

## Job description

<b>Job title:</b>	Chief Executive
<b>Reporting to</b>	Board of trustees
<b>Responsible for</b>	All sites
<b>Office base</b>	Winsford
<b>Hours</b>	37.5 hrs per week
<b>Contract</b>	Permanent
<b>Salary</b>	£43,436 to £60,811
<b>Band</b>	F

## Role Overview

The Chief Executive of Changing Lives Together is responsible to the Chair and Board of Trustees for the leadership of the staff and volunteers and overall strategic direction of the Charity and social enterprise.

The post holder will work to ensure that all statutory and contractual responsibilities are met and through the wider professional team all service and administrative areas are delivered to the highest standards and in line with the strategic aims.

Acting as ambassador for the charity, you will build key relationships with all stakeholders and maximise opportunities to develop and diversify income generation in line with the strategic aims, existing and new services and sustainability planning

## Overall Job Purpose

The Chief Executive will ensure that the charity meets its social and financial objectives, create an environment that maximises the opportunities for the charities work and provide long-term services of value to the community as a going concern.

The CEO will be an experienced leader, who has a genuine commitment to, and sympathy with, Changing Lives Together's objectives, maintaining its ethos and providing vision, and the skills and abilities to drive the charity forwards.

### **Key responsibilities**

- To provide strategic vision and leadership to help ensure long term sustainability of organisation. Working with the Senior Management Team and staff to implement strategic outcomes.
- Overall responsibility for the organisations management, administration, legal and statutory compliance.
- Working with the Chair and Board to enable trustees to fulfil their duties, legal and other responsibilities for the proper governance of Changing Lives Together and providing relevant information and recommendations in an effective way.
- To develop new and existing business, fundraising and income generation opportunities for longer term sustainability in a changing environment
- To build meaningful and influential relationships with partners and to maximise the promotion and activity of the organisation through social media and other innovative ways.
- To have a key role in leading, motivating and engaging staff and volunteers in order to continue to develop high quality, professional service delivery and continued professional development.
- Demonstrate leadership, management and organisational skills, including fairness and impartiality and openness to new ideas and information.
- Have sound entrepreneurial skills and be able to identify new opportunities for development and growth
- The ability to work closely with Trustees and staff, building positive working relationships in a constructive and consultative environment, looking for and acknowledging the contribution of others and making them feel like valued members of the team, at the same time as confronting and resolving inadequate performance in a respectful way.
- The ability to influence stakeholders positively, in order to achieve results that are in the best interest of Changing Lives Together.

### **Usual Accountabilities**

- To receive, store and process data (in whatever form or medium such data takes – e.g., electronic and/ or documented) in a confidential manner and in accordance with the Company's agreed data management policies.
- To develop team and organisational meetings
- To have regular supervision and review of targets
- To promote the conduct and ethos of the organisation at all times



- To understand and apply all Changing Lives Together policies and procedures at all times in all areas of your employment
- To attend any relevant training to support continued professional development in line with the organisations training policy
- To carry out such relevant and appropriate duties commensurate with the framework of the post and grade that from time to time may be required by management in consultation with the post holder.
- This job description is subject to regular review in accordance with changing organisational needs and consultation.

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrable track record in medium turnover charity leadership</li> <li>• Change management qualification or relevant experience</li> <li>• Formal qualification or significant HR and governance experience gained in third, private or public sector</li> </ul>	<ul style="list-style-type: none"> <li>• ILM qualification</li> <li>• Qualification relevant to the post</li> <li>• Professional management qualification</li> <li>• Membership of professional Body</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experienced Chief Executive</li> <li>• Five years senior / Board level experience in a people focused/social enterprise medium/large Charity</li> <li>• Significant experience in charity leadership and the ability to drive change and motivate people</li> <li>• Experience of successful strategic and day to day operational management</li> <li>• Demonstrable experience of financial management in a medium size business</li> <li>• Demonstrable experience of Human Resources management</li> <li>• Experience of facilities management and health &amp; safety procedures and responsibilities</li> <li>• Proven track record of successful “business” strategy in a medium / large Charity</li> <li>• Experience of organisational legal responsibilities</li> <li>• Demonstrable experience of management of change</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising experience</li> </ul>

	<ul style="list-style-type: none"> <li>• A track record of successfully managing programmes and projects, delivering to target, on time and within budget</li> </ul>	
<b>Skills, Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Sound generic business skills and commercial acumen</li> <li>• Skilled in financial management and planning, with high level negotiation skills</li> <li>• Visionary strategist with the ability to lead</li> <li>• Ability to develop and maintain networks and seek and develop effective partnerships</li> <li>• Able to lead and motivate staff</li> <li>• Knowledge of Charity/voluntary sectors</li> <li>• Ability to supervise and enthuse senior management staff</li> <li>• Appropriate levels of IT e.g., word processing, email</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of quality systems</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Understand and respect the charities vision, and values</li> <li>• Commitment to the mission statement values and to the specific charitable objectives and ethics of the Charity</li> <li>• Attentive to appropriately meeting people’s needs</li> <li>• Proactive with dynamism and energy showing innovation, flexible and adaptable approaches</li> <li>• Ability to travel and communicate effectively</li> <li>• Strong Presence - charismatic management / leadership style demonstrating confidence and assertiveness</li> <li>• Drive and determination to achieve</li> </ul>	



Changing Lives Together is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

### **Recruitment Process**

Closing date: 11 April 2022

Interview dates: To be finalised

Please note we do not score CV's please use the Changing Lives Together Application Form. Please return your completed application form by email or post to:

Email – [hr@changing-lives-together.org.uk](mailto:hr@changing-lives-together.org.uk) marking the header Recruitment Private and

Confidential

Post - Private and Confidential  
Changing Lives Together  
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Winsford, CW7 3QL

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Job description – Chief Executive Final