

Deputy Chief Executive Officer

Job Description

Job Title	Deputy Chief Executive Officer
Responsible to	Leeds Older People's Forum Chief Executive.
Responsible for	Monitoring and Evaluation Officer, Good Practice Mentor
Employed by	Leeds Older People's Forum
Salary	PO4 (SCP 35 - 38) £46,142 - 49,282 FTE (we expect applicants to start on SCP 35)
Hours:	28 hours per week (4 days)

About Leeds Older People's Forum

Leeds Older People's Forum is a registered charity that exists to promote the wellbeing of older people in the city of Leeds. We're a network of third sector organisations working to ensure older people have the opportunities, freedom and support to live the life they want.

Together, we've been working with and for older people since 1994 to make Leeds the best city to grow old in. Our member organisations work closely with older people across a diverse range of areas, including health, social care, housing, transport, financial inclusion and leisure.

We're constantly exploring, evaluating and adjusting to the needs of older people. Thanks to our connections to the wider health and social care network in Leeds, we're in a position to promote the wellbeing of older people in a way that's shaped directly by their voices. LOPF has recently extended our area of benefit to West Yorkshire

Aims of this post:

To enable Leeds Older People's Forum to achieve our mission to ensure older people have the opportunities, choices and support they need to live the life they want.

The Deputy CEO will take responsibility for delivery of our four key outcomes:

- Voice - the voices of older people are listened to in Leeds

- Leeds is an age and dementia friendly city
- The third sector is an equal partner in the city
- The health, wellbeing and independence of older people is improved

They will do this by working on the following

Duties

Strategic:

1. Contributing to the development and implementation of LOPF's strategy to influence policy and practice across the City; including identifying innovations and new work streams to support older people in Leeds to live the lives they choose.
2. Work with the CEO to develop and implement an organisational development plan to ensure LOPF has the resources and policies to deliver its objectives.
3. Work with existing strategic partners and identify new ones, to advance LOPF's 4 main outcomes and develop opportunities to improve lives of older people across the city.

Influence and system change:

4. Identifying allies, policy makers and key decision makers, including those with responsibility for resource allocation; building, increasing and maintaining relationships with them, securing support to influence policy and practice in relation to our four key outcomes.
5. Alongside the CEO, ensure that the city's strategic boards and transformation groups have meaningful third sector representation. This could mean being the third sector rep on strategic boards or supporting our third sector members to take a representative role on boards.

Developing the capacity of the voluntary sector in Leeds:

6. Developing the capacity of the LOPF's members through responsibility for the following functions::
 - o Learning and facilitation
 - o Grant-making
 - o Network / member meetings
 - o Monitoring and evaluation
7. Identifying and apply for income streams which support LOPF's strategic aims, whilst also increasing income of our third sector members.

Operational

8. Recruiting, managing, developing and supporting LOPF employees within your portfolio of work. Ensuring regular supervision and training as necessary.
9. Taking the lead responsibility for budgets within your portfolio.
10. Being the main contact person for your portfolio of work when liaising with the funder, and managing that relationship with the funder where appropriate.

11. Providing regular reports to the CEO, LOPF Board of Trustees and to the requirements of the funding body
12. Managing commissioning & de-commissioning of projects and programmes, as appropriate.
13. Working with the CEO to continue our test, learn and develop approach
14. Complying with the requirements of all Leeds Older People's Forum policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures and for GDPR compliance and equity of opportunity in all aspects of the post
15. Ensuring older people and our third sector members are fully involved in all aspects of our work
16. Any other duties as appropriate.

Competency Framework

The Deputy CEO will be able to demonstrate they have the essential competencies evidenced through their skills, knowledge and experience gained from, but not limited to, working in a responsible strategic and/or senior management role within an organisation. They will also share LOPF's [core beliefs and values](#) and demonstrate a passion to make life better for older people.

LOPF's Competency framework is divided into three clusters.

Cluster One - Setting Direction:

1. Seeing the big picture is about having an understanding and knowledge of how your role fits with and supports the organisational aims and wider needs of older people in Leeds.
2. Making effective decisions and taking responsibility, aligning all we do to the values of our organisation
3. Changing and improving is about taking initiative and seeking opportunities to create effective change - modelling LOPF's test, learn, improve ethos

Deputy CEO will have the ability, experience and knowledge to:	Develop insight into members, partners and older people affecting their portfolio of work, and ensure these are fed into the organisational long term strategic planning.
	Involve and consult relevant parties when decisions are needed, whilst being confident to make quick, confident decisions at a strategic level to meet organisational goals and values. Know when major organisational decisions should be referred upwards.
	Seek, encourage and recognise ideas, initiatives, improvements and measured risk taking within their portfolio to deliver better approaches and services for older people. Creating effective plans, systems and governance to manage change and respond promptly to critical events.

Cluster Two - Engaging People:

1. Showing pride and passion for LOPF’s work and campaigns
2. Collaborating and partnering - at all levels it requires working collaboratively, sharing information appropriately and building supporting, trusting relationships with colleagues inside and outside of LOPF.
3. Building Capability for All - is about creating a learning and knowledge culture, supporting our teams internally and our delivery partners to be effective now and in the future.

Deputy CEO will have the ability, experience and knowledge to:	Lead from the front, ensuring visibility and communicating in a straightforward, truthful and candid, influencing external partners and stakeholders successfully for mutual benefit.
	Proactively create, maintain and promote a strong network of connections with colleagues across the City to further LOPF’s organisational goals.
	Be a senior leader with operational responsibility, supporting the CEO with their strategic and governance workload.
	Encourage work placed learning for the LOPF team and our ‘wider workforce’ of delivery partners, and to share their learning to build organisational and voluntary sector capacity.

Cluster Three - Deliver Impact:

1. Achieving outcomes - ensuring all activities are delivering against LOPF’s strategy; identifying issues affecting older people and using these to develop models / partnerships to deliver impact
2. Managing quality, understanding and articulating diversity and creating appropriate, cost effective delivery models to have a positive impact on older people and on the third sector.
3. Delivery at Pace is about taking responsibility for the outcomes we want to deliver, building a culture where staff are given space, authority and support, whilst maintaining a focus on our priorities.

Deputy CEO will have the ability, experience and knowledge to:	Manage strategic relationships and delivery arrangements, including contract management and performance management of staff and partners, to effectively achieve organisational, funding and city wide outcomes.
	Promote a strong focus on the needs of older people; to develop new models and partnerships which will have a

	positive impact on older people in Leeds
	Understand and articulate the diversity of older people and of the third sector to support and implement positive outcomes for older people and the sector.
	Maintain a strong focus on priorities, holding others internally and externally to account for priorities and swiftly responding to changes required.