



**The Camelia
Botnar Foundation**

Chief Executive

Recruitment brief • December 2025

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About us

The Camelia Botnar Foundation was established in 1979 by Octav Botnar and his wife Marcela in memory of their only child, Camelia, who was killed in a car accident at the age of 20. Octav Botnar was a highly successful entrepreneur and a great philanthropist. He died in 1998 leaving the Camelia Botnar Foundation as his enduring legacy to helping young people in difficulty.

The Foundation was created to support young adults aged between 16 and 21 who are disadvantaged or in problematic situations. The Foundation provides residential training and work experience, helping young people to learn a skilled trade, embark on a useful career path and successfully make their own way in life.

The Foundation has established a residential educational training work experience complex in a spacious country estate at Cowfold, West Sussex. Training and work experience is offered in a wide range of disciplines.

Beneficiaries have the chance to obtain a range of qualifications and certificates such as the CSCS card that means you can work on construction sites, chainsaw tickets, first aid, working at heights, food hygiene and driving theory.

There are eight departments at Camelia Botnar and beneficiaries get the chance of three or six months of training and work experience in one of them. Then the Foundation helps young people into employment.

The eight departments consist of:

1. Building Maintenance
2. Landscaping & Horticulture
3. Estate Maintenance
4. Metalwork
5. Carpentry
6. Painting & Decorating
7. Catering
8. Mechanics

Living accommodation is initially provided in the Main House on the estate. There is also accommodation at the Coach House and a number of flats on the estate. There are grounds with sporting and recreational facilities.



Job description

Job title: Chief Executive Officer.

Reports to: The Board of Trustees.

Direct reports: Education Programme Manager, Property Development Manager, Garden Centre Retail Director, Administration and HR Manager and Accounts Administrator.

Salary: £90,000 plus annual bonus.

Purpose:

The Chief Executive Officer is responsible for setting and delivering the charity's strategic direction to ensure it effectively serves its young beneficiaries. The role provides oversight of financial performance, governance, safeguarding, health and safety, and regulatory compliance, while working with the leadership team and reporting regularly to the Board of Trustees.

Key responsibilities:

- Strategic leadership of the Foundation, working with the core team and board of trustees to set strategy, and taking overall responsibility for its delivery.
- Oversight of the charity's financial position, including budget setting and regular management accounts.
- Grow and diversify income to strengthen financial resilience.
- Develop strategic partnerships and act as the public face of the organisation.
- Operational oversight for the charity's activities.
- Engender a culture of respect and trust, encouraging, and supporting all team members to give their best performance.
- Support the Chair and the Board of Trustees in ensuring that the charity is well governed and providing regular reports to the Board. Working with the board to ensure that all the charity's policies are maintained and regularly reviewed.

- Take overall responsibility for Safeguarding, Health & Safety and GDPR.
- Ensure the organisation fulfils its legal, statutory, and regulatory responsibilities.
- Oversight of the charity's IT systems and processes.

Additional responsibilities:

- Arrange and attend Trustee Board meetings every 2-3 months.
- Prepare minutes for Trustee Board.
- Advise Trustees on Governance issues ensuring compliance with constitution and Charity Law.
- Act as point of contact for Charity Commission.
- Arrange annual audit for both CBF and CBL (trading Sub).
- Prepare Trustees Annual report for board approval – file annual return with Charity Commission.
- Maintain Foundation Risk Register for annual approval by the board.
- Develop Foundation strategies for presentation to Trustee Board.
- Negotiate annual insurance renewal.
- Negotiate annual medical insurance renewal.
- Oversee letting of investment properties.
- Negotiate fixed price electricity supplies.
- Act as Director for CBL trading subsidiary and CBN (property nominee).
- Set and control CBF budgets – authorising all expenditure and payment processing.
- Monthly performance review of the Garden Centre & Charity Shop business.
- Oversee all property maintenance and capital improvement projects.
- Ensure Coach House and Ivorys are maintained to HMO standards
- Act as Principal Safeguarding Officer (PSO) for the Foundation.
- Act as responsible person for matters related to Health & Safety, chairing meetings on a regular basis.
- Ensure employees receive adequate training in matters of Safeguarding, H&S and Equalities/Diversity.
- Process/approve weekly bursary payments to beneficiaries.
- Oversee end of level award vouchers for each beneficiary every three months – present to each trainee.



Person specification

Experience

- Leadership of, or senior management within, an organisation.
- Strong networking skills.
- Development and maintenance of effective partnerships with key stakeholders.
- Demonstrable experience of managing finances and budgeting.
- Change management.
- Some experience of Charity Retail.
- Setting strategies and budgets and ensuring their delivery.
- Demonstrable experience of income generation.
- Charity leadership and an understanding of charity governance.
- Safeguarding and health and safety.

Personal attributes

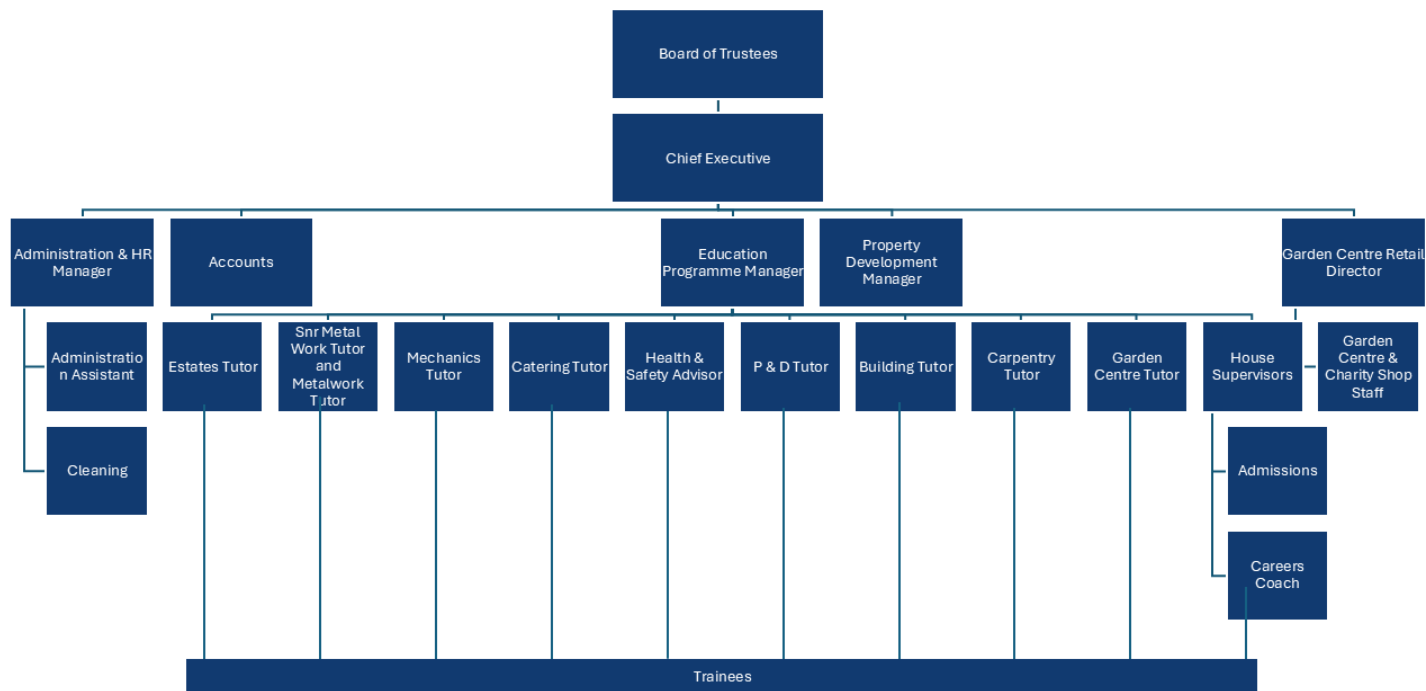
- Strong empathy, excitement, and passion for our work and an understanding of, and empathy for, the Foundation's beneficiary client group.
- Commitment to the charity's values, and particularly to equality, diversity and inclusion.
- Vision, tenacity, and resilience to continue the growth and development of an organisation.
- Comfortable with taking measured risk to generate revenues and strategic opportunities.
- Ability to work comfortably at a strategic level and get involved in the detail where necessary.
- Highly organised and able to work with multiple priorities.

Skills

- Inspiring and values-driven leader, able to engage and motivate teams.
- An entrepreneurial approach with income generation capabilities.
- Able to work collaboratively internally and externally and to build relationships.
- Outstanding communicator, both oral and written.
- Finance and budgeting.



Organisation chart





Terms of appointment

Job Title:	Chief Executive Officer
Salary:	£90,000 plus annual bonus (pro-rated for part time applicants).
Contract:	Permanent / full-time or part-time (minimum of three days a week)
Pension:	Employers Pension Contribution of 10%
Annual Leave:	25 days plus bank holidays (pro-rated for part time applicants).
Other benefits:	Access to private medical insurance after completing probation period
Location:	Maplehurst Road, Cowfold, West Sussex RH13 8DQ This is a site-based role
Pre-employment checks	The post holder will need to pass an enhanced DBS check.



How to apply

If you would like to apply, please send the following:

- An up-to-date CV
- A completed data capture form (which Harris Hill can share with you)
- A Supporting Statement (no more than 2 x A4 pages) outlining why you are interested in becoming Chief Executive Officer of The Camelia Botnar Foundation demonstrating relevant experience for the role.

Please submit your completed application to: nick.shanks@harrishill.co.uk by **9am Monday 9th February 2026**.

Dates for your diary:

Closing date for applications:	9am Monday 9 th February 2026
First interviews:	w/c 23 rd February 2026
Second interviews:	w/c 2 nd March 2026

Please could you also let us know if you will require any special provision should you be called forward for interview.

Please state in your application if you have any commitments during the interview period that may coincide with these dates.



Advertisement

Harris Hill is delighted to be working with The Camelia Botnar Foundation to recruit its new Chief Executive Officer.

The Foundation was created to support young adults aged between 16 and 21 who are disadvantaged or in problematic situations. The Foundation provides residential training and work experience, helping young people to learn a skilled trade, embark on a useful career path and successfully make their own way in life.

As Chief Executive, you will:

- Provide strategic leadership of the Foundation.
- Have oversight of the charity's financial position, including budget setting and regular management accounts.
- Grow and diversify income to strengthen financial resilience.
- Develop strategic partnerships and act as the public face of the organisation.

If you are inspired and excited by what The Camelia Botnar Foundation does, we'd love to hear from you.

Job title: Chief Executive Officer

Salary: £90,000 plus annual bonus (pro-rated for part time applicants).

Contract: Permanent / full-time or part-time (minimum of three days a week).

Location: Maplehurst Road, Cowfold, West Sussex RH13 8DQ.

How to apply:

Please review the Recruitment Pack for further information about The Camelia Botnar Foundation, the CEO position and for details on how to apply.

Closing date for applications: 9am Monday 9th February 2026

Both The Camelia Botnar Foundation and Harris Hill operate an equal opportunity policy and commit to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.