

DEx CEO – role and responsibilities

Broad area	Specific responsibility
Governance	Leading on the creation of (with trustees) – and then oversight and delivery of strategy
	Setting annual budget
	Review and update of budget forecast monthly
	Prepare Board papers and attendance at Board meetings
	Ensure organisational compliance with legal responsibilities e.g. DPA/GDPR, policies up to date etc. Several areas need a particular focus
	Write the Trustees' Annual Report and oversee the I.E. process
Safeguarding	Act as Deputy Safeguarding lead
	Set policy and procedures around safeguarding and ensure they're followed
Impact measurement	Lead on impact measurement for the organisation inc. Annual family survey
	Write impact reports for funders as required
People management (paid)	Contract management for: Service Manager, Administrator, Finance Manager, Music Mike
	Support Service Manager with contract management for Delivery team
	Oversee and deliver any paid recruitment process
People management (volunteers)	Promote volunteering opportunities and recruit volunteers
	Coordinate responses, share with Service Manager as required, and keep track of current volunteers and those on file
	Oversee volunteering policies and procedures
	Manage any volunteers within remit
Communications	Manage and update all website content - needs a refresh in the short term
	Ensure content from families, children and other people supported by Dex is collated for use in all communications

	Update social media pages (Facebook, Instagram and LinkedIn) Also support volunteers with this
	Write and send out monthly DEx newsletter
	Oversee hello@ inbox, triaging emails as required to Admin and Service Manager, or responding directly, as appropriate
	Develop and oversee communications strategy (nb. Following creation of organisational strategy)
Fundraising	Set DEx's fundraising strategy and ensure its delivery – pending organisational strategy, this is limited to finding funding for our current delivery
	Deliver all trust & foundation fundraising Support and coordinate activity by volunteers to support this
	Deliver all fundraising support and recruitment by individuals, including thanking them. Oversee development of database.
	Explore and invest in new or under-developed areas of fundraising for DEx

Additional responsibilities:

- Remuneration of freelancers – setting and agreeing rates
- Supervision and support for Music Mike sessions (safeguarding, attendance) - every Saturday morning at 10:30am
- Supervision and support for Elisa's athletics sessions (safeguarding, attendance) - every Tuesday evening at 6pm
- Approval of expenditure, esp. Limits where needs Board sign off