

Job Statement

Role: Chief Executive Officer

Location: Home based (Head Office Derby once a month or as necessary)

Hours: Full Time

Reports to: Chair of Trustees

Key Relationships: Chairman, board of Trustees, myaware management team.

Job Purpose: To advise and work with the Chair and Trustees on the strategic direction of the charity and to implement board decisions. To deliver effective management and administration of the organisation. To promote the missions, aims and objectives of myaware and raise the profile of both the charity and of people with myasthenia across the nations where it operates.

Main Responsibilities

Strategic:

- Work with the Chair and the board, to formulate and regularly review, the organisation's strategic and operational plans and policies
- Lead the implementation of agreed strategy
- To keep the objects of the charity and the needs of service users at the centre of the organisations work and vision
- To keep up to date with new developments in the sphere of the operation, including health and care services; medical research and developments and the charity sector
- To ensure that management policies and practices are current and fair
- To maximise available funding for the work of myaware by building income streams and practicing effective cost control

Managerial:

- Develop and maintain suitable systems for measuring operational effectiveness
- Manage and control expenditure within agreed budgets
- Ensure that staff structure is developed in line with the requirements of the charity, that all staff understand their key roles and responsibilities and maximise their personal contributions
- Manage direct reports effectively, providing supervision, support and development
- Support the board with timely and relevant reports and information and support the Chair in further developing the board and its role
- Formulate the annual budget for board consideration
Provide financial reporting against budget to the Finance Committee on a monthly basis

Communication:

- To develop the profile of the charity in the nations in which it operates
- Promote the needs of people with myasthenia with key influencers in the delivery of health & support services

- Represent the charity at conferences , meetings, events and to the press when required
 - Ensure that the charity is presented in an appropriate manner to all its stakeholders
 - Ensure that the members and supporters of the charity are kept informed about its work and service offerings
- Using all available media, ensure that the work of the charity is promoted widely and appropriately in accordance with the agreed brand guidelines

Funding:

- Develop income generation opportunities, grow funding from existing sources and develop new income streams
 - Provide direction and support to staff and volunteers to ensure income generation activities and team efforts are effectively co-ordinated
- Focus all employees on growing unrestricted income

Health & Safety & Legal Framework

- Ensure the operation meets legal requirements for health and safety; environmental policy; employment and equality legislation and general duty of care
- Adhere to all stated policies relating to health and safety
- Adhere to procedures relating to the proper use and care of equipment
- Ensure safeguarding the welfare of myaware staff, members and volunteers. Ensure compliance with GDPR in conjunction with the Accounts and Compliance Manager.

Other

- Undertake other duties as required by the Chair and Trustees
- Ensure that all staff, service users, volunteers, supporters and customers are respected and valued in line with the myaware values.
- Undertakes other duties as required by the CEO and board of trustees.
- Attend biannual all staff face to face team meetings
- Apply myaware's 'Values' to every aspect of the role and all communications both internal and external
- Always ensure confidentiality, only releasing confidential or personalised information externally with consent from a line manager
- Comply with the requirements of the General Data Protection Regulation to ensure integrity and security of myaware's information
- Always remain vigilant to any safeguarding concerns within day-to-day performance of your job role to ensure our statutory and organisational responsibilities are met in respect of safeguarding children and vulnerable adults
- Ensure that all members, colleagues and external contacts are treated as individuals within myaware's diversity and equality framework
- Ensure that you take responsibility for self-development and learning within your role
- Undertake any other duties that are reasonable and are commensurate with the role