

## **Job Description**

**Job Title:** Chief Executive Officer

**Location:** Coleshill, Warwickshire, B46 3FG

**Salary:** £78,000 - £86,000 Per annum

**Hours:** 37 hours per week. The person appointed will work on a flexible basis which from time to time will require evening and weekend working.

**Responsible to:** The Council of Trustees

**The post holder will be expected to work in line with our workplace values which are:**

- Compassionate - We are compassionate.
- Respectful - We are respectful (we respect individuals and uphold their dignity)
- Challenge - We challenge injustice.
- Excellence - We seek excellence.
- Collaborative - We are collaborative.
- Work with - We work with people's strengths (to achieve their potential)
- Inclusive - We are inclusive.

### **Job Purpose:**

The principal purpose of this post is to provide confident and effective leadership at strategic and operational level to the organisation, within the governance framework established by the Council of Trustees; to ensure the full and proper delivery of its charitable objects; ensure that the contribution of the Trustees, staff and volunteers is co-ordinated effectively so that the organisation's objectives are achieved in a manner consistent with the organisation's Mission and Values; to ensure that all activities are congruent with the Mission, and delivered to the highest standards, to manage the staffing and other resources to best meet the needs of the Charity's beneficiaries.

## **Main Duties and Responsibilities**

### **Governance**

1. Inform, advise, guide and support the Council of Trustees to ensure effective governance and determination of strategy, plans, budgets and policy to fulfil the organisation's mission and values and its vision of development.

2. Manage the implementation of Council decisions, monitor outcomes and report back accordingly.
3. Help identify the skills and experience required of the Council of Trustees and assist with recruitment, induction, training and support of Trustees to ensure effective governance.
4. Manage and administer the agreed cycle of Council meetings, sub-Committees; and provide clear and concise information to members through carefully structured agendas, briefing papers, policy proposals and progress reports.
5. Working with the Chair and Council of Trustees, ensure the boundaries of governance and management authority are clearly defined with clarity of roles between the Chair/ Trustees and Chief Executive.
6. Fulfil the duties of Company Secretary (Training will be provided if necessary).
7. Ensure that professional advice is sought from the advisors to the organisation on property, legal, pension and investment matters when appropriate.

### **Strategic Management and Development**

8. In conjunction with the Council of Trustees ensure that the Catholic ethos of the organisation is appropriately present through its activities.
9. Develop and ensure the organisation's strategy and plans (shaped by Gospel values and Catholic social teaching) meet with and underpin the objectives, mission and values of the organisation.
10. Represent and promote the organisation externally and particularly maintain a high profile within the Diocesan Community working collaboratively with other Diocesan Agencies to establish clarity and purpose of mission and seek continued commitment and support.
11. Work closely with the Executive of Caritas Archdiocese of Birmingham to support and encourage the development of the network and the meeting of its aims.

12. Participate fully in the discussions and networking through Caritas Social Action Network nationally to bring about increased Catholic Social Action and recognition thereof.
13. Keep abreast of social need and development opportunities within the social care sector and to consider their relevance to further the development of the organisation's mission.

## **Leadership and management**

14. Lead and direct the operations of the organisation's mission and strategic plans; monitor the effectiveness of outcomes against Mission and targets reporting regularly to the Council of Trustees.
15. Through leadership style, encourage a culture and tone that expresses the vision and ethos of the organisation in a manner that motivates and inspires staff to recognise that meeting the needs of the Charity's beneficiaries is the primary focus.
16. Manage a mutually supportive Senior Management Team in which individual roles and responsibilities are clearly defined and where a sense of collective responsibility for decisions and policies is fostered.
17. Manage effectively all risks; ensure and develop comprehensive policies and procedures to operate across all activities compliant with legal requirements and those of registration bodies, auditors and other regulatory bodies such as the Charity Commission, Care Quality Commission, Ofsted, Safeguarding and DBS.
18. Ensure effective management and control of all financial activities including annual budget preparation, internal controls and information processes, management of capital and investment activities and making regular report to the Council of Trustees.
19. Ensure staff and volunteers are selected, trained, supervised, appraised and consulted in a manner consistent with the organisation's values and the best practice of Human Resource procedures to both qualitative and effective achievement of the organisation's goals.

20. Ensure that staff and volunteers are informed about key decisions of the Council of Trustees and Senior Management Team and maintain an effective two-way communication process.
21. Be Line Manager to members of the Senior Management Team and other direct reporting staff fulfilling the requirements of staff support, supervision, development and appraisal.
22. Ensure effective Fundraising income generation and Marketing activities operate within the Catholic Community and more widely across a range of faiths and corporate partnerships.

#### **Other**

23. Have overall responsibility for the Health and Safety of the organisation managed through effective delegation to appropriate individuals.
24. Ensuring the duties of Registered Provider/Responsible Individual (CQC and Ofsted) are fulfilled either personally or by effective delegation.
25. Undertake any other duties necessary to fulfil the requirements of this leadership position.

### Person Specification

**Job Title:** Chief Executive Officer

**Location:** Coleshill, Warwickshire

Essential Criteria	Desirable	Method of Assessment
<p><b>Ethos and Values:</b></p> <p>A practising Catholic, able to demonstrate a sound understanding of and commitment to the Church's social teaching within the context of operating a Social Care Agency.</p> <p>Full commitment to diversity and equality of opportunity.</p>		<p>A, I &amp; R</p> <p>I</p>
<p><b>Qualifications:</b></p> <p>A degree and/or relevant professional qualification in social work, health, education, community work, finance or business management together with evidence of post-qualification training in relation to the Senior Management task.</p>	<p>Professional Social Work qualification.</p> <p>Masters degree or equivalent in Management</p>	A & D
<p><b>Experience:</b></p> <p>Experience of work at Senior Management level in the Social Care sector, including with statutory, private and voluntary sectors.</p> <p>Experience of front-line work and managing a diverse range of Social Care services, including some of the following groups – children, vulnerable adults, families, refugees and homelessness.</p> <p>Leading and managing senior staff responsible for front line services (as above).</p>	<p>Senior Management experience in both Statutory Social Services and Voluntary Sector Organisations.</p>	<p>A, I &amp; R</p> <p>A, I &amp; R</p> <p>A, I &amp; R</p>

<p>Setting and managing budgets, analysing figures and statistical information.</p> <p>Developing and implementing strategic plans; effective planning and monitoring of outcomes, managing change.</p> <p>Writing policy documents and reports</p>	<p>Leading and managing a range of Support Services such as Finance, Human Resources, Estates and Fundraising.</p>	<p>A, I &amp; R</p> <p>A, I &amp; R</p>
<p><b>Knowledge, Skills and Abilities:</b></p> <p>Demonstrate a sound knowledge and understanding of charity/voluntary sector governance and the major issues facing the Voluntary Care Sector and best practice in responding to social care need.</p> <p>Knowledge of the social teaching of the Catholic Church and its relevance and application to service provision.</p> <p>Represent and promote the work of the organisation; write editorials, address groups and make presentations to a variety of audiences.</p> <p>Able to establish and maintain effective relationships; lead and develop people; facilitate meetings; coach and enable people; listen and respond to issues appropriately and provide direction.</p> <p>Effective I.T skills and proficient in the use of Microsoft Office applications to include teams.</p> <p>Able to read understand and analyse financial statements</p> <p>Excellent self-management and organisational skills; resilient and able to work under pressure</p> <p>Work Collaboratively with a wide range of partnership groups including Trustees/Faith communities</p>	<p>Knowledge of Charity, Employment and Health &amp; Safety law</p> <p>Past relevant experience of putting this into practice.</p> <p>To have some knowledge and appreciation of the values and practices of other faith communities</p>	<p>A, I &amp; R</p> <p>A, I &amp; R</p> <p>A, I &amp; R</p> <p>A, I &amp; R</p> <p>A</p> <p>A, I &amp; R</p> <p>A, I &amp; R</p> <p>A</p>

<p><b>Other:</b></p> <p>Travel and flexibility required in attending meetings, sometimes out of regular office times.</p> <p>Full driving licence (subject to adjustments if required in line with the Equality Act)</p> <p>Enhanced Disclosure from the DBS (applied for by the organisation upon provisional offer being made).</p>		<p>I</p> <p>A, D</p> <p>D</p>
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**Method of Assessment: - A - Application Form I – Interview D – Documentation**

**P – Presentation R – References**