen to play their part in providing quality services. It is a challenging environment, both politically and socially, and so the post demands an experienced leader able to navigate the landscape and help shape the organisation for the future.

Reporting to the Board, the Chief Executive Officer will:

- Lead the staff team to deliver on strategic objectives as approved by the Board
- Be a figurehead for survivors experiencing sexual violence across Greater Manchester
- Create a diverse, positive, open culture, which delivers results.

### **How to apply**

To apply for this role, please email a detailed CV along with a supporting statement (the supporting statement should be no more than three sides). Outlining your experience and how you meet the criteria for the role as outlined in the person specification to:

[helen@manchesterrapecrisis.co.uk](mailto:helen@manchesterrapecrisis.co.uk)

We look forward to hearing from you.

**Sohayalla Wilson, Chair of GMRC's Board of Trustees, January 2025**

# OUR CORE VALUES

**Our core values underpin the work of the organisation and correspond with those of the Rape Crisis England & Wales.**

**GMRC is a women led, women only service committed to providing a safe space in which survivors can heal.**

**Sexual violence is perpetrated by someone who is known and by strangers. It can happen to anyone regardless of their age, ethnicity, sexuality, class, disability etc.**

**Our values mean that we always strive to:**

- **To provide high quality, specialist support to victims and survivors of sexual violence and child sexual abuse.**
- **To increase awareness and understanding of sexual violence and child sexual abuse and the impact they have on victims and survivors, challenging myths and misconceptions.**
- **To promote and represent the rights and needs of victims and survivors, including advocating for a fairer criminal justice system.**
- **To provide a range of appropriate and effective services to support women and girl survivors in their recovery.**
- **To be at the forefront of developing new services which support survivors in their recovery.**
- **To enable women and girls who have experienced sexual violence to have a voice.**
- **To promote greater public understanding of the nature, context and impact of sexual violence.**
- **To work with relevant agencies to draw up legislation, policy and practice which improves service provision, reduces barriers to support & justice, reduces and ultimately eliminates sexual violence.**

# SERVICES PROVIDED



**HOLISTIC SERVICES**  
**TRAUMA FOCUSED YOGA**  
**WALKING GROUP**



**HELPLINE OPEN**  
**MONDAY TO FRIDAY 10 AM TO 4PM**  
**AND WEDNESDAY, THURSDAY EVENINGS**  
**6 TO 9PM**



**SPECIALIST SERVICES FOR**  
**STUDENT WOMEN**  
**WOMEN ABUSED IN A RELIGIOUS SETTING**  
**WOMEN IN HMP STYAL**  
**SOUTH ASIAN WOMEN'S GROUP**



**COUNSELLING**  
**FREE FACE TO FACE COUNSELLING UP**  
**TO 26 SESSIONS**



**DBT GROUPS**

**TRAUMA FOCUSED THERAPY GROUPS**  
**4 PEER SUPPORT GROUPS INCLUDING ONE FOR STUDENTS AND**  
**ONE FOR FAMILY AND FRIENDS OF SURVIVORS.**  
**IN SEPTEMBER 2023 THE HOLDING HOPE PEER SUPPORT GROUP**  
**WON THE MARSH AWARD FOR THEIR WORK.**



**GROUPS**  
**INFORMAL COFFEE**  
**MORNING**



**INDEPENDENT SEXUAL VIOLENCE**  
**ADVOCATES**  
**PROVIDING INFORMATION AND SUPPORT**  
**TO WOMEN AROUND REPORTING AND THE**  
**CRIMINAL JUSTICE SYSTEM**  
**DROP IN SERVICES AT THE UNIVERSITY**  
**OF SALFORD AND MMU**



# SERVICES DELIVERED 2023-2024



# CEO ROLE DESCRIPTION

Reporting to - Chair of the Board of Trustees

## **PRINCIPLE RESPONSIBILITIES:**

**GMRC is a feminist organisation with women's empowerment and agency at the centre of our work and relationships. The leadership provided by the CEO should embody and enact these principles.**

1. Build on the success and achievements in service provision, to lead GMRC's continued development and growth Provide effective leadership to staff and maintain GMRC's core values.
2. Maintain a strong and effective relationship with Rape Crisis England and Wales.
3. Maintain and further develop strong networks and relationships with commissioners, funders, delivery partners, stakeholders and government.
4. Review the current commissioning environment and opportunities available to GMRC against our current Strategy and develop and execute a clear plan for the future/ recommissioning.
5. Develop additional non-statutory funding sources to diversify our income and support innovation for services and systems change.
6. Ensure the finances of the organisation are effectively managed, reporting to the Board on all matters relating to budgets, funding, HR, governance and procurement.
7. Support the Chair and Trustees as appropriate so that the strategy and projects are effectively implemented, and all legal and statutory requirements are met.
8. Ensure that the equality is at the core of the organisations values, by building an accessible, barrier free, safe space that values diversity and difference amongst the women that use the services.
9. Ensure the organisation works to protect single sex spaces for female survivors of sexual violence.

**No job description can cover every aspect of the post and the post holder is expected to carry out additional duties and responsibilities according to the needs of the organisation. Demonstrating agility and flexibility as a leader is a key requirement for this role.**

## **DETAILED RESPONSIBILITIES:**

1. Provide effective leadership to the organisation, by leading on the next stage of GMRC's strategic development.
2. Role model motivational leadership for our volunteers, employees service users and board members, providing strong and effective direction for GMRC to achieve its strategic aims.
3. Effectively communicate GMRC's organisational goals, vision, values and strategy so people are inspired to work towards the same end.
4. Promote the aims, principles, policies, interests and well-being of GMRC and protect its integrity and reputation.
5. Be the lead spokesperson and an active and visible ambassador to external audiences.
6. Provide effective leadership to the Senior Management Team in which individual roles are clearly defined, but where a collective responsibility for key decisions and policies is also fostered so the team provides strong and effective direction to the charity.

## **PEOPLE AND CULTURE**

1. Ensure that GMRC is a diverse, inclusive organisation, with a culture of respect and cooperation where people can express their views with confidence they will be heard.
2. Directly line manage the senior team.
3. Ensure that the equality is at the core of the organisation's values, by building an accessible, barrier free, safe space that values diversity and difference amongst the women that use the services.
4. Ensure the organisation works to protect single sex spaces for female survivors of sexual violence.

## **EXTERNAL AFFAIRS AND RELATIONSHIPS**

1. Foster positive working relationships with key stakeholders.
2. Develop, build and maintain effective networks both internally and externally to achieve the organisation's objectives.
3. Enhance GMRC's reputation and raise awareness of our services in the wider communities.
4. Develop, build and maintain effective relationships, at a senior level, with policy makers and key Stakeholders, including statutory and voluntary partners and local and national government.
5. Build on the network of partnerships that are the bedrock of our service delivery in all regions.
6. Deliver cultural change through campaigns and external communications
7. Proactively consider ways in which GMRC can work in collaboration with other like-minded organisations to achieve even greater impact for service users.

## **FUNDRAISING AND DEVELOPMENT**

1. Ensure that the organisation is adequately funded.
2. Write funding bids with the support of senior staff.
3. Maintain a clear, positive, proactive and regular dialogue with all significant funders new Develop new funding sources -with a secure funding mix.
4. Maintain good governance of existing contracts.
5. Maintain regular evaluation of services to inform funders and service development.
6. Provide regular financial updates to the board.

## **SERVICE DELIVERY**

1. Ensure that high quality services, which positively impact the lives of survivors are delivered by GMRC.
2. Regularly review the organisation's quality of service and take steps to enhance quality and delivery.



## **FINANCE**

1. Ensure that operational staff effectively manage the day to day financial management of the organization with robust financial systems, whilst adhering to organizational policies and procedures.
2. With the board ensure that financial accounts are created by external auditors in line with Charity Commission requirements.
3. Report to the board annually, regarding the organizations financial status.

## **STATUTORY RESPONSIBILTIES AND GENERAL COMPLIANCE**

1. Ensure GMRC complies with all legislative and regulatory requirements.
2. Ensure that all risk assessments are thoroughly prepared and managed
3. Advise the Board as appropriate of compliance issues relating to Company and Charity Law.
4. Keep up to date on legislation regarding sexual violence, the criminal justice system and any other matters that affect GMRC and our service users.
5. Monitor any complaints and ensure they are dealt with in accordance with the complaints procedure Ensure all health and safety requirements are fulfilled.

## **BOARD OF TRUSTEES**

1. Work with the Board, supporting Committees to set direction for the Charity on: People, Finance & Operations.
2. Ensure that the charity complies with Charity Commission standards.
3. Services Safeguarding; Fundraising, Development Comms.
4. Advise the Board on any changes in the wider environment that might impact on the service or organisation Fulfil the responsibilities of Company Secretary and deliver the AGM.
5. Present and report to the Board on the charity's performance, ensuring that appropriate processes monitor progress against strategic objectives.

## **TERMS OF APPOINTMENT**

The salary for this role is P07-P08 starting at £52,805 - £56,073 per annum on a full-time fixed term contract for one year which will be extended subject to funding

## **LOCATION**

Central Manchester

Hybrid working up to 2 days at home will be considered.

## **PENSION**

6% Employer Contribution

## **ANNUAL LEAVE**

30 days annual leave entitlement plus public holiday.

This post is open to female applicants only as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010. GMRC is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds and particularly those from Black and Minority Ethnic Communities.

## PERSON SPECIFICATION

Educated to degree level.	CV & at interview	Essential
A strategic leader with knowledge of the challenges of leadership in the charity sector and experience of working within a values driven organisation.	CV & at interview	Essential
Experience of the key roles of finance, fundraising, IT and HR, and a proven ability to lead across all functions.	CV & at interview	Essential
Good knowledge and understanding of relevant legislation associated with charities.	CV & at interview	Essential
Feminist understanding of sexual violence.	CV & at interview	Essential
Commitment to continuous improvement and personal development.	CV & at interview	Essential
Knowledge of the key elements of effective monitoring and data collection.	CV & at interview	Essential
Evidence of developing new projects.	CV & at interview	Essential
Demonstrate a strong understanding of the issues of sexual violence.	CV & at interview	Essential

Direct line-management experience including performance management and supervision. With demonstrable experience of delivering positive action oriented leadership and leading people effectively to deliver outstanding services.	CV & at interview	Essential
Demonstrable knowledge and understanding of issues facing VAWG organisations in the current environment.	CV & at interview	Essential
Experience of partnership working and managing relationships with a range of agencies, funders and influencers A strong track record in building resilient relationships and effective partnership working with external groups.	CV & at interview	Essential
Experience of income generation with a proven track record of successful tendering for contracts and grants and developing plans to raise unrestricted income.	CV & at interview	Essential
The ability to prepare and manage the delivery of budgets, monitoring progress against priorities and mitigating risks.	CV & at interview	Essential
Practical experience of providing support to vulnerable adults.	CV & at interview	Desirable
Experience of working in or with the third sector.	CV & at interview	Desirable

Managing self and personal skills: Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.	CV & at interview	Essential
Delivering excellent services: Providing the best quality service to survivors and partner agencies and stakeholders, building genuine and open long-term relationships.	CV & at interview	Essential
Finding solutions: Taking a holistic view and working enthusiastically to analyse problems and develop workable solutions, identifying opportunities for innovation.	CV & at interview	Essential
Embracing change: Being open to and engaging with new ideas and ways of working. Adjusting to unfamiliar situations, shifting demands and changing roles.	CV & at interview	Essential
Using resources effectively: Identifying and making the most productive use of resources including people, time, information, networks and budgets.	CV & at interview	Essential
Engaging with the wider context: Enhancing own contribution to the organisation through an understanding of the bigger picture and showing commitment to organisational values.	CV & at interview	Essential
Supporting and encouraging others to develop their professional knowledge, skills and behaviours to enable them to reach their full potential.	CV & at interview	Essential

Be an effective leader with excellent interpersonal skills and is a confident communicator both orally and in writing.	CV & at interview	Essential
Ability to inspire and motivate others.	CV & at interview	Essential
Strong negotiating and influencing skills, in local government, statutory, voluntary and community sectors.	CV & at interview	Essential
Excellent communication and listening skills.	CV & at interview	Essential
Strong self-management and organisational skills.	CV & at interview	Essential
Works co-operatively and productively with others, to achieve results.	CV & at interview	Essential
Committed to the values, aims and objectives of GMRC.	CV & at interview	Essential

## **How to apply**

**Please note that we request you ensure that no personal information is contained in your CV or supporting statement. Please confirm your name, contact information and your right to work in the UK in the body of the email when applying for the post.**

Please email your CV, supporting statement (no more than 3 sides) demonstrating how you meet the essential criteria and GMRC Equalities Monitoring form to: [helen@manchesterrapecrisis.co.uk](mailto:helen@manchesterrapecrisis.co.uk)

We look forward to receiving your application. If you require further information please call 0161 273 4591 or Email: [help@manchesterrapecrisis.co.uk](mailto:help@manchesterrapecrisis.co.uk)

**Closing date for applications: 14th February 2025**

**Interview date/s: TBC**

