**Community360**

**Job Description and Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Chief Executive Officer (CEO) | **Salary Grade:** | Competitive Salary |

|  |  |
| --- | --- |
| **Responsible to:** | Board of Trustees – line managed by the Chair of Trustees on behalf of the Board  |
| **Line Management Responsibility for:** | COO and Personal Assistant |
| **Purpose of Job:** | To lead on the policy and strategic direction of C360 ensuring its future sustainability, growth and development in line with its charitable remit., mission statement, vision and strategic action plan, as agreed by the Board of Trustees. To ensure that C360 continues to promote its charitable remit through its work for the communities and beneficiaries that it serves.  |
| **Budget Responsibility:** | £2-£2.5 million |

|  |
| --- |
| **Principal Accountabilities:**1. To provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of trustees.
2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.

**L**eadership1. To lead, inspire, manage and motivate the Workforce in the day-to-day operation of the charity and to ensure high quality management at all levels.
2. To assist the Board in agreeing the values, ethos, vision and mission of the charity.
3. To lead the review and development of a medium- to long-term strategy for the charity within its objects, vision, and mission, and to obtain the approval of the board.
4. To develop the work of the charity in order to achieve the agreed strategic plan and its objectives, vision and mission and thus to ensure that the charity is focused on achieving its strategic priorities.
5. To ensure that the charity’s values, ethos and policies are relevant, fair and consistently implemented.
6. To develop an organisation that is constantly seeking ways to learn and to improve its performance.
7. To develop and maintain an environment that attracts and retains the best workforce.
8. Be an active member and leader of appropriate key strategic partnerships so that the charity is at the forefront of local developments promoting community cohesion and social inclusion.
9. Promote the profile of the charity through research and other methodologies.
10. Establish systems which identify the needs of those to whom the charity and stakeholder organisations provide services and promote strategies to address those needs through the use of existing or innovative service approaches.
11. Be a leader in the application of equal opportunities for all the charity’s internal and external programmes and activities

 **Management** 1. Ensure the wellbeing of all staff and volunteers and oversee the implementation of effective HR policies and procedures.
2. Provide leadership on management of the staff and volunteers (in accordance with current legislation and organisational policies), ensuring that they are effective in carrying out their various responsibilities and work productively together.
3. To ensure that C360 has effective systems to organise, supervise and monitor staff in the performance of their duties as part of providing an efficient, effective and quality service.
4. Ensure that the Board, staff and volunteers are kept informed of their legal responsibilities and that these comply with Charity Commission regulations, organisational, employment and Health and Safety legislation.
5. To be accountable to the Board for the effective and efficient running of the charity by ensuring that it has an appropriate management structure and management systems in place to enable it to fulfil its strategic objectives and to carry out its work
6. To ensure that all management policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of the charity
7. To ensure that business, operational and annual plans to underpin the strategic plan are developed, agreed and implemented
8. To identify appropriate methods for monitoring and evaluating the performance of the charity and to report back to the Trustees on the performance of the charity against its strategy, its business, operational and annual plans, and against the annual budget as approved by the Board
9. To ensure that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving the charity’s objectives

**Finance and Risk**1. To be responsible overall for the financial health of the charity including developing, overseeing and monitoring an effective programme of income generation and diverse funding streams in order to promote financial sustainability.
2. To ensure that the major risks to which the charity is exposed are reviewed regularly by the Board and the executive team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the Board
3. To ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)

**External and Internal Relations**1. To foster good communications throughout the charity and externally
2. To develop, as appropriate, the charity’s public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders
3. To set up mechanisms for listening to the views of current and future beneficiaries on the performance of the charity, as well as on areas for future development
4. To promote positively the work of the charity to other organisations, agencies and bodies.
5. To represent the charity at appropriate local, county and national VCS networks.
6. To encourage the increased commissioning of VCS organisations to deliver public sector services.
7. To scan the external environment for changes that may affect the charity, to advise the trustees proactively and to take necessary action

**Legal and Regulatory Compliance**1. To ensure that the charity fulfils all its legal, statutory and regulatory responsibilities
2. Together with the chair, to enable the Board of Trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.

**Strategy and Planning**1. In partnership with the chair, to ensure that the trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for the charity
2. On a regular basis review and revise priorities for work and adjust work plans for the effective implementation of the charity’s objectives and Action Plan.

 1. Keep abreast of new initiatives and changes in legislation regulatory and good practice frameworks and ensure service delivery reflects best practice.
2. Implement the Board’s decisions and monitor progress and effectiveness on a regular basis.

**Ensuring High-Quality Governance**1. To ensure that the board receives all necessary advice, guidance and information on relevant matters including current performance, the short- and long-term future of the charity, regulatory and legal compliance, and other appropriate issues; and making sure that such advice, guidance and information are timely, honest, balanced and relevant enabling effective decision making.
2. To ensure that the staff understand and support the governance role of the Board and that there is a positive and constructive working relationship between the Board and the executive
3. To ensure with the chair that the Board of Trustees reviews regularly the charity’s governing instruments and governance structure, and to assist with the Board’s assessment of its own performance
4. In partnership with the chair, to ensure that the Board’s delegated authority is recorded in writing and understood fully by staff and volunteers, and that all agreed reporting procedures are followed
5. To work closely with the Board to ensure that the Board has on it the skills it requires to govern the charity well, and that the Board has access to relevant external professional advice and expertise
6. To assist the chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of trustees, future chairs of the Board and future chief executives
7. To work with the chair to ensure that all members of the Board receive appropriate induction, advice, information and training (both individual and collective), thus getting the best involvement and contribution from each member of the Board
8. To meet with the Chair and any other designated trustees regularly, on at least a quarterly basis, to review progress and problems, agree expectations of each other, plan the board’s annual programme together and prepare together for meetings,
9. In close consultation with the chair to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media.
10. Ensure that Quality Assurance systems are in place and are regularly reviewed to ensure services comply with best practice.

**Board Meetings**1. To ensure that the board is given the information it needs to perform its duties
2. In partnership with the chair, to develop an annual programme of board and committee meetings and board away-days
3. In partnership with the chair, to ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda, including policy matters, performance reviews, financial information and all matters relating to the governance of the charity.
4. To implement board decisions
 |
| **Overall:**1. Ensure that C360’s policies and procedures are followed in all areas of work of C360.
2. Comply with the General Data Protection Regulations (GDPR) of the Data Protection Act 2018, following guidelines as per C360 processes.
3. Attend as appropriate, and participate in, internal meetings of the organisation, including, but not limited to, staff meetings, board meetings, the Annual General Meeting and Away Days promoting staff professional development and awareness.
4. Work co-operatively with other members of staff and act as an effective team member, promoting mutual respect amongst colleagues and a positive persona.
5. Comply with the internal and external monitoring and recording requirements of the organisation for accountability purposes
6. Provide local intelligence and knowledge to the organisation, galvanising communication throughout, which would usefully inform discussions and decision making.
7. Assist with co-ordinating and attend community events during the year, maintaining a flexible approach.
8. Contribute to marketing C360 services including but not limited to social media, website, newsletters, leaflets, presentations and any other marketing tools.
9. Pursue and undertake any training and personal development of skills necessary for the effective performance of your role, as agreed with your line manager, maintaining your training record in conjunction with Support & Supervision.
10. Ensure all information (including the shared drive) is kept confidential, in appropriate files, up to date and accurate.
11. Carry out other duties in line with the above primary duties, which are held to be within the scope of this post.
12. Ensure that all services are provided in line with all C360 strategic and delivery plans.
13. Take ownership and responsibility of communication both internally externally ensuring the sharing of appropriate information where necessary. Continuously explore effective ways of working within the C360 Team.
14. From time to time, you may be required to work unsociable/additional hours (evenings and weekends) for which time off in lieu (TOIL) will be given
15. The job role may require at times, travel across Essex, the region and nationally
 |

|  |
| --- |
| **Disclosure and Barring Service Registration required: NO***Where staff will carry out defined, regulated activity with children/vulnerable adults* |

**PERSON SPECIFICATION**

|  |
| --- |
| **The following are the qualifications or equivalent experience that apply to this role:** |
| We expect you to have: | We also hope that you have: |
| * Relevant professional qualifications or qualification by experience
* Demonstration of continuing professional or personal development are essential
* Education to degree standard or equivalent
 | * A management or coaching qualification
* Recent training in strategic management
* Experience of working with or within the Third Sector.
 |

|  |  |
| --- | --- |
| **Skill Group** | **Skills** |
|  | We expect you to have: |
| Role-specific technical skills | * Experience at strategic management level with a record of leading multi-faceted services with agility and resilience.
* Proven track record of working with multiple stakeholders including the VCS, businesses and/or social enterprises and ability to conduct research in this context.
* Experience of working in a funding research environment and/or funding agency.
* Ability to lead on academic and or government articles and understanding of the process of translating research findings into practical outputs.
* Proven ability to communicate effectively with funders and stakeholders, representing C360’s interests whilst also building productive relationships with internal and external stakeholders.
* Thorough knowledge of legal and financial regulatory framework, and understanding of relevant accounting regulations and guidance
* Knowledge and understanding of legislative and other issues affecting the sector including charity and company law
 |
| Leadership | * Have integrity
* Be visionary and give clear strategic direction
* Work collaboratively
* Coach and mentor effectively
* Be able to inspire and motivate others, and be self-motivated
* Champion innovation and welcome ideas and fresh perspectives
* Strategic decision-making skills
* Be personally accountable for the promotion of equality, diversity and inclusion; leading the Executive Team in challenging discrimination and disadvantage as well as promoting opportunity.
 |
| Impact and Influence | * Experience of partnership working, including negotiating, communicating, presenting and joint working with internal/external organisations to achieve outcomes
* Proven ability to work with committees and board of trustees/directors
* Demonstrate cultural awareness
* Commercial awareness and innovative approach to business development
* Ability to influence decision-making
 |
| Management | * Be decisive and accountable
* Have business acumen and financial awareness
* Be accountable for substantial capital and revenue budgets, with understanding of accounting procedures
* Develop team performance and motivate staff
* Deal with conflict decisively
* Be able to plan, monitor and prioritise change
* Understand risk management
* Ability to manage a complex workload
* Ability to project manage effectively
 |
| IT Skills | * Microsoft 365 – intermediate level
 |

|  |
| --- |
| **The following are any physical or special attributes that apply to this role:** |
| We expect you to be able to: | We also hope that you are able to: |
| * Work flexibly as appropriate
* Attend evening meetings/external events as required
 | * Knowledge and understanding of the voluntary sector, and statutory sector structures and services, as well as a commitment to the voluntary and community ethos
 |

## Valuing Equality, Diversity & Inclusion

Community360 is an equal opportunity employer and is fully committed to a policy of encouraging equality, diversity and inclusion among its employees and job applicants and treating all of its employees and job applicants equally, fairly and without bias. Community360 will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training and development, pay and benefits, other terms of employment, dealing with grievances and discipline, performance management, requests for flexible working, selection for redundancy and dismissal.

Community360 will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origins and caste), religion or belief, sex or sexual orientation. In this policy, these are known as the “protected characteristics”. Community360’s aim is for its workforce to be truly representative of all sections of society, and for each employee to feel respected.

**Disability Confident**

We are a Disability Confident Employer and have made a positive commitment to inclusion and diversity and welcome applications from people with a disability or long-term health condition.   Part of our commitment is to offer all disabled candidates an interview who meet the minimum essential criteria for the role as set out on our Person Specifications.

We will ask you to let us know if you require any reasonable adjustments to be made throughout the recruitment process to ensure inclusion and if you would like to discuss the recruitment process in advance, including what reasonable adjustments would be required, you can call Amanda Woods, Corporate Services Manager on **01206 505250**.  If we offer you the position, we are committed to making reasonable adjustments wherever possible to your working environment.

**Safer Recruitment**

Community360 is committed to safeguarding and ensuring the welfare of vulnerable adults, children and young people.  We expect all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience.

**Employer Family Friendly Charter**

C360 have signed up to the Essex County Council’s Employer Family Friendly Charter. The Charter is a set of minimum principles that employers in Essex should meet to be deemed family-friendly and sets out how we can help parents and carers manage their work and caring commitments.

**Amendments** – this description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.