



CEO

Salary Scale: £82,000

Accountable to: Board of Trustees

Hours: 37 hours per week

Contract: Permanent

Location: Flexible/Remote/Liverpool

Background

Shared Lives Plus is the UK membership charity for more than 6,000 Shared Lives carers, 150 Shared Lives schemes, a growing network of over 25 local Homeshare organisations, and our recently established Family by Family peer support pilot project. Our vision is a kinder, stronger society built on sharing our lives and our homes. We help build communities where everyone lives a full life, regardless of the support they need. We do this by turning Shared Lives, Homeshare and Family by Family into thriving, mainstream options, with all the right structures in place to support and guide those who want to share their lives and homes. We want to reduce loneliness and help make our communities more connected. We offer guidance, best practice, legal and insurance advice to a community of people sharing their lives.

Shared Lives Plus www.sharedlivesplus.org.uk www.homeshareuk.org

Company number 4511426 Reg Charity number (England and Wales) 1095562 Reg Charity No (Scotland) SC042743

As well as a competitive salary, you will benefit from flexible working, 27 days annual leave, birthday leave, and health and wellbeing support via Care First. At Shared Lives Plus you will join a dynamic, passionate, and inclusive team who believe that everyone should be able to choose who they spend time with and do what matters to them.

Shared Lives Plus is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do.

We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

Job Objectives

The Chief Executive is responsible for the leadership and operational performance of Shared Lives Plus within the strategy and policy framework agreed by the Board.

In particular, the Chief Executive will ensure that:

- A strong and up to date governance framework is maintained at all times.
- Shared Lives Plus is well positioned both internally and externally to deliver its strategic priorities and influence positively health and social care policy across the 4 nations.

Specific Duties and Outlined Responsibilities

The Chief Executive must reinforce and promote Shared Lives Plus values personally, both externally and within the organisation.

Main duties and responsibilities

The Chief Executive is responsible for ensuring the following:

Board and Governance

- In collaboration with the Chair, Shared Lives Plus governance arrangements reflect best practice, comply with the Charity's Rules, are effective and operate within statutory, regulatory and good practice frameworks, including Shared Lives Plus adopted Code of Governance.
- A robust and effective control framework is in place, including policies, procedures, strategies and performance management.
- The Board receives high quality and timely information so that it can be effective in setting strategies and monitoring performance.
- The Board receives high quality and appropriate information to enable it to agree a Business Plan and put in place appropriate financial, staffing and other resources to achieve its ambitions.
- To work effectively with the Chair to ensure there is a positive supportive and challenging relationship between Trustees and the senior management team.
- The Board receives high level advice and strategic guidance, as required, and all statutory, regulatory and legal obligations are complied with.

- Together with the Board ensure key organisational performance strategies and indicators are set which most appropriately reflect the Shared Lives Plus objectives and the requirements of regulators and funders.
- Risks are well managed and monitored and the Board is able to properly consider and manage business significant risks.
- The Association's finances are well managed, including treasury management, and that the Board receives high quality information about budgets, spend and external factors which may impact on the Association's finances.

Leadership and Control

- Strong leadership is provided to all staff with a focus on our values, continuous improvement and innovative thinking
- Build and develop the senior management team and the wider leadership group and ensure effective team working across the organization.
- To set objectives for the individual members of the senior management team and to provide supervision and appraisal and individual development plans.
- To ensure managers set team and personal objectives and conduct meaningful and regular supervision and appraisal of all employees and to ensure the recruitment, induction, training and workload of employees is managed in an efficient and effective manner.
- There is robust financial management throughout the organisation, including the setting, management and monitoring of budgets and effective income management and income generation.
- Strong risk management processes are in place and that the Board and staff understand their roles and responsibilities.
- To ensure managers set team and personal objectives and conduct meaningful and regular supervision and appraisal of all employees.

Service Delivery

- Structures are developed and maintained to support the effective delivery of all services whilst delivering value for money.
- New initiatives and new opportunities are identified, evaluated, developed and monitored to improve service delivery to the Charity's customers, meet corporate objectives and further develop the work of the Charity.
- Effective consultation takes place with Shared lives Carers, Homesharers, schemes, independent providers and all relevant stakeholders.
- To ensure Shared Lives Plus works using an asset based approach, coproducing action with key stakeholders.
- To ensure the voice of citizens, carers, sharers drives the organisation's delivery.

External Relations

- To act as an ambassador for Shared Lives Plus and develop effective external networks, especially with the regulator, local authorities, funding institutions and key stakeholders that will add value to the Charity and its customers.
- To build effective relationships with government ministers, civil servants, media and key influencers in health and social care.
- To represent the organisation at external events and develop a national profile as a key leader in health and social care.
- To actively explore and create opportunities to form partnerships and effective working relationships which will support Shared Lives Plus strategic and business objectives.
- To represent Shared Lives Plus nationally and locally to ensure that the Charity is well positioned to influence on issues that directly affect the Charity and its customers.

Other responsibilities

- To demonstrate a high degree of personal integrity and motivation, which sets the standard for all Charity's employees.
- To adhere to all policies, procedures and strategies of the Association relevant to the post, including financial regulations.
- To be accountable for all health and safety matters and to be knowledgeable in relation to all health and safety issues relevant to the Association and to ensure compliance with all relevant aspects of legislation and be committed to ensuring the implementation and development of the Association's health and safety policies and procedures.
- To maintain the strictest confidences relating to personal information under the Data Protection Act and the Organisation's policies and procedures on confidentiality and the dissemination of information.

To undertake other responsibilities as required by the Board to support the objectives and values of the organisation.

Working practice

- Work in accordance with Shared Lives Plus's aims, objectives, policies, procedures, philosophies, and values to promote a positive image of the organisation and its members.
- To work positively and co-operatively as part of our team and with our partners and stakeholders.
- To work in a way which promotes equality and celebrates diversity empowering people from overlooked or excluded groups.
- To operate in a way that is consistent with our legal responsibilities including health and safety legislation and guidance.

Person specification:

Criteria	
Qualification	<ul style="list-style-type: none"> ● Educated to degree level or equivalent ● Ideally with a qualification in social care
Experience and skills	<ul style="list-style-type: none"> ● A proven track record of leadership and governance ● Leadership skills: A prime role of our Chief Executive is to motivate staff, partners and members and you need the drive and energy to achieve this ● Advocacy skills: you will be the public and private face of our organisation and will need to be able to effectively promote its aims ● Excellent interpersonal skills: you will need to build relationships with a variety of people, from beneficiaries, members, and colleagues to senior corporate executives and opinion formers ● Financial acumen: you will have to work with the SMT to set and operate a budget and, increasingly, develop social enterprise activities that provide a surplus for the organisation ● Experience of working with committees or boards ● Experience of leading a geographically dispersed team
Knowledge	<ul style="list-style-type: none"> ● A keen interest in or an understanding of Shared Lives, Homeshare, Family by Family and the philosophy and values underpinning our work and the sector ● An understanding of how national membership organisations work ● An in-depth understanding of social care

Criteria	
	<ul style="list-style-type: none"> ● Be a quick learner: once in post, you will need to quickly get up speed with the nature of our service provision and aims and objectives ● A fundamental understanding of caring – be able to engage and connect with carers ● Understand person centred, asset-based approaches and be prepared to keep them alive in shared living, Homeshare and Family by Family ● Understand funding and be able to write a winning bid
Style	<ul style="list-style-type: none"> ● Be a leader – engaging and charismatic ● Be passionate about supporting people and communities ● Be committed to co-production - empowering people who use services and partnership working ● Be strong – steering the organisation, driving us forward, opening doors ● Be a good listener ● Be confident to direct policy within the sector, the wider communities and government frameworks ● Confident, positive, creative, and innovative
Attitudes	<ul style="list-style-type: none"> ● Commitment to empowering people who use services and their families ● Demonstrable commitment to working in ways which promote equality of opportunity and diversity ● Commitment to continuous professional development
Practical	<ul style="list-style-type: none"> ● Ability to work the hours dictated by the needs and demands of the job (occasionally including evenings) ● Able to travel as and when required by the job, including some overnight stays across the UK.

Values and Behaviours

Shared Lives Plus considers its culture to be a supportive, encouraging and empowering one. The culture is based on our values – these are listed below along with what the team felt this would look like for this role:

Authenticity

has a clear picture of current position of the charity with ideas for our future / has a clear understanding of the 'market' in which we operate

sees visibility within the organisation as important

has experience and skills managing and developing people

delivers on promises

builds relationships

has credibility and can demonstrate it externally

Integrity

is a people person, warm, reflective, approachable, personable

genuinely takes an interest in people, gives time as freely as possible, encouraging

is able to identify and acknowledge personal knowledge gaps

puts emphasis and openly demonstrates the importance of wellbeing of staff, invests in the team

is decisive, gives clear direction when needed, knows when the decision must rest with CEO and takes it

Sense of Purpose

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acts professionally and leads by example in accordance with our Values and Behaviours, Human Rights, Equality and Diversity.
is strategic and consultative, seeking and incorporating others' opinions, (internal and external)
is inquisitive
gets the best out of people
Excellent communicator at all levels

Zest and Energy

has infectious enthusiasm and drive, inspiring, someone people are proud to work for/alongside
has an understanding of what's needed now and vision for the future, embraces change
is creative/innovative and can demonstrate and share success
has an appetite for learning and determination for the development of the organisation even when the field is much bigger than us

We also asked the team, our ambassadors, our members and other stakeholders what they would like to see in our CEO – here's some of what they said.

They should be themselves

They should understand the role of the ambassadors

They should understand how to work alongside people with autism or learning disabilities

They should have a knowledge of Shared Lives, people with lived experience etc and ideally even have some form of lived experience themselves

They should be able to listen, be passionate and caring

They should be invested in Shared Lives and be able to take it forward

They should be organised and have CEO or management experience

They shouldn't be professional all the time

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They should be able to communicate clearly, not using jargon etc, but also be aware and not 'dumbing down' to the audience. I would like them to be friendly and helpful, talk in language that I can understand, meet the people who live in Shared Lives and talk to carers and the SL team.

Listens and supports us all

Ability to challenge with kindness

Open, honest, approachable, consultative, methodical. Not dictatorial, chaotic, authoritarian,

Will fit - down to earth, approachable, passionate, and determined. Won't fit - Cooperate style with little understanding of social care

Highly professional individual, sophisticated understanding of the market for health and care and ability to navigate confidently at all levels. Consistent and engaging collaborative style

be openminded about the possibilities a person and a placement can achieve, clear understanding of Professional Curiosity and Complex Adult Risk Management to endorse independence for people

someone who can influence others and can draw attention to the work being done by SL Plus

We hope that all of the above helps you to understand what we feel we want and need in our new CEO, but also some idea of how we work, our culture and ethos – it's really important to us.

So, if you feel you are all of these things and are committed as we are, then we would love to hear from you.