

## Job Description – CEO

<b>Job Title:</b>	Interim Chief Executive Officer (CEO), (maternity cover)
<b>Reporting to:</b>	Board of Trustees
<b>Location:</b>	London / in the office at least 2 days/week
<b>Type:</b>	Temporary, 9-12 months tbc
<b>Hours of work:</b>	Full time - (plus occasional weekend/evening, will accept compressed hours for right candidate)
<b>Start Date:</b>	late September TBC
<b>Salary:</b>	£50k - £58k doe with 25 days holiday (pro-rata) + public holidays.

### Summary

An exciting opportunity to lead Action Syria while the CEO is on maternity leave. Through your work, you will help ensure that Syrian communities have the education and medical care they need, every day, and when emergencies strike. Action Syria has over a decade of experience working with local partners in the Middle East making a positive difference to over 25,000 people affected by conflict, displacement and natural disaster annually. This is a particularly interesting time to join the organization; with a growing team and ambitious strategy we are committed to working with Syrian civil society and communities as they rebuild their country following 14 years of conflict and over 50 years of authoritarian rule. We seek a highly competent, strategic and skilled leader with a good understanding of the NGO sector who is prepared to be the face of the organization. A communications and marketing background would be a plus as would programming knowledge overseas. The role-holder will need to seamlessly transition into the post and act as caretaker for this interim period.

Working directly with the board and team, responsibilities include overseeing daily operations and governance, our programme work with local partners and taking overall responsibility for implementation of our strategy ensuring we continue to deliver for the communities we serve in Syria, engage and broaden our supporter base and raise enough funds to deliver this. The role manages 4 of 6 staff members (Head of Development, Operations Manager & Finance Executive, Programme Coordinator and Communications & Marketing Manager) and reports to the Board. You are an experienced, hard-working and dedicated leader who sees the opportunity presented to oversee and maintain a dynamic and vital charity.

**Vision:** Syrian people can build their lives with health, opportunity and hope.

**Mission:** We work with local partners to make sure Syrian communities have the medical care and education they need, every day and when emergencies strike.

### Values

- Loyal:** We are committed and consistent - because we are here for as long as needed.  
**Straightforward:** We are upfront and open – because we know clarity changes lives faster.  
**United:** We are inclusive and collaborative - because we are stronger together.

### The Interim CEO will ensure Action Syria continues to:

- deliver the strategy set by Trustees to achieve Action Syria's charitable aims
- work with local partners in the region to deliver critical services
- maintain healthy and positive relationships with donors and supporters
- maintain an appropriate income level for efficient function
- comply with all relevant laws and regulations and have a motivated hard-working team.

## Responsibilities

### Strategy

Responsible for managing and communicating Action Syria's strategy and leading the team to deliver it.

### Fundraising and Communications & Marketing

Manage the team to deliver our fundraising, communications & marketing objectives:

- Work with the Head of Development to deliver the fundraising strategy, ensuring alignment with overarching organisational goals.
- Manage staff to review and further develop our communications and marketing strategy, aligning it with fundraising strategy and overarching organisational goals, ensuring that our programming work and messaging is suitably amplified.
- Act as an ambassador for Action Syria, networking widely to build new and existing strategic relationships (corporate, parliamentary, community and public)

### Programmes

Manage the team to deliver Action Syria's programme objectives, with guidance from the Project Committee on the board and working with local Syrian partners, including input for reports where necessary for donors and Charity Commission. Support the team to:

- Develop relationships with current & potential implementing partners.
- Monitor grants committed for impact, quality and learning while reviewing reporting and delivery methods, so that these work for both Action Syria & partners.

### Finance

Oversee the financial management of Action Syria, working with the Operations Manager & Finance Executive, ensuring:

- Appropriate budget management plus accurate and timely financial reporting to Trustees and regulators.
- The correct financial procedures and policies are in place and adhered to.

### Legal & Governance

Oversee and manage good governance of Action Syria, ensuring:

- Trustees have necessary information to carry out their duties. Act as Secretary of the Board, working closely with Chairs to deliver effective meetings and follow-up actions.
- Appropriate compliance with regulators, financial, charity and other.
- Adherence to legal policies in place plus the need for amending or creating new ones.

### HR

Manage the HR process, ensuring:

- All staff have clear, documented annual objectives and appraisals.
- Developing and hiring new roles as necessary, and reviewing efficiency of current roles on a regular basis.

*Additional tasks/responsibilities may be added at the request of the Board of Trustees.*

## Profile

Essential	Desirable
Right to work in the UK.	Interest in and understanding of fundraising and philanthropy
Exceptional leader with strategic leadership experience in the NGO, charity, public or other relevant sector	Good public speaking skills and ability to motivate an audience
Experience of building relationships and productive partnerships with both internal and external stakeholders	Some knowledge of the Arabic language and/or Middle East region
Good understanding of Syria and the Middle East in the humanitarian and development context	A communications and marketing background would be a plus as would programming knowledge within the Middle East.
Good understanding of communications and marketing in the NGO sector	Based in London
Successful experience of leading and managing teams and developing people with ability to inspire, motivate & develop a small team to deliver results	
Good understanding of strategic financial planning, maximising existing and potential revenue streams and budget management	
Good understanding of the role of a Board of Trustees, or similar, and able to work with the Board to function effectively and in accordance with relevant governance and compliance	
Positive, pro-active and reliable	

## The Recruitment Process

To apply, please email [contact@actionsyria.org.uk](mailto:contact@actionsyria.org.uk) with your CV, maximum two pages, and a brief cover letter, maximum one page, indicating specifically why you are the ideal candidate for this role. **Applications without a cover letter will not be accepted.**

### Deadline for applications: 1 July 2025, 5pm UK time

Following the application deadline, candidates will be reviewed for shortlisting. Candidates who successfully make the shortlist will be invited for interview.

***We are committed to equal opportunities and we welcome applications from all qualified candidates.***