

	Job Description
	Chief Officer
	November 2021 v 2
Salary & hours	£30000 pro rata – 21 hours per week
Location:	Charity base, Hanley
Responsible to:	Chair of Trustees

Purpose and objective:

To lead and direct Staffordshire Sexual Health Charity as an organisation that strives to motivate, empower and support all individuals to develop positive sexual health, well-being, social inclusion and independence. Building an honest and open culture across Stoke on Trent and Staffordshire where everyone can make informed and responsible choices about their sexual activity and identity. The Chief Executive Officer will work in partnership with a range of organisations including the voluntary, statutory, and private sectors, and across the community to promote the objectives of the organisation.

Main Tasks

- Work under authority delegated by the Board of Trustees Committee to lead the Charity towards achieving its mission
- Responsible for seeking out and sourcing funding and negotiate contracts
- Publicly represent and promote the Charity
- Provide professional advice and support to the Board of Trustees Committee
- Responsible for the day-to-day operational management of the Charity including managing paid staff and charity volunteers
- Responsible for budget control, income, and expenditure of the Charity
- Responsible for developing and implementing policies relevant to the Charity
- Provides mentoring to all employees, including management
- Motivates staff to meet or surpass organisational goals
- Presents new ideas and cash flow strategies to the board
- Has a flexible approach and is willing to perform varying duties depending on the shifting needs of the company and its staff members
- Ensure the charity fulfils its legal, statutory, and regulatory responsibilities
- Prepare a strategic plan and annual budget for approval by the board of Trustees
- Operate within the annual budget and ensure management and HR policies are up to date
- Maintain awareness of risks and changes in the external environment that affect the charity
- Build an effective working relationship with the Chair of Trustees
- Produce regular reports to the Board of Trustees
- Ensure the charities staff and volunteers are focused on achieving its mission and aims
- Establish mechanisms for evaluating feedback from clients, partners and other agencies about the charity/charity's performance

Other Core Functions

- Contribute to inter-agency and multi-disciplinary working
- Meet agreed standards and targets and contribute to the compliance with all quality standards, reports and assessments.
- Ensure safe working practices are maintained as set out within Staffordshire Sexual Health Charity policies/procedures as well as operating within service guidelines.
- Contribute to policy development and review.
- Contribute to planning, future funding and project delivery
- Ensure establishment of cover and services as and when required
- Champion the values of Staffordshire Sexual Health Charity in all delivery by upholding and adhering to policy, standards, and best practice
- Attend supervision sessions and meet agreed standards and targets.
- Identify and attend relevant training, learning and development as necessary.
- Effectively use I.T. applications.
- Ensure safe working practices are maintained as set out within Staffordshire Sexual Health Charity policies/procedures as well as operating within service guidelines.
- Ensure accurate monitoring and evaluation of the services provided
- Work effectively and flexibly as part of a team
- Any other duties that are commensurate with the role and grade of the post that may be required.

Chief Officer - Person Specification

E = essential requirements D = desirable requirements Skills

Able to lead an organisation with proven leadership skills	E
Able to communicate and negotiate effectively, orally and in writing, with statutory and other external agencies, staff, member groups and service users	E
Able to lead an organisation with proven leadership skills	E
Able to manage change and work effectively in a complex and emerging situation	E
Ability to effectively project manage budgets, resources and outcomes ensuring compliance with the requirements of the funders.	E
Able to motivate staff teams and provide clear management leadership	E
Able to manage the gathering and interpretation of information and data to inform management decisions, including compliance with data protection legislation.	E
IT skills, such as Microsoft office	E
Able to develop and deliver initiatives autonomously and collaboratively and develop services which meet identified needs	E
Knowledge and Experience	
Knowledge and understanding of safeguarding legislation, and able to apply policies and procedures ensuring best practice and good practice	E
Knowledge and understanding of equal opportunities	E
Knowledge and understanding of sexual health issues	D
A minimum of 3 years' senior management experience in a related field.	E
Experience of managing contracts, sourcing, and securing funding	E
A proven track record of success in managing, developing, and maintaining services	E
Direct experience of staff management	E
Proven track record in negotiating and collaborating successfully with stakeholders, including staff, member groups and funders	E
Qualifications	
Relevant degree, professional qualifications, or proven work experience with evidence of ongoing professional development	E
Other	
Ability and willingness to work evenings and weekends.	E
Full driving license, access to a vehicle and willingness to travel.	E
Enhanced certificate of disclosure (DBS) or willingness for one to be obtained	E

