

	Job Description
	Deputy Chief Officer
	November 2021v2
Salary & hours	£27500 pro rata – 21 hours per week
Location:	Charity base, Hanley
Responsible to:	Chief Officer

Purpose and objective:

To support the Chief Officer 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 Deputy Chief Officer will be responsible for the business development and fundraising functions of the charity.

Main Tasks

- Present new ideas, service development opportunities to the Chief Officer and Board of Trustee
- Responsible for successfully identifying new relationships, seeking out and sourcing funding. Supporting the delivery of a programme of new and high-quality services, with a clear focus on meeting the evolving client's needs, and also to capitalise on new diversified sources of funding from third parties.
- Publicly represent and promote the Charity
- Provide professional advice and support to the Chief Officer and Board of Trustees on business development and fundraising.
- Motivates staff to meet or surpass organisational goals
- Has a flexible approach and is willing to perform varying duties depending on the shifting needs of the charity and its staff members
- Support the Chief Officer to ensure the charity fulfils its legal, statutory and regulatory responsibilities
- Support the Chief Officer to maintain awareness of risks and changes in the external environment that affect the charity
- Support the Chief Officer as required with the day-to-day operational management of the Charity including managing paid staff and charity volunteers
- Produce regular reports for 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
- Deputise for the Chief Officer when required

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.

Deputy Chief Officer - Person Specification

E = essential requirements D = desirable requirements Skills

Able to lead an organisation with proven leadership skills, if required, in absence of Chief Officer	E
Able to communicate and negotiate effectively, orally and in writing, with statutory and other external agencies, staff, member groups and service users	E
Experience of working in a successful business development team and leading on high value bids	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' experience in business development or funding.	E
Experience of managing contracts, sourcing, and securing funding	E
A proven track record of success in managing, developing, and maintaining services	E
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

