



CHIEF EXECUTIVE

Candidate brief
June 2020

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WELCOME FROM THE CHAIRMAN



Welcome

Thank you for your interest in becoming our next Chief Executive.

We are united in the pursuit of our cross-communal mission, which is currently to eliminate new cases of severe, recessive Jewish Genetic Disorders (JGDs) and over time to improve the management and prevention of dominant hereditary cancers that disproportionately affect our community.

I speak from personal experience of the devastating impact of not knowing the potential risks from JGDs. Our son Benjamin was diagnosed with cystic fibrosis (CF) – one of the recessive disorders we now screen for – when just a few days old. A brilliant young man he became a doctor but died aged just 26. This is now completely avoidable and Jnetics is there to ensure no child is born having to cope with any of these devastating conditions, and that no other family has to bear the resulting pain of losing a child.

One in five Jewish people are carriers of CF or one of the eight other life-threatening JGDs we currently screen for, and if both parents are carriers of the same disorder there is a 1 in 4 chance in each pregnancy of having an affected child.

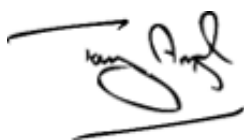
In addition, 1 in 40 Jewish people are carriers of a dominant mutation in the BRCA1 or BRCA2 genes that very substantially increases the risk of hereditary cancer – a carrier rate that is around 10 times greater than the general population. Thinking is developing on how to manage

this risk better and prevent hereditary cancers, and as resources become available we need to respond appropriately.

We have grown our funding substantially in recent years, which has enabled us to deliver and expand our programmes. The results are impressive – over 80% of the 650 students who attended our GENEius seminars in 2019 opted for screening.

The more support we can generate from all corners of our Community and the scientific and medical profession, the more we can achieve and faster.

I hope you will want to work with us to ensure that we get it done.



Tony Angel
Chairman



ABOUT JNETICS



Founded in 2009, Jnetics is the only cross-communal organisation dedicated to managing and preventing Jewish genetic disorders (JGDs) in the UK. We focus on genetic conditions that, although not exclusively Jewish, have a significant impact on the lives and well-being of Jewish people.

Our mission is to eliminate new cases of severe, recessive JGDs and to improve the management and prevention of dominant hereditary cancers that disproportionately affect our community.

Jnetics also aims to improve the management and prevention of dominant hereditary cancers associated with faults in the BRCA genes – for which Jewish people are at increased risk – but this area of work is currently less developed.

Jnetics has grown exponentially over the past three or four years, increasing its annual budget almost ten-fold to £750,000.

Find out more about our work on the [Jnetics Website](#)

Read our latest published [Annual Report](#)

GENEius



Launched in 2017, our flagship GENEius programme provides education and screening for recessive JGDs in schools, universities and elsewhere.

Our aim is that JGD screening becomes standard practice – so erasing these conditions and saving many lives and avoidable tragedy.

The programme captures its target audience in three main groups; sixth form students, university students, and engaged couples going through the synagogue pre-marriage process (and other couples thinking of starting a family). It is comprised of two key elements – education and screening. With education, it informs young Jewish adults about the significance of JGDs and the value of carrier screening, while with screening it provides them with an affordable and responsible way to identify whether or not they are carriers of a severe recessive JGD.

The results in the past three years have been impressive and the numbers speak for themselves.



Find out more on the dedicated [GENEius Website](#)

Communal support

We enjoy support from all sections of the UK Jewish community and our fundraising has grown considerably as a result over the past three years and since the launch of our GENEius programme.

On Monday 16 March 2020 we were due to hold our inaugural fundraising dinner, which we hoped would raise £350,000.

Download the [Raise to Erase Dinner Brochure](#)

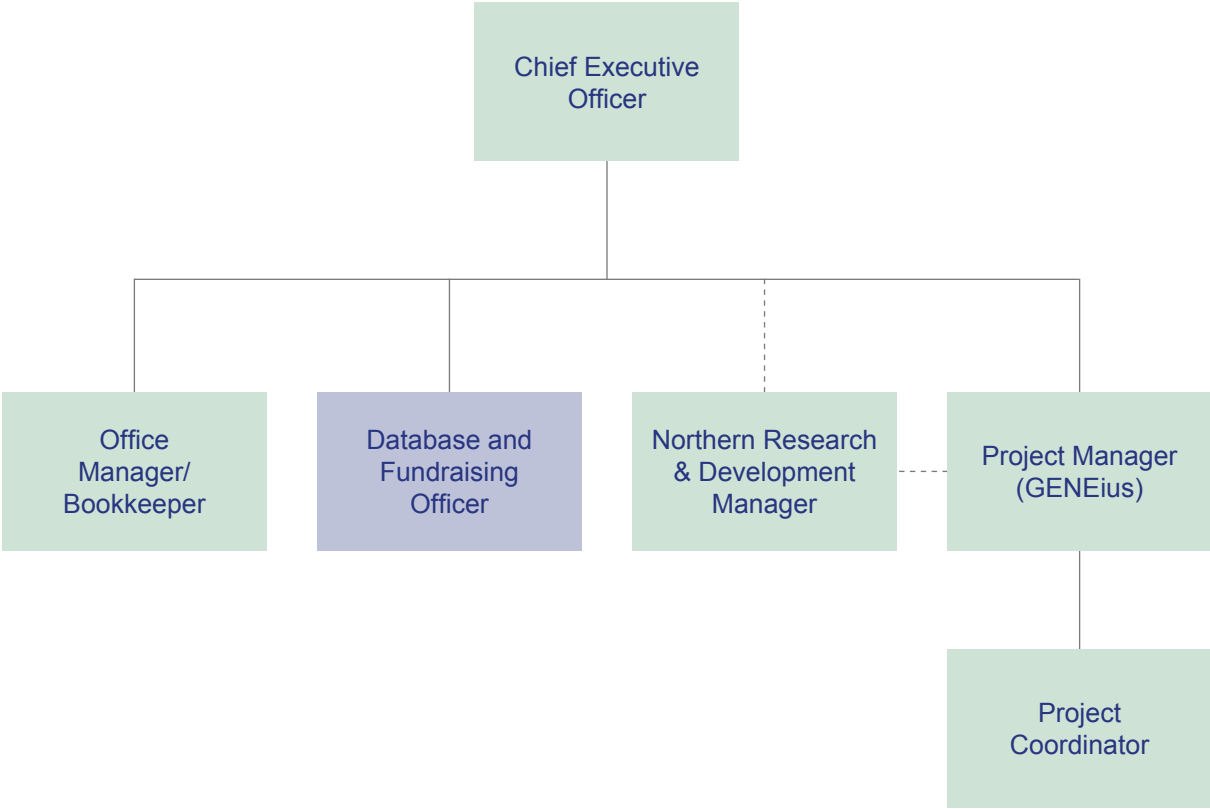
The imminent onset of the COVID-19 crisis in the UK meant that we had to cancel the event with just four days' notice, which at the time was a massive blow.

But, in testament to our resilience and the support across the Community, by the following Tuesday, and through a video appeal, we had generated £150,000 and have raised £250,000 to date.

Despite the challenging times we are all living through, the urgency of our mission and the potential for making a major contribution to the future health and well-being of the Jewish community in the UK has not diminished in the eyes of our supporters.



ORGANISATION CHART





Context for the appointment

The original founding Executive Director is moving on after ten years in the role and at this exciting time of growth for Jnetics, the Trustees seek to appoint a new Chief Executive Officer.

Our existing five-year plan expires at the end of 2021 and the new Chief Executive will have the opportunity of working with the Chair and Board of Trustees to set out the road map for the achievement of our ambitions.

We are committed to ensuring that our flagship GENEius education and screening programme for recessive disorders is maintained and expanded, and that we respond appropriately to developing thinking and research in relation to hereditary cancers.

This growth will require that opportunities for development are explored, that new funding sources are developed and that our infrastructure provides the capacity for delivery.

Quite simply, we aim ensure that no further children are born into the Jewish community with preventable recessive JGDs that devastate families, and that the community's approach to managing the risk of hereditary cancers reflects best medical practice.

JOB DESCRIPTION



Job title	Chief Executive Officer
Salary	£commensurate with the seniority of the role
Responsible to	Chairman and Board of Trustees
Location:	North Finchley, London
Hours of work	37.5 hours per week
Annual leave	23 days per year

Role purpose

The CEO is responsible for the overall development, progress and direction of Jnetics, and the good management and direction of its employees and volunteers. Reporting to the Chair of Trustees, the CEO is responsible for the effective and efficient raising and use of resources to deliver the charity's strategic objectives and business plan as agreed each year by the Board.

Building on our existing platform, the new CEO will need to provide clear, strategic leadership to our (currently 5) staff in a challenging external environment for both fundraising and service delivery, ensuring that, drawing on lessons learned, our existing flagship GENEius education and screening programmes for recessive disorders is maintained and expanded and that opportunities for service development are explored as funding becomes available. The new CEO will need to ensure that Jnetics' infrastructure and support, particularly in relation to our underdeveloped fundraising structure, matures and develops rapidly to support those activities.

Key responsibilities

Strategy and planning

- Work with the Trustees and staff to shape and deliver the organisation's strategy, preparing a strategy and five-year plan – ensuring this is regularly reviewed in light of the external context the organisation operates within.
- Prepare each year a business plan and annual budget for approval by the Board of Trustees, and operate within the annual budget to deliver the business plan for the year.
- Build strong relationships with key stakeholders, especially Jewish communal leaders and organisations, other charities, medical professionals, schools, Universities, and key donors in order to advance Jnetics' aims.
- Establish and monitor key indicators of the organisation's impact and financial health.
- Maintain awareness of risks and changes in the external environment that affect the organisation.

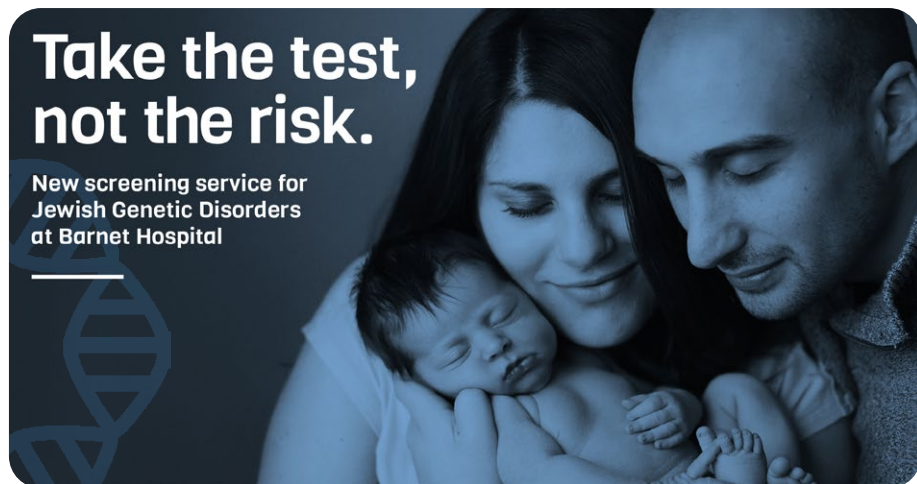
Leadership

Internal

- Maintain a collaborative working environment where everyone's contribution is valued, colleagues are supported, and responsible schemes of delegation are used as part of staff development.
- Lead the staff team to ensure high performance and standards, ensuring appropriate resources and activities are in place to fulfil the organisation's strategic objectives.
- Inspire the staff team and volunteers to achieve the highest standard of practice in all aspects of their work.
- Ensure overall responsibility for the well-being of the staff and other resources.
- Ensure that the Board and staff maintain a collective sense of vision and purpose.

External

- Provide visible leadership to ensure priorities are clear, organisational values are upheld and the organisation is as effective as possible.
- Maintain and develop the reputation of Jnetics in the community and more widely, ensure a strong brand and consistent messaging for the organisation and represent Jnetics proactively to a range of audiences.



- Take overall responsibility for effective organisational management and performance, and the financial health of the organisation, ensuring strong income generation plans are in place enabling the efficient and effective delivery and development of Jnetics' service offering.
- Ensure that all of Jnetics' internal and external practices reflect the vision and values of the organisation.
- Represent the organisation to the community, key stakeholders and relevant media.

Fundraising and external relationships

- Be responsible to the Board for the overall financial health of Jnetics, including developing, overseeing, monitoring and delivering an effective programme of income generation and fundraising.
- Liaise regularly with the Treasurer to ensure s/he has complete oversight of the charity's finances, including future income profiling.
- Create a fundraising strategy to ensure a sustainable income from individual, corporate, legacy and trust donations.
- Develop and sustain influential external relationships which support Jnetics' vision and extend its reach in terms both of its ability to raise funds and improve service delivery.
- Strengthen Jnetics' profile throughout the Jewish community as a key service provider and organisation worthy of financial support by proactive networking in relevant spaces, using a range of methods – including one-to-one and one-to many communication media.
- Act as the spokesperson for Jnetics.

Finance and risk

- Ensure that Jnetics is financially secure and that all of Jnetics' financial transactions are properly controlled.
- Ensure that an annual budget is prepared, and monitoring reports are submitted to the Board as required.
- Ensure that agreed budgets for specific programmes of work, and overall, are proactively managed and delivered, and remedial action taken to mitigate any risks.
- Ensure that annual accounts are prepared and that satisfactory audit arrangements exist.
- Ensure there are sound and transparent systems of control and risk management. Devise a risk register so that the major risks to which Jnetics is exposed are documented and reviewed regularly by the Board and that systems are established to mitigate these risks.

Relationship with the Board

- Build an effective working relationship with the Chair of the Board of Trustees and good relationships with Trustees.
- Fully utilise the diverse skills represented on the Board of Trustees, seeking guidance and input as required.
- Ensure the Board receives regular and appropriate reports on the degree to which the organisation is achieving and implementing its strategic objectives, including reports on the quality of the programmes and performance against budget.
- Participate in Trustee and sub-committee meetings.
- Ensure that the Board is kept fully briefed on all changes in policy that may affect the Jnetics' work, advise and assist the Board in formulating policy, and ensure that policy decisions are properly implemented.
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities and all returns required by statutory or other official or regulatory bodies are made.
- Establish mechanisms for listening to the views of Trustees on Jnetics' performance.
- Ensure that up-to-date and explicit policies and procedures exist, are approved by the Board and followed in all areas of Jnetics' work.

- Work with the Chair to ensure the effective composition of and a suitable agenda for the Board of Trustees, with an appropriate mix of skills and experience relevant to Jnetics' work.
- Relationship with the Scientific and Medical Advisory Committee (SMAC).
- Build an effective working relationship with Jnetics' SMAC.
- Work with the SMAC to ensure Jnetics operates in accordance with best scientific and medical practice.
- Make recommendations to the Board as to the membership and operation of the SMAC as appropriate from time to time.
- Seek the advice of the SMAC as necessary and appropriate.

General

- To carry out health and safety responsibilities in accordance with best practice.
- To comply with all other relevant legislation, including safeguarding and GDPR, and keep abreast of best practice for the sector – e.g. Charity Commission good practice, with recommendations to the Board on governance where required.
- Undertake such other duties and responsibilities as may be reasonably required by the Board, or as a mutually agreed development opportunity.



PERSON SPECIFICATION



Key skills

- **Leadership skills:** Ability to motivate staff and volunteers and the personal drive and energy to achieve this.
- **Advocacy skills:** As the public and private face of Jnetics you need to be able to effectively promote its aims.
- **Excellent interpersonal skills:** Ability to build relationships with a variety of people, from beneficiaries and staff members to religious and school leaders, medical practitioners and scientists, donors and opinion formers.
- **Organisational skills:** Service Delivery by Jnetics involves a combination of staff and volunteers working in cooperation with a range of diverse organisations and service providers. The ability and emotional intelligence to build and operate across these networks is essential.
- **Financial acumen:** Ability to set and operate a budget and to develop a strong fund-raising infrastructure for the organisation.
- **A quick learner:** Ability to gain rapid knowledge of Jnetics and quickly get up speed with the range of challenges and opportunities Jnetics faces.

Qualifications

- An undergraduate degree is expected, but not essential in the case of extensive relevant experience.
- Management training desirable.
- An understanding of or background in genetics, medicine or science would be beneficial.

Relevant experience

- Experience in senior management or organisational leadership.
- The CEO needs to work closely with the non-executive trustee board, so experience of working with committees or boards is advantageous.
- Experience in building community networks.
- Experience of working in a similar environment to Jnetics is helpful, but not essential.

HOW TO APPLY



For an informal discussion about the role, please contact our recruitment partners, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



Application is by way of CV and a Supporting Statement, which should concentrate on your motivations and evidencing how your experience and skills meet the requirements. Please apply online at www.nfpconsulting.co.uk/Jnetics

Closing date: 10.00a.m. Monday 29th June

Selection process

There is a two-stage interview process.

Stage 1: Week beginning Monday 6th July

First round of screening interviews conducted by NFP Consulting.

Candidate taken forward from the first interviews will be invited to complete three online psychometric assessments.

Stage 2: Week beginning Monday 20th July

The formal panel interview(s) with the Nomination Committee and trustees will include a pre-prepared presentation task and there will also be the opportunity for you to meet with key stakeholders.

Interview arrangements

All interviews will be held in accordance with the UK Government's guidance designed to limit the spread of COVID-19. If the guidance allows, the interviews will be held face-to-face, otherwise they will be conducted via a remote video facility.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to any aspect of the selection process, e.g. application process, attending interview, completing online psychometric exercises. Any requests will not be taken into account in the selection process.

Please let us know if you would like to receive this information in a different format.

