

Job Details	
Job Title	Chief Executive
Reporting to	Board of Trustees
Salary	£40k
Location	Normal place of work is Bexleyheath, Kent
Hours	<p>This is a full-time role (35 hours per week). However, we are open to part-time, job-share, and/or flexible working requests.</p> <p>Normal working hours 09.00 – 17.00 excluding lunch break. Some evening and weekend attendance is required for which time off in lieu will be offered.</p>
Job Overview	
Overview	<p>We are a small and dynamic independent local charity focused exclusively on supporting people with learning disability and their families, as well as advocating for their needs and rights.</p> <p>We are a close knit team of dedicated individuals committed to our mission, working in a positive and friendly environment.</p> <p>We have a number of projects and campaigns.</p> <p>The role is essential in providing strategic leadership, ensuring the smooth running of the charity and helping us meet our objectives by delivering on all of our projects and campaigns.</p>
Purpose Statement	<p>To develop policies and strategies to meet the long term objectives and values of the charity.</p> <p>To ensure organisational effectiveness</p> <p>To lead the staff and volunteer team.</p> <p>To maintain an open, safe and trusted office environment</p>

	<p>To represent the charity externally</p> <p>To advise the Board of Management</p> <p>To deliver effective financial control and stewardship</p>
<p>Accountabilities</p>	<p>Prepare appropriate strategies and plans for approval by the Board of Trustees and ensuring these are reviewed and implemented</p> <p>Ensure the charity’s impact is monitored and evaluated</p> <p>Provide regular reports to the Board of Trustees and attend Board meetings</p> <p>Advise the Board of Trustees of their responsibilities, duties and recognised good practice</p> <p>Ensure the charity fulfils its legal, statutory and regulatory responsibilities</p> <p>Operate within budget; providing the Board with timely updates on income, expenditure and forecast</p> <p>Ensure effective financial controls are in place</p> <p>Manage all contracts held by the charity and co-ordinate monitoring, evaluating and reporting as required, ensuring that contractual obligations are met</p> <p>Ensure a sustainable income e.g. from grants, projects, individuals, corporate, legacy and trust donations</p> <p>Responsible for managing the growth and success of the charity</p> <p>Act as a strategic point of contact for the charity</p> <p>Develop and maintain effective working relationships with other voluntary organisations and statutory partners</p> <p>Recruit and supervise and delegate responsibility to staff members as appropriate</p> <p>Oversee buildings management and maximisation of income from this resource</p> <p>Deliver effective internal and external communications</p> <p>Undertake any other work as could be expected of a Chief Executive</p>

Competencies	
Competencies	<p>Ability to lead a team whilst ensuring projects are delivered and services maintained</p> <p>Excellent administrative, IT and organisational skills, including ability to plan ahead and prioritise effectively</p> <p>Ability to analyse information from a range of sources in order to make effective decisions; weigh up risks and challenges; apply critical thinking; be outcomes focussed and measure impact</p> <p>Ability to develop relationships and communicate effectively both within and outside the organisation</p>
Work Experience	<p>Track record of successfully supporting an organisation to ensure consistency of delivering on targets</p> <p>Previous strategic leadership and management experience, ideally including experience of:</p> <ul style="list-style-type: none"> <li>• Managing premises, facilities and IT systems</li> <li>• Managing and administering finance systems</li> <li>• HR administration</li> <li>• Procurement and management of office service contracts</li> <li>• Understanding of safeguarding, health and safety, data protection, information assurance and business continuity issues</li> <li>• Leading and building diverse teams of staff and volunteers</li> <li>• Recruitment and line management including objective-setting and performance management</li> </ul>
Behaviours	
Leadership Behaviours	<p>Sets the direction - but also enables and encourages colleagues to embrace and live up to the responsibility that working for and with the charity brings</p> <p>Sets vision – you show strategic insight about our customers and business. You challenge the status-quo and keep an eye on the bigger picture</p> <p>Shows strategic agility – you embrace change and adapt to improve performance</p>

	<p>Drives performance – you can communicate goals through clear targets. You motivate.</p> <p>Takes decisive action – you balance reflection, analysis and decisive action.</p> <p>Inspires ownership – you encourage the active involvement of the team to achieve success.</p> <p>Works across boundaries – you think beyond your realm to generate integrated solutions. You build relationships and share knowledge.</p> <p>Acts with courage – you take confident action, recognise and resolve conflict. You challenge inappropriate and negative behaviour.</p> <p>Develops Talent – you identify, attract, motivate and retain talent. You realise others' potential.</p>
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