

## **Age UK Dudley**

### **JOB DESCRIPTION**

<b><u>JOB TITLE:</u></b>	Chief Executive Officer
<b><u>SALARY:</u></b>	Age UK Dudley Grade 10 - £32,703 to £34,451
<b><u>HOURS OF WORK:</u></b>	37.5
<b><u>LOCATION:</u></b>	Primarily the Junction, Cradley Road, Netherton, Dudley DY2 9RA and other Age UK Dudley offices
<b><u>RESPONSIBLE TO:</u></b>	Chairman and Board of Trustees

**JOB PURPOSE:** The post holder will act as the Senior Executive within the organisation providing strategic vision, leadership and management. The post holder will be responsible for advising and informing the Board of Trustees and implementing all agreed decisions.

The post holder will work with the Board to develop the organisation and bring a wide local, regional and national perspective to its work.

The post holder will be responsible for advising the Board to ensure the organisation meets all its legal obligations with regard to Charity and Company Law, Employment Law, Health & Safety and any other legal entity that may impinge upon the proper running of the organisation.

### **DUTIES:**

#### **Leadership & Management**

- To work with the Corporate Team to provide effective leadership and management of the organisation, its staff, volunteers and other resources in order to promote and enhance the well being of older people in Dudley.
- To work with the Board on the development and implementation of the organisation's mission, strategies, policies and procedures and to ensure that its aims and objectives are met.
- To ensure that proper procedures exist throughout the organisation for the recruitment, selection, training, development and line management of staff thus ensuring that the operational objectives of the organisation are carried out effectively.
- To ensure that the organisation maintains and develops its commitment to involving and supporting volunteers and acknowledges in the way we treat

volunteers, their immense contribution to the organisation and our service users.

- To ensure that the organisation has effective systems for Quality Assurance.
- To liaise with the Board to review regularly all risks faced by the organisation and to ensure that policies and systems are put in place to mitigate or lessen identified major risks

### Services & Activities

- To ensure that contracts and/or agreements for the provision of current services are properly negotiated, secured and monitored. To actively pursue new/alternative sources of funding for the development of new and existing projects and services.
- To ensure that existing services and activities are maintained and operated to a high quality. To review such services on a regular basis and expand and develop new services to meet the needs of older people in a diverse and equitable manner across the Metropolitan Borough of Dudley.
- To ensure that the organisation keeps up to date with the current and future needs of all older people and maintains a strong and effective campaigning voice.
- To develop any agreed charged-for services that reflect emerging patterns of service delivery and to market these services to potential service users, their families and carers and to partner organisations and funders

### Finance & Administration

- To work with the Board and Corporate Team to develop and implement a financial strategy for the organisation and specifically an effective income generation policy, managing the preparation and submission of bids, funding applications and tenders
- To work with the Treasurer and Finance Officer to ensure the organisation has proper budgetary and financial controls in place and that accounts are produced to SORP requirements.
- To be responsible, with the Finance Officer, for analysing and monitoring the performance of the trading activities of the organisation and to act as the Approved Person under the Regulations of the Financial Conduct Authority.
- To act as Company Secretary and service the Board and its Committees ensuring preparation and timely circulation of financial reports and other relevant papers.
- To work with the Business Support Manager to ensure the proper management and maintenance of all office bases, IT and general equipment used by Age UK Dudley.

### External Relationships

- To take an active role with Age UK regionally and nationally and with the Age England Association, maintaining effective partnership working at all levels
- To ensure that the organisation maintains established working links with statutory agencies and to foster partnership and inter-agency working with Age UK Friends and Forums and relevant voluntary sector organisations across the Borough specifically Age Alliance, Forum of Older People and engAGING
- To ensure that the organisation maintains a high public profile including strong positive links with the local press, radio and television.

### Personal and Professional Development

- The post holder is responsible for maintaining their own personal and professional development in accordance with their grade and role at Age UK Dudley.
- The post holder will be responsible for all appropriate Staff Support Sessions and Staff Development Reviews at Age UK Dudley within the scope of their role and grade.
- The post holder must ensure that they liaise with the Chairman to undertake a Staff Development Review

### Additional Requirements

- To undertake additional duties as requested by the Board commensurate with the grade of post and appropriate to stated job purpose and skills of the individual

This job description is intended as a summary of the main elements of the job described and may be amended from time to time, in consultation with the post holder. It does not form part of the formal Terms & Conditions of Employment.

Please note: This post is exempt from the Rehabilitation of Offenders Act 1974 and as such the successful applicant will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (as the post holder manages Countersignatories) before the appointment is confirmed.