

## **Job Title: Chief Officer**

Hours: 26.5 hours over 3 or 4 days

Salary: £40-£42K (FTE) pro rata based on hours

Contract: Part Time



## **About Us:**

The Creative Living Centre provides a person-centred holistic approach to members of the community who are experiencing mental health distress. Founded in 1995, and based in central Prestwich, Manchester, the CLC offers a wide range of therapies, self-help groups, classes and support to adults who need to use the service and support these individuals on their journey. We foster creativity, well-being, and personal growth. We offer a range of programs and services designed to inspire and support individuals in their creative journeys.

## **Position Overview:**

We are seeking a dynamic and visionary Chief Officer to lead our organization they will be the figurehead for the charity and a positive leader of the wider team as well as a key influencer with Local Council and Commissioner. The ideal candidate will have a passion for creativity and community engagement, along with strong leadership, bid writing and strategic planning skills. This role involves overseeing all aspects of the Centre's operations, including program development, fundraising, and community outreach.

This role can influence the delivery of the mental health agenda across Greater Manchester and requires the jobholder to be a positive leader and role model for the CLC's members, employees, and volunteers.

The Chief Officer will also work on behalf of the Board of Trustees to develop and deliver the CLC's Vision and Mission by supporting the delivery of the strategic plan, to ensure the CLC's ongoing sustainability, growth, and success.

## **Key Responsibilities:**

- Develop and provide strategic leadership and direction to the Creative Living Centre.
- Develop and implement programs that align with our mission and goals.
- Oversee budgets, expenditure and management accounts ensuring that income and expenditure is within planned targets. Accountable to the Board of Trustees for the overall financial health of the CLC, including ensuring that new funding opportunities are pursued.
- Oversee fundraising efforts and build relationships with donors and sponsors.
- Manage the Centre's budget and ensure financial sustainability, asset management and risk appraisal.
- Foster a positive and inclusive community environment.

- Represent the Centre at public events and in the media.
- Collaborate with staff, volunteers, and community partners.
- Ensure all staff are effectively line managed and performance managed
- Take overall responsibility for achieving, monitoring, and reporting on performance against targets in all areas of the CLC's activities.
- Report to the Trustee Board regularly on progress against key strategic objectives, providing information and answering for the CLC's performance.
- Ensure that the Board operates within statutory and corporate approved frameworks, requirements and guidelines.

### **Who are we looking for?**

- Proven experience in a leadership role developing business plans, preferably in a non-profit or community organization ideally a mental health charity.
- Strong leadership style with line management, team building experience.
- Robust knowledge of Charity Governance, Policies, and statutory requirements
- Strong understanding of creative and cultural sectors.
- Excellent communication and interpersonal skills.
- Demonstrated ability to develop and implement strategic plans.
- Experience in fundraising and financial management.
- Passion for creativity and community engagement.
- Experience of working closely with Boards of Trustees, advising, and guiding robust decision making
- Financial management including forecasting, budget setting and monitoring income and expenditure.
- Risk strategy and management.
- Knowledge of Mental Health Strategies both at local, Greater Manchester and National levels highly desirable.
- Strong organisational skills and ability to prioritise multiple activities/workstreams.
- Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point

### **What you can expect in return**

The role is part-time, 26.5 hours per week. The successful candidate can work the hours in a variable pattern which can suit both parties, subject to agreement with the CLC's board of trustees. The successful candidate will be required to spend time at the CLC each week.

**Equal Opportunity Employer:** The Creative Living Centre is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour,

religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Please note, this role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references. Applicants must also be eligible to work in the UK.