JOB DESCRIPTION
CHIEF EXECUTIVE

Salary: £70-75k per annum

Hours: 37 per week

Holidays: 25 days per annum rising to 30 days after 2 years

 service plus (8) statutory holidays

Responsible to: Board of Trustees

### Purpose of the Job

* 1. To have overall responsibility, delegated by the Board, for the effective leadership, management, and development of the work of Turning Lives Around in line with its stated aims, objectives and policies.
	2. To provide strategic leadership for the organisation, to develop effective planning mechanisms to enable the vision of the Board to be delivered.
	3. To represent the Board, organisation, and sector to relevant stakeholders in order to promote and sustain the work of Turning Lives Around.
	4. To maintain Turning Lives Around’s reputation as a leader of equality, diversity, and inclusion practice both in employment, service delivery and systems change.
1. **Strategic Vision**
	1. Together with Trustees, to develop, implement and communicate the organisation’s Strategic Business Plan and ensure its regular review, in partnership with the Board and other stakeholders.
	2. To ensure that the action plans to support delivery of the Strategic Business Plan are implemented across services.
	3. To report on progress against objectives to the Board and other relevant stakeholders.
	4. To ensure the organisation acts in accordance with its vision, values, aims and objectives and ensure these underpin all decision making and activity.
	5. To maintain an up-to- date knowledge of current and emerging strategies, policies and law in relation to the needs of the organisation and report on any implications and opportunities for Turning Lives Around as well as any required strategies to mitigate impact.
2. **Development**
	1. To work with the Board to deliver the Business Development strategy.
	2. To ensure potential new developments are in line with the aims and objectives of the organisation and that proper governance arrangements are followed, including undertaking appropriate due diligence.
	3. To pursue appropriate partnerships to deliver Turning Lives Around’s development objectives as well as identify gaps in service provision to influence the development of new services.
	4. To ensure Turning Lives Around plays a full part in service planning across the region in conjunction with other voluntary and statutory services.
	5. To ensure the procurement and maintenance of effective communication systems across Turning Lives Around.
	6. To maintain awareness of risks and changes in the external environment that affect the organisation
3. **Governance**
	1. To ensure the Board is supported and equipped to meet its statutory responsibilities under Charity and Company law.
	2. To ensure the role of Company Secretary is filled and all responsibilities of the post holder met.
	3. To ensure all Board and committee meetings are effectively and efficiently serviced, chairs supported, briefed and papers prepared and distributed in a timely fashion.
	4. To support the Board to recruit and retain Board members, provide a comprehensive induction and training and development plan as determined by trustees.
	5. To build an effective working relationship with the chair of the trustee board.
	6. To supply regular reports to the trustee board and attend trustee and sub-committee meetings.
	7. To be responsible for organising the Annual General Meeting and for publication of the Annual Report in conjunction with the Company Secretary.
4. **Risk, Legal Governance and Policy**
	1. To ensure a fit for purpose risk framework is in place, is reviewed regularly and is owned by all stakeholders, evidenced by a live risk register, up to date and effective risk assessments and risk management plans which are reported to relevant stakeholders.
	2. To be responsible, delegated by the Board, for all Health and Safety policies and procedures across Turning Lives Around and for reporting these matters regularly to the Board.
	3. To ensure Information Governance processes are in place and robust including policy and training which is GDPR and DPA compliant.
	4. To be an Asset Owner for personal data within the Chief Executive’s areas of responsibility.
	5. To ensure all policies and practices reflect legal and professional standards are regularly reviewed and that any gaps in existing policies or requirements for new ones are addressed and ratified by the Board.
	6. To ensure that Board decisions on current or future policies are implemented and complied with, at all times.
	7. To contribute to the development of policy initiatives across the area of operation.
5. **Finance**
	1. To have accountability for all Turning Lives Around’s funds, as delegated by the Board, and ensure these are suitably managed.
	2. To work with the FD to establish and monitor key indicators of the organisation’s impact and financial health
	3. To ensure TLA operates within the annual budget or work in conjunction with the FD to mitigate overspend, preventing financial risk
	4. To ensure proper procedures and controls are in place and that the Board is kept fully appraised of progress against the agreed budget or projected deficits as soon as practicably possible.
	5. To be responsible for negotiating and maintaining the contracts and funding necessary to support Turning Lives Around’s activities and developments, as appropriate.
	6. To be pro-active in securing alternative and new sources of funding for the organisation.
	7. To deliver the reserves policy and ensure Turning Lives Around remains sustainable for the long term.
	8. To be responsible for the security and maintenance of all Turning Lives Around’s assets
6. **Colleague Management**
	1. To have overall accountability for the management and recruitment of Turning Lives Around’s staff and all Human Resources issues. Ensuring manpower levels and organisational structures meet the organisation’s needs and advise the Board accordingly.
	2. To lead the Senior Leadership Team to provide an effective forum in which policies and plans are developed and decisions of the Board implemented.
	3. To line manage members of the Senior Leadership Team. Providing support, supervision and appraisals.
	4. To be responsible for assessing their professional development and training needs and facilitating this accordingly.
	5. To enable organisational leaders to develop an effective team and corporate approach amongst all Turning Lives Around colleagues, recognising and utilising the collective knowledge, skills and experience available within the organisation.
7. **External Relationships and Influence**
	1. To influence policy related to housing and support locally, regionally and nationally, especially policy related to inequalities and services to underserved and under-represented communities.
	2. To act as ambassador for TLA, building relationships with stakeholders in politics, media, business and partnership organisation in order to advance TLA’s strategic aims.
	3. To monitor SLT membership and attendance at local forums of influence
	4. To positively represent the organisation at external events and publicity opportunities
8. **Accountability**
	1. To receive regular support and supervision by the chair of the Board who will conduct annual appraisals, which will include the identification of relevant training needs and the setting of targets.
	2. To attend regular meetings with the Chair/Deputy Chair of the Board, keeping them fully informed of the organisation’s work and any emerging issues, as they arise.
	3. To attend relevant and mandatory training and keep up to date with the equality, diversity and inclusion agenda where you will need to demonstrate significant knowledge and awareness.
	4. To establish mechanisms for listening to the views of clients and service commissioner regarding TLA performance and continuous quality improvement
	5. To report to external funding bodies and local authority commissioners

Any other duties commensurate with the responsibility levels of this post.

**PERSON SPECIFICATION**

Detailed below are the essential and desirable criteria required of applicants for the above post.  The essential requirements indicate the minimum requirements whilst the “desirable” requirements are additional attributes to enable the applicant to perform the duties of the post.  “Desirable “ attributes may be used to distinguish between acceptable candidates

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | Essential | Desirable | How Measured?  |
| Application Form  | Interview/ Assessment  |
| **Qualification**  * Degree or equivalent level of experience
* Level 7 or post graduate qualification

  |   \*   |    \*  |   \* \*  |   |
| **Experience*** Recent senior leadership experience of reporting to and supporting a Board, including responsibility for implementing and advancing their strategic objectives, management of all or a significant part of an organisation’s operations, finances and resources including significant budgeting and financial planning experience.
* Experienced professional with a proven track record in managing organisational and cultural change and who has operated in senior level posts within the fields of typically, but not exclusively, 3rd sector, housing services or commercial business (service related).
 | \*\* |  | \* \*  |  |
| **Skills*** An understanding of the legal and statutory framework within which TLA operates and the duties and obligations this places on the Board.
* An understanding of the complex relationships of a diverse stakeholder community, where the varying needs of commissioners, clients, colleagues and others need to be taken fully into consideration in the conduct of the business.
* Excellent management of relationships and partnerships.
* Excellent leadership skills with an ability to lead diverse teams; lead by example, demonstrates an inclusive style, committed to teamwork, ability to motivate others
* Networking, developing, and maintaining relationships with commissioners, clients, stakeholders, colleagues and other organisations, with honesty and integrity and with the ability to persuade and influence.
* Comfortable in a wide variety of business, civic and local surroundings and scenarios, and be entirely at ease in the public eye and the subject of media interest
* Operates with the highest of professional and personal standards.
* Politically astute, resilient and able to change
* Experience of business development
* Proficient in the use of Microsoft packages and their application in a business setting
 |  \* \* \*\*\*\*\*\*\* | \* | \*\*\*\*\*\* |  \*\*\* \*\*\*\* |
| **Knowledge** * Comprehensive knowledge of the housing sector
* Corporate governance to be able to advise The Board on their remit
 | \* | \* | \* | \*\* |
| **Attitude and Behaviours**  * Commitment to TLA vision and values
* Empathy and respect for client group and colleagues
* Positive approach to change
* Highly motivated and resilient
* Flexible approach to work and working hours

  |   \* \* \* \*   |       \*  |   \* \* \* \* \*   |   |