

# **Chief Executive – ETC Sussex**

## **Overview**

The Chief Executive (CEO) is responsible for providing leadership, development and implementation of the charity's strategic aims, ensuring effective financial control, legal compliance and good governance in order that it achieves its core aims.

The CEO acts as both a leader and an ambassador for the Charity by motivating and engaging staff, volunteers and beneficiaries. The CEO builds and maintains strong relationships with key stakeholders in statutory services, politics, media, third sector and business organisations.

The CEO reports directly to the Trustees via the Chair.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## **Chief Executive: Job Description**

### **Responsibilities**

1. Design and implement a strategic direction; supplying regular reports to the Board of Trustees.
2. Manage the strategic and operational direction of the charity.
3. Write and implement the business plan for the charity.
4. Proactively lead and supervise managers and staff ensuring a focus on achieving core purpose and managing staff development.
5. Establish and monitor key indicators of the organisations impact.
6. Identify opportunities to deliver continuous improvement to develop a reputation for high quality projects and best practice.
7. Establish and maintain relationships with appropriate organisations and utilising those relationships to strategically enhance the charity's purpose.
8. Design an annual budget for the Board of Trustees' approval and guide the charity to operate within the agreed budget.
9. Help to ensure a sustainable income from grants, donations, contracts and services.

10. Establish up-to-date employment and administrative policies and procedures for all functions and for the day-to-day operation of the charity.
11. Maintain an awareness of risks and changes in the external environment and identify appropriate strategies to manage those risks.
12. Build and maintain an effective working relationship with the chair of the Trustee Board
13. Ensuring the organisation fulfils its legal, and regulatory responsibilities.
14. Work closely with the Board of Trustees in policy decisions, fundraising and to increase the overall visibility of the charity.
15. Oversee compliance with legal, statutory, regulatory and procedural guidelines including;
  - Health and safety;
  - Equalities;
  - policies.

To carry out the above duties in accordance with the equal opportunities policy of the Charity.

## **Chief Executive: Key Accountabilities**

### **Governance**

Work effectively with the Trustees to fulfil the organisations charitable purpose. Provide leadership in a manner that supports its purpose.

Communicate effectively with the Trustees and provide, in a timely and accurate manner, information necessary for the Trustees to function properly and to make informed decisions.

### **Financial Sustainability**

Develop resources sufficient to enhance the financial health of the organisation. Provide the Trustees with proposed annual budgets and monthly financial statements, which accurately reflect the financial condition of the organisation.

Implement fundraising strategies and develop other resources necessary to support the organisations aims and objectives.

## **Strategy**

Provide strategic planning to ensure the organisation can successfully fulfil its purpose in the future.

Work with the staff and Trustees to ensure that the purpose is fulfilled through programmes, strategic planning and community outreach.

Ensure delivery of the programmes that carry out our purpose.

Enhance the image of the organisation by being active and visible in the community and by working closely with other professional, civic and private entities.

## **Operation**

Oversee and implement appropriate resources to ensure that the operations of the Charity are appropriate.

Ensure effective administration of operations.

Ensure the hiring and retention of competent, qualified staff.

Assessing and recording the risks faced by the Charity via a comprehensive risk register.

Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the Charity.

## **Chief Executive: Person Specification**

Candidates applying for this post should be able to meet the following criteria.

### **Essential criteria**

#### **Personal qualities**

The successful candidate will be able to:

1. demonstrate transparent and high integrity leadership
2. convey a vision of the charity's strategic future to staff, board, volunteers and donors.
3. influence at all levels across all audiences and build strong working relationships
4. inspire confidence

5. demonstrate high levels of drive and social motivation
6. motivate and challenge colleagues when appropriate
7. be adaptable and flexible
8. use initiative to achieve outcomes
9. recognise and develop excellent innovative practice
10. learn and adapt quickly.

## **Skills**

The successful candidate will be able to evidence excellent:

1. management skills
2. organisational abilities including
  - planning;
  - delegating;
  - programme development;
  - task facilitation;
  - time management
3. leadership skills that motivate staff, board members and volunteers
4. public speaking ability
5. hands-on, budget management
6. written and oral communication skills
7. mediation skills
8. administrative and IT skills
9. understanding of political sensitivity.

## **Knowledge**

The successful candidate will:

1. have knowledge of fundraising strategies and donor relations relevant to the non-profit sector
2. have knowledge of managerial structures

3. understand education, progress and attainment and the value of improving standards
4. have good understanding of the barriers faced by those living with disadvantage or deprivation
5. have a clear understanding of the purpose of the charity
6. understand the importance of monitoring and evaluation.

## **Experience**

The successful candidate will have:

1. senior management experience
2. budget preparation, analysis, decision-making and reporting
3. worked in partnership with a range of statutory and voluntary partners
4. created and implemented policies and processes
5. monitored a range of projects and contracts
6. evaluated data and produced reports.
7. measured the impact of a range of projects.

## **Additional requirements**

The successful candidate will:

1. have an appropriate professional qualification to degree level or relevant equivalent experience
2. demonstrate on-going involvement in learning and professional development
3. have a clean driving license.