

Gingerbread*

**Fighting to create a world where all
single parents and their children thrive**

Interim CEO



Gingerbread, the charity for single parent families, is registered in England and Wales as a company limited by guarantee, no. 402748, and a registered charity, no. 230750.

Welcome



Sarah Pinch
Chair, Gingerbread

Thank you for your interest in joining the Gingerbread team. This is an exciting opportunity to join a passionate and inclusive organisation making a real difference to single-parent families across England and Wales.

This pack will tell you more about our charity. It includes details of the Interim CEO role, how to submit your application and some background information about our history and the work we're doing today.

Gingerbread is the charity for single parents. We challenge discrimination, and campaign against the inequalities single parents face. We support single parents by providing them with expert advice and information. And we build connections – providing a support network so that no single parent is ever alone.

There are over 2 million single parents in England and Wales. Although the majority of them are working, they're twice as likely to live in poverty as couple parents. And too many single parents experience loneliness, worry and the impact of negative stereotypes in the media and wider society. Gingerbread is leading the fight to create a society where all single parents and their children can thrive. We hope you'll consider joining us.

As you'd expect, we're a family-friendly charity. We offer a supportive team culture and good work-life balance, while delivering impressive results.

We'd be delighted to discuss this role with you so please get in touch by emailing recruitment@gingerbread.org.uk if you'd like any more information. We look forward to hearing from you.



What Gingerbread does

Gingerbread has supported and championed single parents since 1918. Originally called the National Council for the Unmarried Mother and her Child, we've worked for over 100 years to make sure that single parents are not forgotten.

Our campaigns have led to changes in the law. We've influenced the government and challenged stigma and stereotypes. Our expert advice and information help tens of thousands of single parents every year.

Through our policy work, we ensure that our members' concerns and experiences are taken to the heart of Westminster and our in-person and online communities can be found across England and Wales, providing support and friendship to thousands of single parents and their children.

In 2022, we launched our [latest strategy](#) with a focus on improving the financial situation and the mental health and wellbeing of single parents.

Our annual accounts are available via the [Charity Commission](#).

Our vision

All single parents and their children thrive.

Our mission

We stand with and support single parents to overcome disadvantage, inequality and injustice.

Our values

- **To be brave**
- **To be inclusive**
- **To be trustworthy**
- **To be supportive**
- **To be ambitious**



Working with Gingerbread



Where we work

Gingerbread's office is based near London Bridge; however, our work spans across England and Wales.

Our address is:
82 Tanner Street,
London,
SE13GN

We currently operate a hybrid working environment and support applications from those wishing to work remotely.



When we work

Staff can work between 7.30 am and 7.30 pm; agreeing a schedule with their line manager. As a 4-day week organisation our full time staff work 30 hours per week Monday to Thursday, however some of our team work non-standard working hours or part time.

We welcome flexible working requests.



Equal opportunities

Gingerbread wishes to actively encourage applicants from diverse backgrounds, including underrepresented communities and single parents.

To help us monitor the effectiveness of our recruitment, please complete a diversity and equality questionnaire on **MS Forms**. This data is completely anonymous, is stored confidentially by our HR department and will not be seen by the selection panel.



What we can offer you

We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits.

Depending on the type of contract, some or all of these benefits may change, i.e. for a freelance contract.

Working culture

- A welcoming and supportive workplace
- Open approach to flexible working requests to support work-life balance
- 4-day work week (30 hours)
- Training and development opportunities
- Two charity days a year to volunteer with an organisation of your choice
- Be part of a team making a difference for single parents across England and Wales.

Money

- A competitive salary that is annually reviewed
- Workplace pension with Aegon (Gingerbread makes a 5% contribution)
- Matched pension increase (up to 2%)
- Interest-free season ticket loan up to £10,000
- Death-in-Service benefit
- Income protection insurance.

Time off work

- Generous annual leave allowance of 24 days plus bank holidays (pro rata for part time staff)
- Office closure between Christmas and New Year
- An extra day's leave after two years' service
- Day off on your birthday

Health and lifestyle

- Employee Assistance Programme (Employee advice line and discounts/promotions from leading name brands, restaurants and cinemas)
- Cycle to work scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Technology loan scheme
- Critical illness cover.



What are we looking for?

Job Description

Hours:	Flexible with a max of 30 hours; this role may require evening/ weekend work	Contract:	Fixed term contract (9-12 months)
Based at:	Hybrid	Reports to:	Chair and Board of Trustees

Job purpose

The Interim Chief Executive Officer (CEO) will provide strategic leadership and operational oversight during a period of transition for the organisation. The Interim CEO will ensure Gingerbread's continued effectiveness, stability, and adherence to its mission while supporting the Board of Trustees in identifying and onboarding a permanent CEO. The role will focus on prudent financial management, maintaining organisational momentum, safeguarding governance, and addressing any immediate challenges or opportunities.

Key responsibilities

Leadership and Transition Management	<ul style="list-style-type: none"> Provide strong and visible leadership to staff, volunteers, funders and stakeholders during the interim period. Ensure continuity in the delivery of Gingerbread's services, programmes, and strategic objectives. Collaborate with the Board of Trustees to facilitate the recruitment and smooth transition to a permanent CEO.
Strategic and Operational Oversight	<ul style="list-style-type: none"> Maintain and, where necessary, adapt Gingerbread's strategic direction to ensure its continued alignment with its mission and values. Oversee the effective delivery of all programmes and operations. Monitor the external environment to respond proactively to risks and opportunities.
Financial and Resource Management	<ul style="list-style-type: none"> Ensure robust financial management, maintaining a balanced budget and sustainability. Oversee key fundraising activities and secure and enhance relationships with donors and funders. Ensure resources are allocated effectively to maximise impact.
Governance and Compliance	<ul style="list-style-type: none"> Work closely with the Board of Trustees to uphold governance standards and regulatory compliance. Provide clear, timely updates and reports to the Board on organisational performance and risks. Safeguard compliance with charity law and other relevant regulations.
Stakeholder Engagement	<ul style="list-style-type: none"> Act as the public face of the Gingerbread, representing its interests to funders, partners, government and other stakeholders. Maintain and strengthen relationships with key external stakeholders. Build confidence among staff, volunteers, and beneficiaries in the organisation's leadership during this transitional period.
Staff and Volunteer Leadership	<ul style="list-style-type: none"> Support and inspire the team, fostering a collaborative, inclusive, and high-performing culture. Address any immediate organisational challenges, including staff welfare and operational capacity.
Corporate	<ul style="list-style-type: none"> To take a flexible approach to work and duties within an appropriate level of responsibility, carrying out other duties as directed by the Senior Management Team. To actively contribute to organisational cohesion, encouraging cross-team working and a problem-solving approach. To work in line with Gingerbread's values and Code of Conduct. To take personal responsibility and ensure compliance with corporate policies, including safeguarding, confidentiality, health and safety, data protection and risk management. To support a digital-first and collaborative approach to all work. To champion and promote equality and diversity in your work area and the broader organisation. To ensure single parent voice and experience informs the design and development of your work where possible.



What are we looking for?

Person Specification

Criteria

Essential

Skills and Competencies

Exceptional leadership and change management skills, with the ability to lead through uncertainty and transition.

Strong decision-making and problem-solving abilities, with a focus on pragmatism and adaptability.

Excellent interpersonal and communication skills, able to inspire confidence in diverse stakeholders.

Financial literacy, including experience managing budgets and ensuring organisational sustainability.

Experience

Substantial experience in senior leadership roles, ideally within the charity or not-for-profit sector.

Demonstrable experience in leading organisations through periods of change or transition.

Proven track record of working effectively with Boards of Trustees or equivalent governance bodies.

Experience managing external relationships with funders, donors, government and other stakeholders.

Knowledge

Strong understanding of the regulatory environment for UK charities, including Charity Commission requirements.

Awareness of challenges and opportunities in the voluntary and community sector.

Knowledge of governance and risk management best practices.

Attributes

Resilient, resourceful, and results-oriented, with a calm and measured approach to challenges.

High levels of integrity, professionalism, and accountability.

Commitment to Gingerbread's mission and a strong sense of social responsibility.



What are we looking for?

Person Specification

Criteria

Desirable

Experience in interim or transitional leadership roles.

Background in organisational turnaround or transformation.

Professional qualification in management, leadership, or a relevant field.

Corporate

A commitment to the work of Gingerbread and to improving the lives of the UK's 2 million single parent families.

Able to work confidentially in a digital office, including standard Microsoft Office software packages and CRM bases and identifying opportunities to use digital to improve efficiency.

Highly developed understanding of the principles of equality, diversity and inclusion and how it affects the organisation.

Willingness to travel and work flexible hours, including occasional evenings and weekends.



How to apply



If you are interested in becoming Gingerbread's Interim CEO, please send your CV and a cover letter detailing your motivation and how you meet the person's specifications to recruitment@gingerbread.org.uk.

If you have any questions about your application or the application process, please contact the HR team at recruitment@gingerbread.org.uk.

The closing date for expressions of interest will be the 3rd of January 2025, candidates will be contacted after this date to arrange interviews.

