**Job Title:** Chief Executive

**Contract / Hours:** 22.5 per week (initially 3 full days)

**Salary:** Pro Rata £40,000 pa

**Reporting to:** The Chair of the Board of Trustees

**Location:** Reiver House, Staithes Lane, Morpeth NE61 1TD

**Closing date:** Vacancy will remain open until a suitable candidate is recruited.

**Context**

Our current Chief Officer is retiring so we are recruiting someone to manage and lead our organisation. Vision Northumberland is a well-established and highly respected local charity, meeting the needs of people with sight loss. The Charity offers a range of services including:

* a dedicated resource and information centre
* a low vision assessment service
* Client Connect, our telephone befriending service
* our volunteer transport service
* a community cafe
* a broad range of social and leisure activities
* outreach services within local communities
* volunteering opportunities

We are passionate about ensuring that the voices of people with sight loss are heard by decision-makers and policy makers and campaign at a local and national level to bring about improvements in services.

We are looking for a Chief Executive to develop the core services of the organisation as our funding landscape changes; someone who has a proven track record of income generation from small grants to statutory contracts.

They will act as an ambassador for the organisation both locally and nationally and should be fully committed and supportive of what we do, our staff, volunteers and members of the Charity.

For an informal chat about the role, please call 01670 514316 and speak to Julie our Chief Officer.

You can download an application pack from our website, [www.vision-northumberland.org](http://www.vision-northumberland.org), or by emailing: paula.hately@visionnorthumberland.org.uk

**Role Description**

**Overall Purpose**

The Chief Executive will be responsible for working with the Board of Trustees to lead the organisation, developing and implementing strategic and business plans and budgets, and ensuring good governance and compliance across all aspects of the charity. Ensuring that Vision Northumberland is well placed and resourced to respond with flexibility to the changing needs of people with sight loss in line with its charitable objectives.

**Key Duties and Responsibilities**

**1. Leadership and governance**

* To work with the trustees to provide leadership and coordination to develop and deliver on the mission and aims of the organisation.
* To work with the trustees to prepare and ensure the delivery of a strategic plan, budget and action plan for the Charity for approval by the Board of Trustees
* To be responsible for overall legal and contractual compliance including the Charity Commission, Her Majesty’s Revenue and Customs (HMRC); other national and local regulators; and all organisations with whom we hold contracts for both service provision and delivery.
* To attend all Board meetings (held bi-monthly) and prepare a written report in advance of each meeting detailing matters of interest and concern regarding the charity’s activities during the previous period; ensure that the Board is made aware in a timely fashion of any matters requiring its attention, including identification and review of any major risks.

**2. Operational management**

* To be responsible for the overall development, implementation and application of a range of organisational policies, procedures and practices covering health and safety, employment and employee relations, financial operations, other internal operations and service delivery.
* To have overall responsibility for the human resources of the Charity, ensuring the staff resource is utilised effectively to deliver our strategic and business plans, ensuring a positive working environment for staff, and operating recognised best practice and legal compliance. Inspire and support staff whilst ensuring they have clear objectives. Ensuring good induction, training and personal development, performance management and appraisal.
* Responsible for the overall service delivery in terms of its quality, operation, performance and effectiveness in meeting the needs of members and service users/clients. Where appropriate work collaboratively with partner organisations to develop new and existing business models and work programmes.
* Work with colleagues to design and deliver training for staff, volunteers, service users, and with stakeholders and others.
* We are recruiting an operations manager who will support the Chief Exec in the day to day operation of the charity.

**3. Finance and fundraising**

* Work with the Finance Manager and any appropriate sub-committees to take responsibility for financial sustainability.
* Supported by the Operations Manager Income generation is a significant part of the role including through public service contracts, trusts and legacies, major donor fundraising and any further revenue opportunities.
* This will include taking a lead on identifying, assessing and recommending to the Board strategic opportunities for the development of the organisation’s business model.
* Where appropriate to work with the Board to determine the appropriate use of financial reserves, fixed assets and investments.

**4. External relations and Partnership working**

* Develop and maintain highly credible relationships with local and national bodies, including commissioners, statutory services such as health and local government, funders, key stakeholders, universities and research bodies, the private sector, sponsors and donors, local communities, members, staff and trustees.
* Act as local ambassador for the Charity, giving public talks and raising awareness of the work of the organisation and the needs of people who are experiencing sight loss, using your expertise to support the promotion of best practice.
* Keep abreast of, and be responsive to, national developments in sight loss services, ensuring the organisation stays relevant and maximises opportunities for service delivery.
* Monitor the overall impact of services and maintain an up to date knowledge of statutory duties and their implementation. Where necessary design, plan and deliver appropriate campaigns to improve the lives of people living with sight loss.
* Develop appropriate mechanisms for listening to and involving people with sight loss so that their voices are heard by decision makers and policy makers externally and are reflected internally in the work and running of the Charity.
* Develop an annual marketing and communications plan, including events, print, radio and social media, ensuring the charity has contemporary marketing and a positive presence in the County and beyond.

**5. Key Skills & attributes**

* A visionary leader that can shape the present and create the future, and is able to inspire and motivate others.
* An open and collaborative style of leadership with strong interpersonal skills.
* Resilient, with the ability to work in a challenging, changing and often stressful environment.
* Positive work ethic: professional, flexible, enthusiastic, dependable, conscientious.
* A demonstrable commitment to the values of Vision Northumberland.



**Person Specification**

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| **Qualifications**  | Essential | Desirable |
| A relevant degree and/or professional qualification in social work, education, health, social care or another relevant subject  |  | √ |
| Level 4 or above in leadership and management  |  | √ |
| Level 4 or above in charity management and/or charity finances  |  | √ |
| **Skills and Experience**  |
| Minimum of 3 years’ experience of leading a team of staff and volunteers  | √ |  |
| Experience of developing and maintaining partnership working in a multi-agency and mixed-sector environment, and negotiating with senior staff in external organisations  | √ |  |
| Experience of working with a board of trustees, governors, management committee or similar non-executive team  | √ |  |
| Experience in strategic and business planning, developing and managing budgets  | √ |  |
| Ability to use IT, including email, spreadsheets, and databases  | √ |  |
| Experience and demonstrable track record in raising income from a range of fundraising methods including trusts and foundations, local authority contracts, community based activity, working corporate and individual donors and sponsors  | √ |  |
| Excellent communication skills, including public speaking and presenting, dealing with the media, use of social media | √ |  |
| Proactive approach to personal development and the updating of skills and knowledge of self and others | √ |  |
| Experience of quality management systems, including monitoring and evaluation of front line services | √ |  |
| Highly effective time management skills, able to work independently and manage own workload, with ability to supervise and delegate tasks | √ |  |
| Experience of designing and delivering training and presentations | √ |  |

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| **Knowledge** |
| Good understanding and knowledge of statutory and voluntary social care systems for children and adults |  | √ |
| Knowledge of charity law, governance and finances | √ |  |
| Knowledge & understanding of the needs of people with sight loss and the services that can support them. |  | √ |
| **Values** |
| A demonstrable commitment to the values of Vision Northumberland as a user-led organisation dedicated to addressing social exclusion | √ |  |
| Commitment to equality and diversity and anti-discriminatory practice | √ |  |
| Commitment to excellent customer service | √ |  |
| **Other** |
| Other Ability to travel within the Northumberland area and further afield as required. | √ |  |