# Job Description – Chief Executive

**Job Title:** Chief Executive

**Place of work:**  Charles Burrell Centre

**Hours of work:**  37 hours per week (to include evenings and weekends as required)

**Salary:** £30,000 - £34,000 per annum

**Pension:** Entitlement to join the CBC Ltd pension scheme

**Line Manager:** Chairman of Charles Burrell Centre Limited Board of Directors

## Background

The Chief Executive is the most senior member of staff employed by Charles Burrell Centre Ltd and plays a key role in driving forward the organisation to meet agreed aims and objectives. The Chief Executive is line-managed by the Chairman of the Board of Directors and reports regularly to the board and leads on ensuring the continuous development, sustainability and success of Charles Burrell Centre Limited.

## Objectives

* The Chief Executive is responsible for implementing the vision of the organisation in line with its charitable objectives determined by the wider membership and in line with relevant legislation.
* Responsible for leading on the development of the Charles Burrell Centre to ensure the provision of services and projects are continually enhanced.
* Responsible for ensuring the organisation remains financially sustainable ensuring income opportunities are maximised including; trading income, grants, donations and fundraising. Ensuring value for money at all times. Lead role in ensuring Financial Regulations are adhered to at all times. The Chief Executive is also the Responsible Finance Officer for the organisation.
* Responsible person for all Health and Safety matters and ensure compliance with all relevant legislation, adopted policies, procedures and risk assessments. Ensure the safety and welfare of all people that the organisation comes into contact with including staff, volunteers, contractors, tenants, hirers and members of the public.
* Lead the staff team and provide direct line-management to personnel identified in the staff structure, undertaking supervisions and appraisals as necessary and HR lead.
* To lead development of innovative and productive partnerships with a wider range of external stakeholders including local authorities, community and voluntary organisations, grant funders, partner organisations and service providers.

## Key Tasks

* **Board Support and Guidance:** To provide regular updates and reports to the Board of Directors, attending all board meetings and addressing points raised. To liaise with board members to ensure all information is provided and accurate when requested. Ensuring communication is to a high standard and decisions made by the board are communicated appropriately to tenants, staff, members and hirers.
* **Leadership:** Ensure that values and leadership standards are understood and communicated at all levels. Create and maintain a team culture that values, recognizes and generates high performance and supports innovation. Ensure the integration of new initiatives into the business operations while minimizing the risk of any potential negative impact. Ensure new initiatives and their values are communicated clearly to team members, board members, stakeholders and the local community.
* **Team Management:** Line manage the senior leadership team to ensure the effective operations of the organisation. This includes HR lead support, payroll co-ordination, recruitment, appraisals, timesheets, health & safety and effective management of team members including weekly meetings and task setting. Ensuring high standards of service and care. Identify training needs and ensure the development of staff and volunteers. Obtain external advice where necessary.
* **Project Management:** Accountable for the management and development of various externally funded projects ensuring high standards are followed and enforced. Oversight of all projects aligned with Charles Burrell Centre Limited’s strategic and charitable objectives. To meet regularly with Project Co-ordinators and Sub-committees to ensure the consistent progress of projects with regards to timescales and financial performance. Ensuring information is communicated to funders efficiently and professionally.
* **Finance:** Serve as the Responsible Finance Officer. Oversee all financial management of Charles Burrell Centre Limited including all funded projects. To monitor financial performance, and monitor monthly reports measuring actual performance against the agreed budget. To review variances and financial performance to ensure the organisation remains financially sound and generating a surplus. To ensure all operations conform to the financial regulations. Liaise with finance staff (whether internal or external) with regards to all accounting matters including invoicing, debtors, payroll etc. Liaise with regulatory bodies such as the Financial Conduct Authority and HMRC to ensure compliance with legal obligations. To manage Charles Burrell Centre Limited bank accounts within their agreed terms of business. To record accurately and appropriately all bank account movements.
* **Tenant Management:** Ensure contractual compliance as the landlord undertaking enforcement as necessary if breaches occur. Monitor the operations of tenants to ensure compliance with lease agreements. Obtain legal advice where necessary. Work closely with the Business Manager to ensure appropriate action is taken where lease or service agreements are being compromised.
* **Statutory Obligations:** Ensure compliance with all terms and conditions of the superior lease agreement including the effective management and maintenance of the site. Liaise with the relevant authorities in regards to licencing and planning. Submit planning applications and change of use applications where required. Provide accurate updates to the Breckland Council rates office in regards to occupancy of rooms.
* **Health and Safety:** Ensure compliance of all relevant policies, procedures and legal duties including internal and external risk assessments relating to fire safety, security, asbestos, electric, legionella, insurance policies and all site operations. Oversee the role of Designated Premises Supervisor and personal licence holder and ensure the safe management of all licensable activities on site.
* **Public Relations:** Manage all public relations including social media, marketing, advertising, branding and press releases. Ensuring content is engaging, accurate and a positive reflection of the organisation. Attend functions, events and public meetings to represent Charles Burrell Centre Limited. Provide presentations on the developments of the organisation and future plans to local businesses, funders and general public. Maintain effective partnerships with local resources to support grant funding opportunities, work experience placements, volunteering opportunities and the charitable objectives of Charles Burrell Centre. Create and manage effective partnerships with stakeholders, local authorities, businesses and other charitable organisations. Accountable for building Charles Burrell Centre Limited’s brand impact and reputation and ensuring its future success.
* **Funding:** Prepare and submit funding applications to support the progress of Charles Burrell Centre including building improvements, maintenance projects, staffing capacity and equipment. To manage each individual grant funding investment to ensure projects remain within budget. Prepare and provide all funders with accurate reports and evidence of expenditures.
* **Service Contracts:** Manage all service contracts to ensure value for money and high standards of safety and service including grounds maintenance, waste management, fire safety, security, fixed wire electrical inspections, boiler and plant servicing etc.
* **Other:** To complete all reasonable tasks as directed by the Board.

## Application Process

The deadline for applications is Monday 25th January 2021 at 9am. Shortlisted applicants will be invited to an interview in the following week.

To apply, please send your CV and an application letter (max. 2 sides of A4) to [danny@charlesburrellcentre.org.uk](mailto:danny@charlesburrellcentre.org.uk). The application letter should outline:

* Your motivations for applying
* Your suitability for the role, with reference to the objectives and key tasks outlined above
* Details of two referees to be contacted after a successful interview

## Disability Confident

CBC is a ‘disability confident’ organisation. We are committed to inclusion and diversity, and welcome applications from people with a disability or long-term health condition. Please call us if you require an alternative format, and tell us if there are any reasonable adjustments we could make to improve your experience of the recruitment process. Call: 01842 779867.