

## JOB DESCRIPTION

<b>Job title</b>	<b>CHIEF EXECUTIVE (CEO)</b>
<b>Department</b>	CEO
<b>Location</b>	Head Office & Home Based
<b>Work Relationships</b>	<ol style="list-style-type: none"> <li>1. Reports to Chair of Trustees.</li> <li>2. Updates the Board of Trustees on the overall performance of the Walsingham Support Group.</li> <li>3. Leads the Executive Leadership Team (ELT)</li> <li>4. Member of the Board of Trustees and ELT</li> </ol>
<b>Job Purpose</b>	
<ol style="list-style-type: none"> <li>1. To provide leadership across Walsingham Support Group</li> <li>2. To play the lead role in developing, recommending and implementing the organisation's strategic aims and objectives by planning and directing the current and future -work of the ELT</li> <li>3. Together with the Chair of Board of Trustees, to enable the Board to fulfil its functions and to ensure that the Board of Trustees receives appropriate advice and information on all relevant matters</li> <li>4. To carry out all aspects of the role and within the guidance of the Walsingham Support Group's Ambitions, Values and Strategic Aims</li> </ol>	
<b>Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. <b>Leadership</b> <ol style="list-style-type: none"> <li>1. To promote the work of the Walsingham Support Group externally with all key stakeholders.</li> <li>2. As CEO and Chair of the ELT to - <ul style="list-style-type: none"> <li>• Maintain and develop the Walsingham Support Group culture</li> <li>• Provide leadership to the organisation</li> <li>• Provide leadership to Deputy Chief Executive &amp; Directors</li> <li>• Lead and contribute to the development, implementation and achievement of the Walsingham Support Groups Strategic Plans</li> <li>• Approve and ensure the effective delivery and monitoring of the Walsingham Support Groups Business Development Plan and establishing and maintaining contacts with key stakeholders and attending appropriate presentations</li> <li>• Take responsibility for the development and management of the Walsingham Support Group to the highest professional, legal and ethical standards</li> <li>• Keep under review and monitor the stability of both the people and financial resources of the Walsingham Support Group and take decisions surrounding the effective ongoing maintenance and development of these</li> <li>• Continually monitor the external operating environment (sector and competitors) to ensure Walsingham Support remains up to date, current and forward thinking</li> </ul> </li> <li>3. To promote the rights of the people we support and to ensure that opportunities for choice and independence are underpinned in all organisational functions</li> <li>4. To ensure the Walsingham Support Group has a long-term strategy and the resources to enable it to achieve its objectives and to monitor, evaluate and review this strategy on a regular basis</li> <li>5. To co-ordinate the preparation of an annual business plan and budget for agreement with the Board of Trustees</li> <li>6. To ensure that expenditure is managed in line with the annual budget as approved by the Board of Trustees and to be responsible to the Board of Trustees for the overall financial health of the Walsingham Support Group</li> <li>7. To ensure that the organisation's corporate philosophy and policies are legal, appropriate and practised throughout the organisation</li> <li>8. To ensure that the organisation has an effective system for recruitment, management, training, development and retention of staff to achieve organisational objectives</li> <li>9. To ensure all organisational decisions are consistent, appropriate and satisfy relevant legislation</li> <li>10. To maintain a good organisational working knowledge of current and proposed relevant legislation in the fields of care, charity and company law</li> <li>11. To ensure that the necessary resources are provided and proper standards maintained for the protection of people and the Walsingham Support Group's assets</li> <li>12. To foster good relations with government, statutory authorities, voluntary bodies and other relevant organisations</li> <li>13. To act as the chief spokesperson for the Walsingham Support Group and to ensure that the organisation is presented in a professional manner to its various constituencies</li> <li>14. To ensure that the best value for money for the organisation is achieved through how we structure and evolve Departments and throughout all purchases and contract renewals</li> </ol> </li> </ol>	

**2. Serving the Board of Trustees and in consultation with the Chair**

1. To formulate policy proposals for submission to, and approval by, Board of Trustees
2. To report to the Board of Trustees and Committees of the Board of Trustees, as appropriate, on the progress of the Walsingham Support Group and on all other matters relevant to the discharge of the Board of Trustees' responsibilities
3. To ensure that all necessary legal and professional requirements are met and that the Board of Trustees are kept appropriately informed
4. To recommend for the Board of Trustees' approval an annual calendar of meetings for the Board and Committees of the Board of Trustees, together with other important meetings and events
5. To ensure that items requiring the consideration of the Board of Trustees are placed on the agenda of their meeting, as appropriate

**3. Company Secretary – Walsingham Support & Walsingham Support Community Solutions**

1. Act as a trusted impartial advisor to the Board, effectively managing all aspects of the Board's operations whilst remaining the custodian of the company's integrity through incisive and best practice corporate governance and business ethics.
2. Ensure the organisation meets all standards of governance required of a regulated charity.
3. Maintain and ensure compliance with the organisation's Articles of Association.
4. Provide advice to the Board, Chair, Trustees, Executive Leadership Team & National Senior Leadership Team on governance issues.
5. Advise the Chair on all matters relevant to the discharge of the organisation's constitutional responsibilities.
6. Ensure that all legal documents and statutory forms are appropriately checked, signed and filed within set deadlines.
7. Sign tenders, contracts, bank forms, change of signatories and opening of new bank accounts as appropriate.
8. Ensure that the organisation's public documents contain all the information required under law.
9. Ensure delegated authorities adhere to the areas listed within the applicable Scheme of Delegation.

**General**

Additional to the above, the post-holder can be expected to:

1. Take responsibility for their job description
2. Take an active role in determining their development needs and agreeing programmes to meet those needs
3. Actively adhere to and contribute to the development of the Walsingham Support Group policies
4. In accordance with current legislation;
  - a) to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
  - b) as regards any duty or requirement imposed on the Walsingham Support Group or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.
5. Attend staff meetings and training as agreed with the post- holder's line manager
6. Carry out any other duties that are within the scope, spirit and purpose of the job, its title and are requested by the post-holder's line manager
7. Attend meetings across the Walsingham Support Group that may involve travel and occasional overnight stays