

Job Description for Chief Executive Officer at CASBA

Hours: Up to 30 hours per week (subject to negotiation)

Annual Salary: £40000.00 fte pro rata up to £32432.00 **actual** per annum

Annual Leave: Equivalent of five weeks of worked hours pro rata rising to six weeks after five years' service.

Responsible to: Chair of the trustee board

Responsible for: All paid staff and volunteers working for CASBA.

Overview of the role

The Trustees of CASBA wish to appoint a CEO to lead the organisation to ensure it has a sustainable medium term financial base from multiple streams of income.

The CEO will lead the organisation so that it raises its profile as a well-known and trusted advocacy organisation.

The CEO will continue to build on the organisation's current work to make CASBA truly inclusive for people with learning disabilities.

S/he will oversee the operational service delivery of our advocacy services in conjunction with delivering and updating our Business Plan.

As a successful communicator at all levels. The CEO will be in touch with all stakeholders including service users, staff, volunteers, partners, commissioners, funders and local community and business leaders. They are responsible for developing and maintaining relationships with both statutory and independent bodies.

The CEO will motivate the team and lead the development of new service ideas and new ways of generating income.

Key responsibilities:

1. Strategic Planning and Development
 - Lead the delivery of CASBA's Vision and Mission, ensuring that people with learning disabilities are at the heart of everything we do; ensuring that their voices are heard and they are empowered to lead the lives they choose.
 - Be an ambassador for the values of CASBA, ensuring that they run through all of the work of the organisation.
 - Ensure that the voices of citizens (services users) are at the heart of everything CASBA undertakes.
 - Develop a robust multiple income strategy in line with the organisation's medium-term needs, vision and values
 - Work with stakeholders to ensure the very best quality of service is offered to service users and partners.

- Work across the organisation to identify challenges and opportunities for growth where appropriate.
- Lead on the delivery and implementation of the organisation's business plan and monitor progress.
- Proactively monitor and manage risk, reporting to the Executive Committee where appropriate.
- Represent CASBA at relevant external meetings with both statutory and independent bodies.
- Responsibility for maintaining and reviewing policies for the Trustee Board to agree.

2. Operational and Service Delivery

- Ensure effective delivery of independent advocacy and related projects through the relevant staff.
- Champion the promotion of citizens' rights and needs in project planning and delivery.
- Promoting and ensuring that citizens are involved in the ethos of the organisation in line with advocacy principles and CASBA's Constitution.

3. People Management

- To lead a staff team of paid members of staff and volunteers, ensuring good team working.
- Overall responsibility for the recruitment process for all new staff members, from initial recruitment to induction and DBS checking.
- To directly supervise the senior team, carry out yearly appraisals, and ensure all staff are likewise supported.
- Ensure staff and volunteers' development needs across the organisation are identified and monitor their progress.
- Ensure that recruitment and management of staff and volunteers is in line with legal and regulatory frameworks.
- Ensure the organisation maintains accurate records regarding personnel.
- Be an effective role model demonstrating the organisation's values in an efficient and effective way.

4. Income Generation and Fundraising

- Work with relevant staff to formulate income generation targets and fundable ventures and gain the agreement of the Trustee board
- Successfully develop a social enterprise project for the organisation.
- Proactively identify and ensure the development of funding proposals/bids in order to maximise support from local/regional/national grant giving trusts and foundations.
- Work with local service providers to scope possibility of joint delivery or partnership working.
- Ensure that monitoring and evaluation for funded projects is accurate and well maintained.
- Ensure that appropriate reporting is submitted to the funder in a timely manner.

5. Financial Management

- Overall responsibility for the day-to-day financial management of CASBA including monitoring income and expenditure against budget.
- In conjunction with the Treasurer develop and present relevant financial reports to the board.
- Work with the Treasurer on matters regarding payroll, accounts payable and management accounts
- Work with trustee board to set annual budget
- With the treasurer oversee the operational use of accounting software
- To act as a signatory on bank accounts.

6. Supporting the trustee board

- Arrange and attend the meeting of the trustee board. Arrange and attend the AGM.
- Ensure the trustee board is advised on all relevant matters financial, personnel and service delivery.
- Advise on matters of compliance and relevant legislation
- Provide progress reports on the Business Plan and the strategic vision of CASBA and provide proactive recommendations to the board.
- Ensure the preparation and drafting of the Annual Report.
- Ensure the trustee board is kept up to date with any exceptional incidents that cannot wait until a scheduled meeting.
- Advise the trustee board on best practice in the health and social care environment.

7. Administration

- To ensure that the administration procedures are fit-for-purpose and develop/improve as required.
- Ensure that Health and Safety Policy is maintained and complies with changing statutory requirements
- Take responsibility for data protection relating to paper and electronic files kept by CASBA.
- Use ICT as required by the role and where appropriate encourage other staff and trustees to use ICT to benefit the organisation.
- Be the lead in the relationship with the landlord, ensuring that facilities are fit for use.

8. Other

- The position is based in Northfield, South Birmingham with flexibility for remote working. It is expected the post holder will be in the office once per week.
- Travel around West Midlands will be necessary on an ad hoc basis.
- This role is subject to an Enhanced DBS check.
- Undergo regular one-to-ones and an annual appraisal with the Chair of the Executive Committee.

- To take ownership of own CPD and identify own training needs in consultation with Chair of the Executive Committee.
- To work out of office hours when the need arises.

This Job Description is by no means exhaustive and there may be reasonable adjustments as time progresses.

Created 4/10/21

**CEO Person Specification
October 2021
(in bold are the essential criteria)**

	E	D	How Assessed
Qualifications and Training			
Evidence of ongoing CPD.	✓		A
Knowledge and Experience			
Excellent knowledge and understanding of the issues affecting adults with Learning Difficulties.		✓	A, I
Excellent working knowledge and understanding of advocacy.		✓	A, I
Track record of working with people with learning disabilities and/or independent advocacy.		✓	
A minimum of three years' experience in a senior management role within the charity sector or five years' experience in a senior management role elsewhere demonstrating successful people management.	✓		A, I
Knowledge of the wider Health and Social Care landscape, the public sector environment and of long-term strategies in this area..		✓	A, I
Demonstrable experience of securing income from a variety of sources (substantial amounts). Experience in developing social enterprises.	✓	✓	A, I, E
Experience of overseeing delivery of services and managing reporting cycles to external and internal stake holders.		✓	A, I
Experience of financial control, managing budgets and the ability to put together financial reports for trustees and/or external stakeholders.	✓		A, I, E
Extensive people management experience, including undertaking of annual appraisals and managing performance.	✓		A, I
Experience of successful recruitment of staff.	✓		A, I
Experience of producing and implementing business plans and strategies.	✓		A, I
Effectiveness in providing timely strategic, financial and operational support to a trustee board.		✓	A, I
Good knowledge of the legal and regulatory frameworks for charities.		✓	A, I, E
Ability to advise the Board of Trustees on Best Practice within the learning disability and charity environments.		✓	A, I

Knowledge of HR laws and regulations.		✓	A, I
Experience of working with and managing volunteers.		✓	A, I
Skills and Abilities			
Excellent communications skills, both written and verbal, and the ability to adapt according to audience.	✓		A, I
A commitment to championing both CASBA and those it serves.	✓		A, I
Ability to innovate and work creatively.	✓		A, I
Ability to manage conflicting deadlines and pressures calmly and in a timely manner.	✓		A, I
Confident user of IT, including Microsoft packages, databases, and accounting software.	✓		A, I
Ability to network effectively and promote CASBA positively.	✓		A, I
Other			
A full, clean driving licence and access to own vehicle.		✓	A, I
A commitment to your own CPD.	✓		A, I
Willingness to work outside of office hours when required.	✓		A, I