 **Chief Executive Officer**

**Job Title Chief Executive Officer**

**Salary £42-£45 (FTE, salary is pro rata)**

**Accountable to: Board (through the Chair)**

**Responsible for: ‘Challenging Poverty’ Team, Project Leads, Administration Officer(s)**

**Hours and term Part-time (21 hours), flexible hours including some evenings and weekends and occasional residential meetings**

**Location: Working from home; travel within the Tyne-Tees area.**

# Job Purpose:

The Chief Executive Officer leads the development and delivery of CTD’s strategy, and is responsible for the overall operational management of CTD, creating and sustaining structures and support functions to enable staff, trustees and volunteers to work well together, including finance, HR, IT, governance, policies and procedures and programme management. The CEO leads the development of strategic partnerships and relationships with external funders, and is the principal advocate for CTD in church and regional networks.

# Principal Duties & Responsibilities:

1. Ensure CTD is a well-managed, effective, and sustainable organisation operating to the highest standards.

2. Work with the CTD Board to set a clear strategy and plan effectively to ensure that the organisation is governed to the highest standards.

3. Lead on income generation to ensure CTD has sustainable funding to meet its overall objectives. Negotiate and agree contract arrangements for specific activities.

4. Ensure robust financial and risk management and financial planning and that appropriate procedures, controls, and effective systems for reporting to CTD’S Board, funders and regulators are in place and adhered to.

5. Develop and enact suitable monitoring, evaluation and impact/outcome measures and systems, completing regular written reporting and presenting reports at internal and partnership meetings as required.

6. Develop and implement an effective communications strategy (internal and external), providing information that is of high quality, accurate, relevant and accessible, and representing the organisation when required.

7. Lead and manage the staff team, including direct line management of key leaders, building a culture of trust and mutual respect, and ensuring that all are focussed on achieving CTD’s mission, aims and contractual responsibilities. Ensure that day to day support functions enable effective working

8. Build and sustain relationships with external partners and stakeholders in order to advance CTD’s aims.

9. Work closely and collaboratively with CTD’s key strategic partner, Durham Diocese, and with other strategic partners, ensuring that partnership agreements are in place where appropriate and the requirements are delivered to a high standard.

10. Ensure all policies and procedures are up to date and fully implemented. Lead on data protection and data management

*The main duties and responsibilities of the post are outlined in the job description. This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.*

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with CTD on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time you become aware of a safeguarding risk, you should report this immediately to the CTD Safeguarding Lead and the Diocesan Safeguarding Officer (DSO).

**Equality, Diversity & Inclusivity**

CTD is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time you become aware of a breach or potential breach of our commitment to and policy for equality, diversity and inclusivity, you should report this immediately to your line manager.

**Chief Executive Officer**

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |
| --- | --- | --- |
| Ref | **Criteria** | A / I |
| 1 | **Knowledge and experience** |  |
| 1.1 | Experience of strategic development and leadership at a senior level in a related context | A & I |
| 1.2 | Experience of project development, management and monitoring in projects which involve a wide and complex range of stakeholders. | A & I |
| 1.3 | Experience of enabling positive and effective change management | A & I |
| 1.4 | Experience of working with and reporting to a voluntary sector board and governance structure | A |
| 1.5 | Knowledge of the legal requirements of a registered charity, limited company and employer | A |
| 1.6 | Experience of analysing, summarising and presenting reports and information to a range of stakeholders | A & I |
| 1.7 | Experience of budget preparation and oversight of organizational financial reporting and management | A & I |
| 1.8 | An understanding of the challenges of income generation in the voluntary sector and a track record of securing funding. | A |
| 1.9 | A passion for empowerment and community development in the context of the Christian church. | A & I |
| 1.1 | Knowledge and understanding of North East culture and heritage | A |
| 2 | **Skills and Abilities** |  |
| 2.1 | Proven senior leadership skills and ability to be an inspiring leader of a team | A & I |
| 2.2 | Able to deliver operational oversight and organisational development | A & I |
| 2.3 | Excellent communication and networking skills and the ability to negotiate, influence and be persuasive with a range of stakeholders and potential partners. Able to act as the fundraising and contract negotiation lead. | I |
| 2.4 | Have an understanding of and be able to positively engage with Anglican diocesan and other denominational church cultures/structures | I |
| 2.5 | Able to work on own initiative with good time management skills | A & I |
| 2.6 | Able to develop new ideas and implement, manage, adapt to and work creatively with change. | I |
| 2.7 | A desire to meet or exceed standards, welcoming feedback and continually seeking to improve. | I |
| 2.6 | Competent IT skills (including use of Microsoft 365) | A & I |
| 2.7 | Able and willing to travel around the region and work some unsocial hours. The postholder will be expected to use their own car and mileage will be reimbursed at HMRC rates. | I |
| 2.8 | A positive attitude to Christian ethos and values | I |