

## CHIEF EXECUTIVE JOB DESCRIPTION

This role is at the head of the organisation, focussed on developing partnerships, increasing community connections and ensuring the service grows to meet the needs of the community it serves.

<b>POST</b>	<b>DFK Chief Executive</b>
<b>RESPONSIBLE TO</b>	DFK Board of Trustees
<b>SALARY</b>	£45k - pro rata
<b>HOURS</b>	28 hours per week; to be agreed; occasional evening/weekend work required. Hours may increase over time if suitable to both parties
<b>HOLIDAYS</b>	33 days including Bank Holidays
<b>SPECIAL CONDITIONS</b>	Hybrid role based at home 50% and DFK Information and Support Centre 50% (Some flexibility but presence at the centre is required)
<b>LENGTH OF CONTRACT</b>	From July 2024 - June 2027
<b>PENSION OFFERED</b>	Via Nest (Government Workplace Pension Scheme)

## KEY OBJECTIVES

### To develop and manage a three year project

- To further increase the awareness of dementia throughout Keighley's communities; local groups; statutory bodies; partners and funders. This will involve travel around Keighley and its surrounding areas
- To further develop the professional support Dementia Friendly Keighley (DFK) provides for people with dementia and their carers in all of Keighley's communities

### Project Delivery

To lead on all aspects of project management:

- Planning
- Organising the resources
- Managing the delivery to meet the requirements of the plan
- Monitoring progress
- Producing reports and analysis as required for funders and the Board

To secure additional funding streams, to ensure the long term success of DFK beyond the initial three year contract.

To effectively manage budgets and financial resources in line with organisational procedures

To develop local businesses' commitment to achieving the Dementia Friendly Recognition award, and complete training to become a Dementia Champion.

## Team

To oversee the DFK manager, providing appropriate support and resources to ensure they can effectively deliver the day to day service within the centre and the community, and that the volunteers are supported.

- Monitor delivery against project outcomes and outputs
- Ensure staff and volunteers are up to date with all training
- Monitor welfare and wellbeing, ensuring all Risk Assessments and safety plans are up to date.
- Be the link between the Trustees, the staff and the volunteers to ensure effective two way communication.

## Media and Communications

To lead on and oversee DFK social media content, to ensure it engages the community we serve and encourages participation in the services we offer.

To professionally represent the organisation on a variety of platforms including within the media and at key events, growing our profile and engaging new connections.

## Board

To support the Board in developing DFK's long term strategic objectives and plans

Support the Board meetings by facilitating all administration support and arrangements, and attend meetings.

## General

Ensure the centre is fit for purpose, liaising with the Airedale centre management where appropriate and securing appropriate repairs as required.

## Person Specification

### ABOUT YOU

You will have a passion for working with people living with dementia and feel enthused by the positive, empowering ethos at DFK.

You will have a personal/professional understanding of dementia and how it impacts on all aspects of life for people living with dementia, those caring for them, and their family and friends.

You will have a track record as a successful senior leader in a charitable organisation of a comparable size or equivalent managerial or director experience.

You will be confident in representing the organisation externally, be able to convey a message with impact to engender trust, and be comfortable communicating with senior stakeholders, staff, volunteers and funders. You will have a track record in public speaking and have excellent communication skills.

You will have experience of managing projects and delivering outputs and outcomes often through working in partnership.

Skills, knowledge, experience and attributes	Essential	Desirable
Personal and/or professional understanding of dementia	✓	
Ability to show compassion, empathy and understanding to people affected by dementia	✓	
Excellent spoken and written English	✓	
Ability to speak other community languages representative of our town		✓
Effective interpersonal skills	✓	
Excellent organisational and prioritising abilities,	✓	
Able to work independently and proactively and at the same time, demonstrate strong team working skills	✓	
Community outreach experience, in particular how to engage with less represented community groups.	✓	

Experience of effective budget management and meeting defined project/external funding outputs and outcomes	✓	
Understanding of the wider voluntary sector	✓	
Understanding of the roles of NHS, Social Care and Residential Care Services as they relate to dementia	✓	
Ability to build good working relationships with partner agencies; DFK volunteers, staff and trustees	✓	
Understanding of, and hands on experience of, using a range of social media platforms, and putting together press releases	✓	
Committed to Equal Opportunities	✓	
Driver with own car		✓
Willingness to travel around the local community as required	✓	