

Chief Executive Officer Job Description

| Chief Executive Officer | |
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| Salary: | £55-62K, pro rata, negotiable, plus up to 6% pension contribution and a generous annual leave entitlement. |
| Working Hours: | 30 to 35 hours per week |
| Reports to: | Chair of the Trustees |
| Accountable to: | Board of the Trustees |
| Appointment type: | Permanent |
| Main Location: | Hybrid between Self Help UK Office in Nottingham and home working. |
| Job Purpose and Objectives | |
| To take the organisation on its next phase of growth, managing it effectively and efficiently, growing core and project funding and ensuring it remains in a long-term sustainable position. | |
| Key Responsibilities | |
| <ul style="list-style-type: none"> • Forming relationships with local charities and funders in Nottinghamshire and wider East Midlands region, and building relationships within the Deaf community, locally and nationally • Representing SHUK across relevant forums, networks, and platforms • Bringing funding into core/central functions and securing ongoing funding for existing and future projects • Managing the operations of SHUK via a senior leadership team of managers and function leads • Ensuring SHUK is compliant with charity and employer regulations, ensuring high standards of governance, transparency, and integrity • Ensuring overall financial control of the organisation, supported by the Finance Manager, keeping a regular eye on the core and restricted cashflow • Supporting the Board of Trustees by ensuring they are making decisions based on accurate information and context • Ensuring all members of staff and volunteers are supported and developed • Ensuring SHUK's services are of high quality and have a positive impact on those who use them • Driving continuous improvement in quality, standards, image, and reputation. | |

Person specification

- A dynamic leader, with ideas and principles that align with those of SHUK
- Enthusiasm to take on a challenge, focused on ensuring SHUK has long-term sustainability
- Clear management abilities at all levels in order to challenge, engage, address issues and provide support
- Able to communicate a clear vision and strategy, with proven ability to translate vision into business plans
- Demonstrable understanding of charity finances, with strong budget management, financial planning skills and the ability to diversify income
- Experience of working in the voluntary sector, with direct experience of fundraising
- Knowledge of the current NHS plans, and the significance of health inequalities – able to make a case for its importance during bids
- Knowledge/understanding of the Deaf Community
- Experience of managing change and stabilising an organisation
- Business development/networking skills
- Able to pivot between strategy and transactional or work with others to provide those skills, leading through empowerment
- Active interest in and knowledge of the Nottingham/Nottinghamshire locality.
- Able to work in Nottingham at least one day per week