

deafPLUS Chief Executive (CEO) Job Description

Responsible to: Chair of deafPLUS Board of Trustees

Based: Whitechapel / Home (Hybrid working as necessary)

Job description

Job Purpose:

The Chief Executive Officer (CEO) provides: leadership and day-to-day operational management; organisational strategic development; builds relationships with key organisations and stakeholders, ensures legal compliance and acts as an organisational figurehead.

Main responsibilities

- 1 To provide overall management and forward planning for the organisation.
- 2 To employ and manage staff with appropriate skills to enable the charity to develop and deliver services in support of Deaf and Visually Impaired People.
- 3 To implement appropriate policies and procedures relating to human resources, health and safety, equal opportunities, financial management and any other related matters.
- 4 Take all necessary advice to ensure the organisation trades legally and meets all of its statutory obligations.
- 5 To create successful relationships and partnerships with other organisations in the sector and beyond.
- 7 To develop the range of funding streams available to the charity in order that it becomes less dependent upon local authority grants and contracts.

- 8 To develop and be responsible for the delivery of a business plan and financial strategy for the charity which ensures its ongoing sustainability.
- 9 With the Chair, work to ensure that the Board of Trustees have between them the necessary skills, knowledge and experience to ensure effective governance of the Charity.
- 10 To monitor the organisation's performance and provide the Board and funders with regular reports and information to enable effective decision making and planning.
- 11 To ensure, where appropriate, the organisation is represented at external events such as conferences, with political and other influential people and maintain positive relationships with the media to ensure that the organisation's profile is maximised and used to leverage funds and influence.

Main duties of post

1. THE FIRST SIX MONTHS:

The deafPLUS Board have agreed that the appointment of a new CEO is an opportunity for change. It has therefore been determined that the new CEO's probation period should be focussed, beyond initial orientation, upon the delivery of the following with significant progress being made towards each of these objectives:

- Carry out a comprehensive review of the deafPLUS organisational structure to determine potential changes to overall management and make recommendations to the Board.
- Recommend cost savings wherever appropriate
- Identify new business opportunities in keeping with our charitable objectives that could strengthen our financial position
- Continue the transition towards digital delivery of services
- Review and make recommendations that will strengthen deafPLUS's fundraising and business development operation, including the identification of potential new new income streams

2. Strategic Development & Management

2.1 To work with the Board, and consult with staff, clients and the wider Deaf and VI communities as appropriate, in the formulation, implementation and review of long term strategies for the development of deafPLUS.

2.2 To support the role of the Board as the governing body of deafPLUS, by ensuring that Board meetings have access to appropriate and accurate information, and that business is conducted in accordance with the Memorandum and Articles of Association, and any other legal or regulatory requirements.

2.3 To work with the Board to identify and develop appropriate internal policies, procedures and strategies.

2.4 To keep abreast of developments in the voluntary /community /not-for-profit/ social enterprise sectors, Deaf community and other areas, bringing analysis of implications for deafPLUS.

2.5 To take appropriate decisions in the day-to-day running of deafPLUS as delegated by the Board.

3. Staff management and Personnel

3.1 To ensure staff receive appropriate induction, supervision, appraisal, training and support in carrying out the duties of their posts.

3.2 To ensure that deafPLUS complies with all relevant employment legislation; that the personnel records (including staff contracts, PAYE and pension details, and sickness monitoring) are adequately and securely maintained; and that deafPLUS is supported by appropriate personnel policies and procedures

3.3 To ensure all staff comply with deafPLUS policies and procedures.

3 External Relations

- 3.1 To promote and publicise the work aims and purpose of deafPLUS
- 3.2 To identify and engage with key allies and potential partnership agencies for deafPLUS's work.
- 3.3 To bring oversight to the production of publicity materials, information and resources and the web sites produced by deafPLUS, including the Annual Report.

4. Work plans, Monitoring and Evaluation

- 4.1 To co-ordinate and monitor progress towards deafPLUS's work plans and business plan targets
- 4.2 To ensure evaluation and monitoring procedures, including the collation of reports for funders and the Board.

5. Financial, Funding and Fundraising Responsibilities

- 5.1 To ensure effective financial management of deafPLUS working in conjunction with the Head of Finance to produce the annual budget, quarterly management accounts, cash flow statements and forecasts for the Board.
- 5.2 To monitor deafPLUS income and expenditure to ensure that the organisation stays within the budget set and remains financially viable.
- 5.3 To develop a fundraising / income generation / business development strategy in line with deafPLUS strategic plan
- 5.4 To apply for funding in line with current strategic objectives and to develop new sources of income.
- 5.5 To work with auditors and the Head of Finance to produce the annual accounts.

6 General duties and tasks:

- 6.1 To ensure National Centre is adequately covered and staff carries out office duties as required.
- 6.2 To work within policies, procedures and budgets set by deafPLUS Board, including the equal opportunities policy.
- 6.3 To be aware of, and ensure deafPLUS works within Health and Safety legislation.
- 6.4 To prepare for, and attend, regular supervision, and annual appraisal.
- 6.5 To work with the Chair to identify own training needs, and undertake such training.

6.6 To carry out other duties as may from time to time be reasonably required by the Board.

Person specification

1. Understanding of the needs, concerns of Deaf / VI People.
2. Commitment to and understanding of equal opportunities and diversity and their implications for management and organisational development.
3. A strategic thinker with evidence of successfully using their skills to transform strategic vision into reality.
4. Ability to negotiate, influence and effect change and to develop working relationships with people from a wide variety of backgrounds.
5. Excellent communication and presentational skills, with the ability to communicate successfully at all levels to a variety of audiences, taking into account the communication needs of Deaf people.
6. Excellent interpersonal and team working skills, and a proven ability to form partnerships, motivate, enthuse and drive individuals.
7. Excellent organisational skills, including the ability to prioritise competing demands and to work without close supervision.
8. Ability to work collaboratively and to work co-operatively with the Board and other staff members.
9. Proven leadership role within the public, private or voluntary sector and / or a Deaf-led organisation.
10. A proven track record of securing / generating funding and managing budgets.
11. Proven track record of successfully recruiting, developing and managing people.
12. Demonstrable ability to manage, promote and develop projects and partnerships in a senior role.
13. British Sign Language to at least Level 2.

deafPLUS especially encourages people with Direct lived experience of being a Deaf person / person living with hearing loss to apply for this role.