



CHIEF OFFICER

Job Description & Person Specification

Salary:	£50K+ negotiable for exceptional candidates (flexible hours arrangements if appropriate)
Reports to:	Chair of Trustees
Working Hours:	35 hours per week, full time
Holidays:	28 days plus Bank Holidays

Role's purpose

Possability People is a pan-impairment disability charity based in Brighton. We work with people with a number of health conditions, including mental health, as well as older people.

We are seeking an experienced and dynamic senior manager to act as Chief Officer to lead our disability charity's growth and development. The Chief Officer will provide strategic guidance and oversight, ensure operational efficiency and sustainability, and maintain the organisation's commitment to serving disabled people in our community.

If you have strong leadership and strategic planning skills, vision, fiscal acumen and a passion for and understanding of the rights and well-being of disabled people, then we would love to hear from you.

Context

As a user led organisation, any applicant of Possability People must be able to demonstrate that they prioritise the needs of service users and demonstrate an empathetic, confidential and understanding approach at all times.

This role is located at our head office in Kemp Town, Brighton, East Sussex. There are opportunities for flexible and home working.

Unsociable hours may be required, e.g. attending events and out of hours meetings.

Responsibilities

- a) The post-holder has a responsibility to safeguard and promote the welfare and protection of children and adults with whom they have contact or for whom they are responsible.

Operational and Leadership

- b) In conjunction with the Board of Trustees, provide strategic leadership to Possability People determining the overall direction, policies and delivery plans and guide the organisation's growth and development.
- c) Create, lead and maintain an effective, highly respected and high performing organisation able to maximise opportunities to support disabled communities across Brighton and Hove and the surrounding area.
- d) Oversee day-to-day operations, ensuring successful delivery of the charity's services.
- e) Oversee the creation of programmes and partnerships to demonstrate and deliver the charitable purpose of the organisation and its vision for 'a society where anything is possible regardless of ability'.
- f) Develop, implement, and review a strategic business plan for Possability People, with a focus on securing and growing sustainable income streams to maintain the delivery of the Charity's core services.
- g) Establish and maintain strong, positive working relationships at a senior level with all partners, funders and stakeholders.

- h) Act as a principal spokesperson for the organisation, building a strong network of strategic contacts, speaking at events, presenting to local government and other key partner organisations, and engaging with the media as required.
- i) Foster a positive and inclusive working environment that promotes collaborative team working with a focus on employee and volunteer well-being.
- j) Recruit, develop and retain staff and volunteers through an effective staffing structure, job role description and performance management programme and actively encourage individuals to take up opportunities for professional development.

Governance & Financial Management

- k) Ensure the Board is kept fully informed in the manner and frequency it requires on achieving all strategic business objectives; including a regular and proportionate approach to the management of business risk.
- l) Ensure that Possability People's operations are all conducted in accordance with legal and other requirements as set out by the Charities Commission and by funding bodies such as Brighton & Hove County Council.
- m) Attend Possability People Board meetings and other meetings of sub-committees of the Board as required.
- n) Ensure presentation to the Board for approval of proposals for all major expenditure exceeding authority and budget limits.
- o) Ensure the development, implementation, control and co-ordination of appropriate internal and external risk management policies (Health and Safety, IT, etc.).
- p) In conjunction with the Treasurer, ensure the effective creation, monitoring and reporting of an annual budget and forecast, including a regular (monthly) review of income and expenditure.
- q) Act as the Accountable Officer for Possability People.
- r) Be responsible for the development and delivery of governance policies such as those around Equality and Diversity and Safeguarding.

Fundraising and Development

- s) Create and lead an effective, high value fundraising pipeline by developing and implementing innovative strategies to secure funding from a diverse range of sources.
- t) Identify and pursue grant and contract opportunities, corporate sponsorships and individual giving prospects.
- u) Increase annual income in line with targets agreed with the Board of Trustees.
- v) Leverage technology and digital platforms to enhance fundraising and outreach efforts.

Job Review

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role.

It will be the practice of Possability People to examine periodically employee's job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting.

It is the Trustees aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

PERSON SPECIFICATION

Essential Experience & Qualities

1. Lived experience, or an in depth understanding of, the barriers disabled people face and an enabling approach to overcoming them.
2. A commitment and willingness to provide quality services and support for disabled people and a commitment to the social model of disability.
3. Clear understanding of Equal Opportunities policy and practice and a commitment to implementation
4. Proven track record of senior leadership in the non-profit sector, preferably working with disabled people.
5. Demonstrable experience of operating at a senior, preferably Board, level and a track record of leading teams within the charitable, disability or social care sectors.
6. Strong, demonstrable knowledge of disability issues, advocacy and support services.
7. Ability to create and set strategy and communicate that effectively both to internal and external audiences.
8. Excellent financial management skills, including budgeting and financial reporting.
9. Proven track record in the effective handling of stakeholder relationships and management of high-profile and sensitive political issues.
10. Ability to understand and manage complex financial information.
11. Ability to manage a multitude of projects concurrently, to a high level and at a high standard.
12. Experience in fundraising and income generation, including submitting tender bids and funding applications, managing grants, commissioner relationships and corporate sponsors.
13. Demonstrable success in securing additional sources of revenue from a variety of different sources including the ability to attract major donors and/or corporate sponsorship.

