

Carers Together Foundation

Job Description

Job Title:	Chief Executive
Scale:	£47,458 per annum
Hours:	37 hours per week
Responsible to:	Chair of Trustees
Accountable to:	Board of Trustees
Base:	St Mary's Centre, 82-90 Corporation Road, Middlesbrough TS1 2RW. The postholder will also be required to travel and work from a base in Redcar & Cleveland
Job Purpose:	To be accountable for the strategic direction, leadership and operational functions of Carers Together and to ensure robust governance of the organisation.

1. Key responsibilities

1.1 Leadership

- Ensure that the organisation fulfils its aims and objectives.
- Provide formal and informal management, supervision and appraisal for managers and for other staff as required.
- Promote Carers Together and carers issues at national, regional and local level.
- Attend Board meetings and provide regular reports to the Trustees as required.
- Chair and report to sub-committee meetings.

1.2 Strategy

- In partnership with trustees, develop and implement Carers Together's Strategic Plan and Service Delivery Plans.
- Ensure robust risk management across the organisation.
- Use relevant data, including service user feedback, to inform external strategic commissioning decisions and to ensure internal service developments are evidence based.

1.3 Resources

- Oversee financial systems, records and controls to ensure the appropriate use of charity funds and enable sound, sustainable financial decision making
- Ensure robust recording, reporting and performance management systems are in place so that activity, finances and outcomes are regularly evidenced, monitored, audited and evaluated.

- Identify and diversify sources of income, including developing bids, EOIs and tenders as appropriate.

1.4 Legal

- Oversee the management of Carers Together, ensuring compliance with legislation relating to charity and company governance; health and safety; employment; equality and diversity; GDPR; safeguarding.
- Review, develop and implement Carers Together's policies and practices.

1.5 Partnership

- Represent Carers Together and carers' issues and needs at Strategic Partnerships
- Work proactively with commissioners to deliver contracted services and develop new provision.
- Involve carers in the work of Carers Together and in service development and delivery.
- Develop and maintain effective relationships and partnerships with other voluntary and statutory sector organisations, locally and nationally.

2. General

2.1 Adhere to all service standards, policies and procedures of Carers Together.

2.2 Undertake any other tasks or duties that may arise which are commensurate with the general level of this post and as directed by the designated line manager.

3. Management of this post

3.1 Support, supervision and annual Appraisal will be provided by the Chair, and professional external supervision will be offered where appropriate

4. Working conditions

4.1 Flexible working between the hours of 9 am - 5 pm is required, subject to the demands of the service. Some evening and weekend working may be required. Overtime will not be paid, but approved time outside 9am-5pm should be taken as time off in lieu.

4.2 30 working days holiday per year plus statutory/bank holidays.

This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.