

<b>Job title:</b>	<b>Chief Executive Officer</b>
<b>Reports to:</b>	The Mudlarks Community's Board of Trustees
<b>Responsible for:</b>	Providing strategic and operational leadership for The Mudlarks Community. Working closely with the board of trustees, the CEO will develop the charity's long-term aims, budget and business plan and lead the team of employees to achieve that plan.
<b>Main purpose of post:</b>	The CEO is the ambassador for the charity and is expected to build relationships with stakeholders in government, the media and the charity sector. You will also play a key role in motivating and engaging staff, beneficiaries, volunteers and prospective donors.
<b>Location of job:</b>	Mudlarks' office and across all services provided by Mudlarks, as well as regular meetings with sponsors and other stakeholders. This is not a remote working position.
<b>Hours:</b>	40 hours a week, but flexibility required. Events, fundraising and networking take place outside office hours.
<b>Salary:</b>	Circa £45,000 pa, depending on experience
<b>Contract length:</b>	Permanent

### **Principal tasks and responsibilities:**

#### **Culture of Care**

- Ensure that the Mudlarks community: employees, participants, volunteers, customers and partners are respected and valued, upholding the commitment of the charity to equality and diversity.
- Implement Person Centred Planning. Ensure management staff conduct assessments, that regular reviews of individuals' wishes, needs and aspirations are carried out, and that Mudlarks meets people's needs and places them at the centre of the service.
- Establish and build supportive links with families and carers.
- Listen to the views of beneficiaries, ensuring that the voices of participants and other people with learning disabilities are at the centre of Mudlarks' work and vision.
- Ensure the organisation's staff and volunteers are focused on achieving the charity's aims.



### **Strategic**

- Ensure strategic decisions capture the breadth of Mudlarks' areas of focus on learning disabilities and mental health.
- Develop Mudlarks' public profile, build relationships with and influence key stakeholders: regional and local government bodies, local public bodies, charities and private sector agencies, as well as user and carer groups and the general public. This will include presentations.
- Maintain awareness of risks and changes in the external environment that affect the organisation
- Prepare a strategic plan and annual budget for approval by the board of trustees
- Maintain the Mudlarks focus and ethos on environmental concerns as it relates to all activities of the charity.

### **Operational leadership**

- Provide effective and dynamic leadership across the Mudlarks organisation
- Work with the trustees and staff to ensure that Mudlarks' mission is delivered, statutory and regulatory duties are observed and that strategic and operational objectives are implemented within budget.
- Establish and monitor key indicators of the organisation's impact and financial health.
- Ensure quarterly financial management information is provided to the trustees. Supply regular reports to the trustee board and attend trustee meetings.
- Monitor performance against budget at least monthly and to take any necessary corrective action.
- Lead marketing and communication activities ensuring that the website is maintained and updated to a high standard and oversee all social media activity.
- Oversee and ensure proactive reviews of service delivery. Involve staff in service planning, the review and continuous development of policies and procedures and effective communication systems. Ensure awareness and adherence.
- Undertake any other duties as required by the trustees.

### **Fundraising**

- Ensure a sustainable income from individual and corporate donations, legacies, trusts and grants in order to build the income streams and reserves of the charity.
- Work with the administrator, external publicists and volunteers to represent and promote Mudlarks to institutional funders and the public to secure further funding.
- Manage the monitoring and evaluation of all grants and contracts.
- Represent the charity at external events and publicity opportunities.
- Lead activities and applications to win contracts from public bodies.
- Develop new social enterprises and promotional opportunities.

### **HR**

- Ensure that the organisational structure develops in line with the charity.
- Manage direct reports effectively, providing supervision, support, development and annual appraisals for all managers, and ensure they do so for all staff.
- Identify training needs across the Mudlarks charity. Facilitate training as appropriate and support management to plan and implement.

- Prepare succession plans for key roles.
- Lead on the recruitment and selection of staff.

### Regulatory

- Ensure the charity fulfils its legal, statutory and regulatory responsibilities.
- Ensure that Mudlarks' policies and practices are up to date, relevant and fair in the current charity environment and that the organisation is managed in line with the current best practice in employment and equality legislation
- Keep up to date with new developments in the fields of learning disability and mental health and ensure that Mudlarks can respond rapidly to them.
- Ensure an effective complaints system, dealing personally with serious complaints as necessary.
- Ensure that a risk management policy is in place and that the risk register is maintained and reviewed.

### Key Skills required:

**Leadership skills:** The primary role of the chief executive is to motivate staff and volunteers. Personal drive and energy are required to achieve this.

**Advocacy skills and interpersonal skills:** The chief executive is the public and private face of the organisation and must be able to effectively promote the charity's aims, building relationships with a variety of people, from beneficiaries and staff members to government ministers and policy makers.

**Financial acumen:** The chief executive must set and operate the budget, be an effective fundraiser and develop fundraising activities that provide an income for the organisation.

**Competency in the use of IT applications.**

**A clean driving licence and own vehicle are essential**

### Qualifications

An undergraduate degree is expected. Further qualifications in social care or the environment would be helpful but not essential

### Relevant experience

Experience in senior management or organisational leadership is essential. A unique feature of the job of charity chief executive is the need to work closely with the non-executive trustee board, so any experience of working with committees or boards is advantageous. Experience of working in the learning disability sector is desirable.

