

## JOB DESCRIPTION and PERSON SPECIFICATION

JOB TITLE:	Chief Officer
ACCOUNTABLE TO:	The Chairperson & Board of Trustees

### **Job Purpose**

Work on behalf of the Creative Living Centre to develop and deliver the Vision and Mission of the charity by delivering and leading the strategic plan. Ensure the ongoing sustainability, growth, and success of the Creative Living Centre.

Act as a strong figurehead for the charity; a positive leader and influencer with Local Council and Commissioners. To influence the delivery of the mental health agenda across Greater Manchester. Act as a positive leader and role model for employees and volunteers.

Ensure that the members are placed at the heart of everything the charity does, in pursuit of the mission of improving the mental health and wellbeing of all.

### **Values and Attitude**

All Creative Living Centre employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high quality services to members to create a working culture where all are valued and encouraged.

### **Principal Accountabilities Strategy, Planning and Control**

1. Develop the charity's strategic plan, in response to key strengths, weaknesses, opportunities and threats and in conjunction with key stakeholders both internal and external to the charity.
2. Manage the CLC effectively, ensuring that its financial security, asset management and risk appraisal is maintained and enhanced.
3. Lead the development and implementation of strategic goals, objectives, and financial plans to meet both the aspirations, vision, and mission of the Creative Living Centre. Ensure the board is fully informed of progress Vs same.
4. Take overall responsibility for achieving, monitoring and reporting on performance against targets in all areas of the charity's activities, taking appropriate action as required

5. Develop a culture of continuous improvement throughout all aspects of the CLC's work. <sup>[1]</sup><sub>[SEP]</sub>
6. Ensure that the charity is well funded by ensuring that a continuous flow of bids and grants applications are made. From time to time this could involve the Chief Officer personally in writing bids / funding applications.

### **Financial Management**

1. Oversee budgets, expenditure and management accounts ensuring that income and expenditure is within planned targets, working closely with the trustee leading on finance and the service delivery leads.
2. Accountable to the Board of Trustees for the overall financial health of the Creative Living Centre, including ensuring that new funding opportunities are identified and pursued. <sup>[1]</sup><sub>[SEP]</sub>
3. Identify and put in place an effective risk management strategy and framework for the charity to support business plan objectives and robust financial and strategic management. <sup>[1]</sup><sub>[SEP]</sub>
4. Ensure that a continuous stream of compelling and high quality bids and grant applications are being submitted to secure the future of the charity.

### **Robust Governance**

1. Foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the charity's affairs.
2. Advise the Board in all aspects of leading the Charity, including short term and long-term strategic planning for the financial welfare of the Charity, people management, fundraising, communication/Public Relations, and the management of the building.
3. Ensure at all times that the Board operates within statutory and corporate approved frameworks, requirements, and guidelines. <sup>[1]</sup><sub>[SEP]</sub>

### **Leadership**

1. Line manage the Service Delivery Managers ensuring they feel supported and empowered in equal measure.
2. Provide leadership to the Charity and take responsibility for the effective delivery of all functions within the strategic plans established by the Board of Trustees. <sup>[1]</sup><sub>[SEP]</sub>
3. Develop a culture which motivates all staff to enable them to provide a high-quality service to members. <sup>[1]</sup><sub>[SEP]</sub>
4. Development and maintenance of supervision structures, welfare of members, and the management of health and safety.

5. Be an inspirational leader for the Creative Living Centre, so that it consistently achieves excellence, and invites innovation and change.
6. Promote the Creative Living Centre so as to ensure a positive external image and highly motivated workforce. [L]  
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### **General requirements**

1. Ensure that all responsibilities are undertaken in an appropriate manner in accordance with the Code of Conduct for Employees.
2. Participate in internal/external meetings and training
3. Participate in regular 1-2-1s and annual appraisal with the Chair of the [L]  
[SEP] Board of Trustees. [L]  
[SEP]
4. Ensure that all Creative Living Centre Policies and Procedures are adhered to at [L]  
[SEP] all times. [L]  
[SEP]
5. Undertake any other duties that may be reasonably required from time to [L]  
[SEP] time. [L]  
[SEP] This will include attending monthly Board Meetings which take place in the evening. In addition, a flexible approach to working hours may be required to provide staff coverage at the centre and to accommodate key meetings with external stakeholders etc.
6. Acknowledging the need for professional sharing of information with relevant [L]  
[SEP] parties the Chief Officer is required to maintain a strict confidentiality of information conveyed to them by the Chairperson, Board of Trustees, members, staff, and external organisations. [L]  
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This role is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

The Charity may make any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's role.



Experience of writing bids and successfully applying for funding	Essential	Application / Interview
<b>Knowledge, skills, and abilities:</b>		
Excellent communication skills at all levels	Essential	Interview
Practical knowledge of operating within the devolved authority structure of the Greater Manchester region	Essential	Application / Interview
Practical experience of supporting serious safeguarding concerns	Essential	Interview
Excellent Financial skills in preparation and control of budgets	Essential	Interview
Excellent organisational skills and ability to prioritise multiple tasks	Essential	Application / Interview
Project Management	Essential	Interview
Excellent IT skills with ability to prepare reports in Word, spreadsheets in Excel and Power Point	Essential	Application / Interview
Track record of operating as a senior manager in the third sector	Essential	Application / Interview
Driving License	Desirable	Interview
<b>Other Attributes:</b>		
Very capable people leader	Essential	Interview
Able to work under own initiative and follow direction from the Board	Essential	Interview
Confidential, empathetic and diplomatic	Essential	Interview
Committed to working within the organisation's agreed values framework	Essential	Interview

