

OTR Job Description



Title	Chief Executive Officer (CEO)
Responsible to	Board of Trustees
Hours	Full Time
Location	Off The Record, Threeways, Havant – (Main work base & other locations across the region as necessary)

Objective of the Role

To lead OTR's services and charitable activities, ensuring effective day-to-day management and development of services and income, while maintaining a positive stakeholder engagement that aligns with short-term and long-term objectives in line with the organisation's strategy and mission.

Main Responsibilities

1. **Day-to-Day Management:** Assume ultimate responsibility for the daily management of OTR's services and charity operations. Ensure smooth functioning, timely decision-making, and effective execution.
2. **Board Support:** Accountable to the Board of Trustees, providing necessary information, insights, and support. Ensure effective strategic management aligned with the board's vision. Foster a strong partnership between OTR leadership and the board, resulting in informed decisions with successful outcomes.
3. **Funding Development:** Explore opportunities for sustainable growth including partnerships and alliances with other organisations and funders in the region. Lead creative fundraising efforts to identify new and sustainable funding sources.
4. **Policy Implementation:** Ensure that all organisational policies and procedures are effectively implemented and regularly reviewed. Maintain compliance and adapt as needed leading to consistent adherence to policies, minimizing risks and promoting transparency.
5. **Administration and Finance:** Establish robust cost effective & accurate administrative and financial systems within OTR. Prepare annual & long term financial plans and monitor performance and outcomes on a regular basis. To ensure OTR fulfils its legal, statutory and regulatory responsibilities to organisations such as The Charity Commission, Companies House, local authorities, donors etc.
6. **Performance Review:** Regularly review and evaluate service performance for output, delivery, and impact. Provide accurate and timely reports to funders and other stakeholders

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demonstrating evidence-based decision-making, improved service quality, and positive relationships with all stakeholders.

7. **Community Engagement and Networking:** Promote partnerships & attend local events to enhance OTR's reputation. Develop relations with local media and politicians to build strong community relationships and represent OTR at external events.
8. **Technology & Productivity:** Ensure the organisation's digital services are up to date and relevant by reviewing trends in the sector that would add to continuous improvement and increase productivity.
9. **Risk Management:** Maintain and mitigate an awareness of the risks and opportunities facing OTR. Develop annual goals and objectives for review with the board.
10. **People Management:** Lead the employed team ensuring that all employees receive adequate supervision, direction & opportunities for development. Directly line managing the senior staff members and monitor the management of other staff.
11. **The above list is not exhaustive and you will be required to undertake any such duties that are commensurate with your post.**

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Personal Specification – CEO

Area	Specification	Essential/ Desirable
Qualifications	<ul style="list-style-type: none"> • Degree Level Qualification • Business and Management qualifications • Continuous professional development can be shown in the undertaking of day/short courses in topics related to the role e.g. project management, recruitment/people management, evaluation/monitoring, train the trainer, safeguarding, complex support issues 	D D D
Experience	<ul style="list-style-type: none"> • Significant experience of working in the voluntary sector • Significant experience of project, team or organisational management • Experience of working in a support/care environment • Experience of working closely with a Board either as a CEO or member of the Executive Leadership Team • Experience of setting strategies with the Board • Experience of project/service development, from needs analysis, to planning, delivery and review • Experience of managing the staff • Experience of change management • Experience of building externally to deliver support services • A good understanding of safeguarding, confidentiality, health and safety, data protection and managing the related processes and policy adherence • Experience in managing budgets and multiple funding streams • Experience of funding and fundraising, build bids and monitoring work for grant or contracts 	D E D D D E E E E E E D
Skills/Attributes	<ul style="list-style-type: none"> • Strategic thinking • Ability to analyse data and research and re-use with the • Effective communicator across a range of levels • Strong leadership and co-ordination skills • Ability to work on own initiative and manage a team or project • Excellent planning and organisational skills, and the ability to prioritise workload effectively • Ability to work at times under pressure and within directed time scales • Ability to work creatively and professionally • Flexible, proactive and positive attitude • Assertiveness and the ability to manage change and set-backs 	E E E E E E E E E

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Area	Specification	Essential/ Desirable
Values and Attitudes	<ul style="list-style-type: none"> • Clear professional boundaries • Non-judgemental and committed to anti-oppressive practice • Tactful and discrete • Energetic and passionate for the work delivered OTR • Committed to delivering and contributing to the development of a quality service • Committed to continued professional development • A willingness to be flexible to cover unforeseen demands and deadlines 	<p style="text-align: center;">E E E E E E E</p>

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