

Job Description

sobus

strengthening communities

Post: Chief Executive Officer

Salary: £50,000 to £53,000

Accountable To: Chair of the Board of Sobus

Direct Reports: Head of Organisational Development, Premises Coordinator and Finance Contractor

Job Summary

Ensuring the effective operation, delivery, management and long-term sustainability of Sobus in accordance with its vision & values, strategic plan, policies, and within the budget and delegations set by the Board. In particular, to support Sobus's aim that it will remain 1st choice within our sector and areas of operation for potential partners and users.

Working proactively, exhibiting initiative, supporting the Board in delivery and developing strategy (including brokerage, information and intelligence, capacity building and premises), whilst managing contracts and pursuing funding and income generation opportunities.

Main Duties and Responsibilities

Working with the Board:

Ensuring appropriate and timely presentations and reporting to the Board on the progress of the organisation and all other matters relevant to the discharge of CEO's responsibilities, including governance.

Long term planning for the charity referring to best practice, working examples of strategies proposed, current policy and new, relevant developments elsewhere in the field. Introducing changes and improvements into the service, and where necessary making, recommendations to the Board.

Alerting the Chair to any areas where there are new risks, issues or concerns. Working outside the Board meetings with the Chair, Vice-Chair, Treasurer and Secretary in the delivery and development of Sobus' aims and objectives.

Relationship and Stakeholder Management:

To ensure that the Charity meets its targets by maximising its own skills and resources while also working strategically in partnership with other voluntary and community sector organisations and with other sectors.

Ensuring data and internal information, engagement and decision-making structures are in place to support the effective delivery of Sobus' goals as set out in the strategic plan

Leading funding negotiations with external agencies. Providing clear leadership to ensure effective tenders are submitted for relevant services. Ensuring ongoing compliance with all contract conditions accepted by the Board.

Ensuring the sustainability of Sobus' premises assets and the development of new local hubs based on business planning.

Devising and overseeing arrangements for gathering views and experiences of people who use or fund Sobus services. Using these to develop services and influence provision.

Overseeing development plans for new projects ensuring that all new initiatives in accordance with the organisations strategic plan are financially viable.

Actively promoting Sobus' services to stakeholders including the voluntary and community sector, businesses and the wider public.

Representing Sobus through the media to enhance its image and profile.

Maintain the Charity as the leading consultation mechanism with the voluntary and community sector in H&F and surrounding boroughs.

Internal Leadership and Management:

Ensuring efficient and effective management of operations, finance and people and income generation.

Leading, line managing and developing direct reports.

Ensuring robust systems are in place throughout Sobus for:

- Actively promoting services
- Effectively liaising with partner agencies, the voluntary and community sector and other stakeholders
- Accurately collecting, monitoring and evaluating service performance data
- Risk managing
- Recruiting and inducting staff
- Supervising, appraising, training and developing staff within a performance framework that is based on the Charity's Strategic Plan objectives.
- Complying with health and safety including premises and lone working
- Adhering to organisation policies and procedures
- Adopting and developing appropriate quality standards for Sobus as an infrastructure provider in H&F
- Ensuring spend is in line with budgets agreed by the Board and funders requirements
- Ensuring the integrity of all financial systems is maintained and that internal oversight is transparent and timely, with consistent and reliable financial reporting

General Responsibilities:

Personally abiding by the Charity's values and all organisational policies, codes of conduct and approved practices.

Promoting a positive culture of respect and supporting and promoting diversity and equality of opportunity in the workplace.

Maintaining and improving competencies through continuous professional development.

Any other duties as appropriate to the role.

This is a description of the duties and responsibilities and it is not intended to be exhaustive.

Person Specification

Essential

Our Chief Executive Officer will be required to

- Demonstrate a track record of relevant senior management and leadership experience in a multi-disciplinary environment
- Demonstrate successful funding raising skills and experience
- Demonstrate the ability to lead and inspire confidence in an organisation, to create a positive culture, and to motivate staff to achieve objectives
- Demonstrate the ability to initiate, enable and support effective change management across the organisation and at all levels
- Demonstrate premises development and management experience
- Able to demonstrate a genuine understanding of the needs, aspirations and hopes of an ethnically, socially and economically diverse community
- Demonstrate a clear understanding of and ability to act on the values of Sobus
- Demonstrate initiative and the ability to think and plan strategically
- Work in a performance management environment with evidence of strong delivery of performance measures
- Demonstrate the ability to work effectively to and foster a productive relationship with the Board
- Demonstrate high level communication skills, both verbal and written with services users, staff, partners and funders
- Demonstrate effective budget, service delivery and premises management
- Demonstrate the ability to build and develop strong relationships with partners and funders, and to work collaboratively across a wide range of organisations
- Demonstrate experience and understanding of tendering, contract management, monitoring and review, particularly in the voluntary sector, and demonstrate the skills to do this successfully.
- Be personally proficient in the use of IT and with experience of developing the use of IT within the organisation
- Demonstrate the ability to work in new ways and in new settings, being able to transfer skills to new areas of responsibility

Desirable

We also desire to see in our Chief Executive Officer

- Experience or knowledge of managing and working in an infrastructure setting or the public sector
- Experience of working with Board and Trustees, for example in the voluntary sector
- An understanding of the principles and practice of good governance arrangements for organisations
- Experience of new business development and of maximising financial returns or business opportunities
- An ability to take decisions and demonstrate sound judgement