

## Head of Office of the Charity Commissioner

<b>Department</b>	Strategic Policy, Performance and Population
<b>Division</b>	Office of the Charity Commissioner
<b>Reports to</b>	Charity Commissioner
<b>Responsible for</b>	Customer Service, Administration and Research Officer/contract staff as required
<b>JE Ref</b>	SPPP107.1
<b>Grade:</b>	<b>CS 13</b>
<b>JE Date:</b>	<b>29.08.2024</b>

### Job purpose

This post is a senior management position where the person appointed will have a high level of autonomy and independent decision-making authority regarding the operational responsibilities of the Charity Commissioner in order to maintain and protect public trust and confidence in registered charities.

The Head of Office will provide the Charity Commissioner with strategic leadership and direction to ensure the effective and efficient delivery of the Commissioner's statutory functions, in accordance with legislation.

The postholder will build and sustain credibility with the public who use charity services, and with charities by promoting a regulatory approach that ensures compliance with Regulations and Standards, challenges poor performance and supports continuous improvement.

### Job specific outcomes

The Head of Office will work closely with the Charity Commissioner in developing and delivering the Commissioner's governance, strategic and organisational objectives in order to provide a robust regulatory framework for registered charities.

In consultation with the Commissioner, the postholder will prepare, revise and / or update as appropriate:

- The statutory guidance, setting out the provisions of the Law reflecting statutory regulations and the approach to interpretation of various provisions of the Law, especially concerning the charity test itself, to which the Commissioner will have regard in their exercise of the range of powers and duties entrusted to that office-holder in order to provide guidance for charity governors
- The Framework Agreement describing the relationship between the Charity Commissioner and the Government of Jersey to ensure both parties understand their roles and responsibilities

- A Corporate Risk Framework, including a risk strategy and risk register so that risks are appropriately mitigated.
- An Annual Report on the activities of the Commissioner, published and provided to the Minister to be laid before the States so that the Commissioner complies with duties under the Charities (Jersey) Law 2014
- Policies and procedures to ensure the effective administration of the Commissioner's functions under the Law
- Ensure that the Commissioner's overall governance framework, which includes a controls assurance structure, risk management strategy, a robust financial management framework and a suite of relevant policies and procedures, is current, appropriate and fit for purpose to ensure the efficient administration of the Commissioner's Office.

Lead and manage the Commissioner's executive functions, including business planning, performance management, risk management and audit and quality improvement systems to ensure the efficient use of resources.

Ensure the Commissioner complies with obligations in respect of the General Data Protection Regulations, including all statutory obligations in respect of information security, data protection, responding appropriately to Freedom of Information requests and investigations of complaints to maintain public trust and confidence in the functions of the Commissioner and the Charitable Sector

Ensure sound financial management and monitoring of budgets and provide advice to the Commissioner in respect of budget planning and actions needed to maintain expenditure within budget.

Lead and develop a team of staff as required for the proper and effective discharge of the Commissioner's functions including the protection of public trust and confidence in registered charities.

Ensure consistent high quality regulatory practice, with a focus on supporting service improvement, monitoring compliance and, where necessary, taking effective enforcement action to protect public trust and confidence.

Undertake individual staff supervision, appraisals and performance management; facilitate staff meetings, training and continual professional development to secure continuous improvement in the Office of the Charity Commissioner's performance.

Lead and develop the Commissioner's business and administrative staff to ensure efficient and effective administrative support for the Commissioner's regulatory responsibilities.

Promote the health, safety and welfare of all employees, monitoring standards of work for all staff and promoting diversity and equality of opportunity.

Take a lead role and represent the Commissioner in working with Ministers, States Departments and other key internal government and external stakeholders in matters related to the regulation of charities.

Positively promote the work of the Charity Commissioner and act as a focal point of contact to enquiries from Ministers, government officers, charities, the public, the media and others, as appropriate.

Develop relationships and facilitate direct engagement with people who use charity services, as well as representative bodies, to improve people’s experience of registered charities to achieve better outcomes.

**Statutory responsibilities**

The post holder is accountable for delivering effective regulation on behalf of the Charity Commissioner for the following legislation:

- Charities (Jersey) Law 2014

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

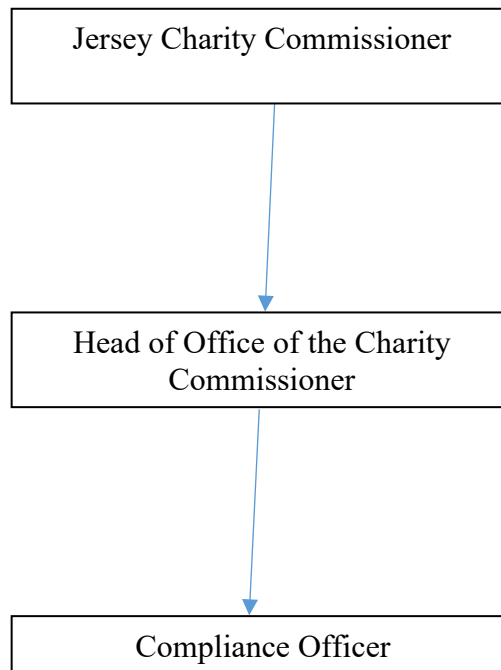
**Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)**

- The Office of the Jersey Charity Commissioner



The postholder is a civil servant, employed under terms and conditions set by the States of Jersey Employment Board and is required to operate in accordance with all the relevant States of Jersey financial directions and human resource policies and procedures. The postholder is, however, deployed to work for the Office of the Charity Commissioner and accountable to the Charity Commissioner. The Charity Commissioner is a corporation sole in law (i.e. independent of Government of Jersey).

The Department for Strategic Policy, Performance and Population holds responsibility for the governance and reporting relationship with the Charity Commissioner, as set out in a memorandum of understanding.



The Jersey Charity Commissioner was established under the Charities (Jersey) Law 2014. The Commissioner is a corporation sole, independent of Ministers and the States with statutory functions and responsibilities set out under the Law and various related Regulations and Orders.

The Head of Office reports directly to the Commissioner and provides line management to the Commissioner's administrative staff.

## Person Specification

### Specific to the role

	Essential	Desirable
Qualifications	<p>Educated to degree level, or equivalent.</p> <p>A relevant post-graduate management or leadership qualification.</p>	
Knowledge	<p>Knowledge and understanding of the challenges involved in managing and delivering change. Ability to challenge traditional ways of working and support others to adapt to changing circumstances.</p> <p>Proven ability to challenge assumptions, make balanced judgements and, if necessary, take and successfully communicate difficult or unpopular decisions.</p> <p>Proven record of successfully visualising, planning, leading, and driving organisational growth and development.</p> <p>Experienced and skilled in working effectively within a highly political environment.</p> <p>Able to demonstrate a high level of political awareness, taking account of wider political and organisational sensitivities to deliver the Commissioner's objectives.</p> <p>Ability to motivate staff at all levels to achieve service goals and deliver on agreed objectives. Ability to develop a workforce strategy to get the best from the team and plan effectively for the Commissioner's projected growth and development.</p> <p>Demonstrable skills in managing workforce performance consistently and effectively, challenging unfair or unhelpful behaviour and practices.</p>	
Technical / Work-based Skills	<p>Proven financial management skills, including budget and business planning. Ability to maintain appropriate systems of financial control, corporate governance and risk management.</p> <p>Strong and proven analytical, critical thinking and evaluation skills.</p>	<p>Understanding of a range of analytical techniques.</p> <p>Understanding of a range of policy and strategy production</p>

	<p>Good public speaking and media skills and ability to positively represent the Commissioner.</p> <p>Good political awareness, understanding of the political process and ability to influence and work effectively with politicians.</p>	and planning techniques.
General Skills/Attributes	<p>Excellent written and oral communication skills. Proven ability to communicate effectively with a wide range of stakeholders.</p> <p>Professionally and personally credible with a high level of emotional intelligence including an ability to promote and enhance the Commissioner's reputation locally and nationally</p>	
Experience	<p>Significant management experience at senior management level with a successful track record in leadership, strategic management, service planning and delivery.</p> <p>Ability to establish constructive and collaborative working relationships with a wide range of people and organisations. Demonstrable evidence of strong negotiating skills and proven ability to influence through effective reasoning and persuasion</p>	<p>Previous experience of working in a regulatory environment.</p> <p>Previous experience of working in Jersey or in a similar self-governing jurisdiction.</p> <p>Experience of working with government policy officials at a strategic level</p>

## Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 3 core accountabilities attributes and behaviour indicators.