

Job Description

Organisation	Association of Guernsey Charities
Job Title	Chief Executive
Responsible to	The Board of Directors, through the Chair
Direct reports	Development Officer, Development Officer (Alderney) and Administrator
Hours	up to 30 hours
Application deadline	21.11.2026
Contact	Chair (Wayne Bulpitt) email: chair@charity.org.gg

About the Association of Guernsey Charities

The Association of Guernsey Charities (AGC) is a membership organisation that supports, strengthens and champions the charitable sector across the Bailiwick of Guernsey. As the collective voice of charities and voluntary organisations, AGC helps organisations become more effective, sustainable and connected so they can maximise their impact for island communities.

Working with members, funders, businesses, government and volunteers, AGC plays a leading role in developing a thriving charitable sector that is valued, resilient and ready to meet future challenges.

The Opportunity

As AGC's first Chief Executive, you will have a unique opportunity to build on strong foundations and shape the next chapter of an organisation that sits at the heart of the Bailiwick's charitable sector. Working in partnership with the Board, staff and members, you will help strengthen AGC's long-term sustainability, broaden its impact and influence, and support a strong and effective charitable sector, while benefiting from a varied leadership role that offers flexibility in how you organise your time and work.

Key Responsibilities

Leadership & Strategy	Lead the delivery of the Association's strategy and annual priorities. Support the Board in setting future direction and strategic priorities. Identify opportunities to strengthen services, membership value and organisational impact. Ensure strategic objectives are translated into effective delivery
Team Leadership	Lead, support and develop a staff team of three. Set objectives, support development and manage performance. Ensure work is effectively coordinated across the team.
Governance, Finance & Operations	Support the Board with strategy, governance, decision-making and organisational assurance. Ensure effective governance, compliance, risk management and organisational performance. Oversee budgets, financial performance and organisational sustainability. Maintain effective policies, procedures, systems and controls.
External Relations & Representation	Act as the senior representative and principal point of escalation for the Association. Build productive relationships across the charitable, public and private sectors. Represent and promote the interests of members and the wider charitable sector. Develop and maintain effective stakeholder relationships.

Member & Sector Development	Ensure AGC delivers high-quality support, communications, events and services. Support member recruitment, engagement and retention. Promote collaboration and good practice across the charitable sector. Help strengthen the effectiveness and sustainability of member organisations.
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Key Activities

Strategic Leadership

- Work with the Board to develop, implement and review strategic and annual operational plans.
- Prepare Board reports on delivery, impact, finances, risks and matters requiring decision.
- Support the Chair and Board with strategy, governance, decision-making and organisational assurance.

Staff Management

- Set objectives for the Development Officer, Development Officer (Alderney) and Administrator.
- Hold regular supervision meetings and manage performance.
- Support staff development and wellbeing.
- Allocate work across the team, clarify priorities and resolve overlaps while preserving accountability.

Governance & Operations

- Ensure proportionate policies, procedures, controls, business continuity and data-handling arrangements are maintained.
- Maintain oversight of organisational performance, risk and compliance.

- Coordinate the Annual Report and ensure required filings and returns are completed accurately and on time.

Financial Management

- Manage budgets and day-to-day finances within Board-approved plans.
- Oversee giving.gg and supplier arrangements.
- Monitor financial performance and provide reporting to the Board.

Stakeholder Engagement

- Lead relationships with government, regulators, funders, businesses and sector partners.
- Represent AGC at meetings, events and public engagements.
- Promote the value and contribution of the charitable sector using member evidence and insight.

Membership & Service Delivery

- Oversee member recruitment, onboarding, renewal, engagement and satisfaction.
- Oversee the annual programme of communications, events, training and networking.
- Evaluate the effectiveness of services and identify opportunities for improvement.

Person Specification

Essential Knowledge & Experience	Strong understanding of the charitable, voluntary or membership sector and the needs of member organisations. Degree-level education or equivalent experience. Strong understanding of governance, finance, risk and organisational management. Senior leadership and line-management experience.
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	Experience working with Boards and supporting governance processes. Track record of converting strategy into measurable delivery. Experience representing an organisation and building relationships with diverse stakeholders. Experience of budget management, Board reporting and organisational planning.
Skills & Abilities	Strategic and creative thinker with sound judgement. Clear, confident written, verbal and presentation skills. Ability to lead a small team, delegate effectively and influence more widely. Strong project, relationship and change-management skills. Ability to research, analyse evidence and write concise, well-structured reports. Self-starting, resilient and able to manage competing priorities and deadlines. Confident user of common office, collaboration and database systems.
Personal Attributes	Demonstrate initiative and a constructive, solutions-focused approach. Build positive working relationships and contribute to shared goals. Communicate professionally and influence constructively. Be adaptable, resilient and comfortable working within a small organisation.

	Be committed to the values and purpose of the charitable sector.
Equality, Diversity & Inclusion	Recognise and value the contribution of people with differing backgrounds, experiences and perspectives. Work inclusively, adapt to changing working practices and help the Association respond effectively to the diverse communities it serves.
General Requirements	Maintain confidentiality and comply with data protection requirements. Work flexibly as part of a small team and undertake other reasonable duties consistent with the role. Some evening or weekend work may be required by prior agreement. Act at all times in a manner that supports the values, reputation and objectives of the Association of Guernsey Charities.