



## Job Description

JOB TITLE: Chief Executive Officer

RESPONSIBLE TO: The Board

### AIMS OF THE POST:

- Enabling the Board to make informed decisions on the current status, future direction and strategy of the Association

### Responsibilities:

#### Strategic and Development

1. Identify opportunities to develop the Association ensuring any future development projects or acquisitions are in line with the Association's ethos and meet the needs of the client groups which the Association provides for.
2. Liaise with local authorities and other statutory bodies to promote and expand the Association's client and property base.
3. Co-ordinate the production of the Association's promotional material.
4. Raise the profile of the Association by attending open day forums and events to promote supported housing and special needs housing with tenancy related support.
5. Oversee delivery of the Association's development programme.

#### Compliance and Control

1. Lead the preparation of the Association's business plan and risk management strategies for Board approval
2. Oversee the preparation of annual accounts, budgets and financial reports for Board approval.
3. Report to the Association's Board on a quarterly basis on the activities of the Association and performance of the business.



4. Carry out the duties of Company Secretary in accordance with the rules of the Association.
5. Administer the Association's Complaints Policy and Procedure.
6. Ensure compliance with best practice and statute in relation to Equality and Diversity.
7. Make recommendations to the Board on rents and service charges

**General**

Undertake any other duties as directed by the Chairman of the Association which are consistent with the role.

## Person Specification for Chief Executive Officer

### **Qualifications/Training**

#### ***Essential***

- CIH Level 5 Diploma in Housing / an appropriate professional qualification.

#### ***Desirable***

- Evidence of CPD (Continuing Professional Development)

### **Experience, Knowledge and Understanding**

#### ***Essential***

- Proven track record of staff management and development of a cohesive team in an environment of change
- Proven track record in the provision of high quality customer focused services.
- Experience of developing effective working relationships at a senior level with local authorities, banks, statutory bodies and other not-for-profit providers
- Informed commitment to equal opportunities and encouraging diversity

#### ***Desirable***

- Appreciation of the financial requirements of managing a not-for-profit business combined with commercial acumen and business planning skills
- Sound knowledge and understanding of residential buildings maintenance
- A grasp of the operating environment and issues facing small special needs housing organisations
- An understanding of health and safety issues relevant to living and working environments

### **Skills and Abilities**

- Proactive approach to work
- Ability to think strategically and make critical decisions.
- Pragmatic and analytical approach to problem solving
- Clear and concise communicator both face-to-face and in writing
- Customer and performance focussed
- Flexible and adaptable
- Able to work under pressure and self-motivated
- Accepting of responsibility for decision making
- Team player