

Chief Executive Officer

Job Description

Salary :	£40,000 - £45,000
Working:	37 hours a week (Monday to Friday)
Location:	West Bromwich – Greets Green Access Centre B70 9SJ
Special conditions:	Some unsocial hours including evenings and weekends.
Responsible to :	Sandwell Consortium Board
Responsible for:	Sandwell Consortium Staff

Purpose

1. To be responsible for the strategic leadership, management, long term sustainability, continued development, effective management of change, and further growth and impact of Sandwell Consortium, boosting our position as 'the' recognised third sector Consortium in Sandwell.
2. To develop the Consortium, and its members, sustainability through an effective income generation strategy, successfully bidding for and securing additional funding and contracts.
3. To ensure its staff, members and delivery partners deliver quality services that meet the needs and benefit local communities and funders requirements.
4. To represent Sandwell Consortium, developing, building and nurturing its external relationships.
5. To act as principle adviser to the Consortium Board in developing Sandwell Consortium's Strategic Direction and Business Planning and engaging with consortium members to understand the needs of the communities we serve and ensure that services are developed that enable the consortium to grow and flourish.
6. To be responsible for developing and upholding Sandwell Consortium's values and culture in all of its activities, and ensuring it meets its vision, aims and objectives, as set out by the Sandwell Consortium Board.
7. To be responsible to the Consortium Board for all of Sandwell Consortium's services, staff, volunteers, assets and resources.

Principle Roles & Responsibilities

1. Leading & Managing the Organisation

- 1.1. Provide effective leadership based on sound professional and managerial principles to the organisation and its staff.
- 1.2. Ensure the effective management of people including recruitment, supervision and development facilitating a learning environment where all staff can maintain and develop their skills.

- 1.3. Be responsible for the development and maintenance of Sandwell Consortium's policies, ensuring they are up to date, consistent, approved by the Board and implemented effectively.
- 1.4. Encouraging the development of new and creative approaches that promote Sandwell Consortium's contribution to the well-being of disadvantaged and deprived people, groups and communities.
- 1.5. Ensure compliance with all relevant legislation, including company law, employment law, health & safety legislation, looking for ways to develop best practice in all the Consortium's work and services.
- 1.6. Ensure that relevant quality marks appropriate to the work of the consortium are achieved and maintained.

2. Business Strategy and Relationship Development

- 2.1. Lead on the development and implementation of Consortium's strategic development, business planning, operational/delivery programmes and funding.
- 2.2. Develop an effective income generation strategy, leading on funding applications and tenders, securing new income to sustain and develop the consortiums activities.
- 2.3. Lead on the business development, relationships with potential funders, service commissioners, statutory and voluntary sector agencies and partnerships to enable the Consortium to respond to new local, regional and national policies, programmes and funding streams and the needs of the community.
- 2.4. To build, maintain and develop effective relationships, at a senior level, with relevant statutory and voluntary agencies, funders and the media in order to raise the profile of the Consortium.
- 2.5. Ensure that the Consortium is promoted positively to stakeholders through publications, website, social media and presentations.

3. Financial Management and Contracting Opportunities

- 3.1. Ensure that Sandwell Consortium is financially well managed, with strong effective financial management controls, procedures and systems, that are in place and followed.
- 3.2. Include within the Business Plan an Income Generation Strategy.
- 3.3. Prepare and manage an annual budget in conjunction with the Operations Manager.
- 3.4. Ensure the production of Annual Accounts and compliance with all legislative requirements.
- 3.5. Support the Consortium Membership to accurately assess and develop sufficient infrastructure and resources to respond quickly to tendering and bidding opportunities

4. Governance & Board Support

- 4.1. Lead the implementation of Sandwell Consortium's corporate governance by establishing and maintaining effective, structures and processes that meet the requirements of company law and the Office of Regulator of Community Interest Companies
- 4.2. Ensure compliance with all relevant legislation, including employment law, company law, health and safety legislation, GDPR and with best practice in work with people with a learning disability and in social care, employment and supported housing.
- 4.3. Report to and attend Sandwell Consortium Board, Finance and HR sub-committee meetings.

5. Membership

- 5.1. Ensure the Consortium provides quality management and monitoring services on behalf of its member organisations
- 5.2. Manage the membership application process, and promote membership to identified key organisations, making recommendations to the Board on the extension of membership to additional organisations. Ensure all members meet the required membership standards of the Consortium as a well-managed organisation and on the quality of their service delivery.
- 5.3. Support Consortium Members to accurately assess their key strengths in contributing to the development of the Consortium and to delivering services on behalf of the Consortium.

6. People Management

- 6.1. Lead the Consortium's Staff/Resources to establish, enable and maintain a learning culture that encourages all staff, volunteers and trustees to develop their skills and realise their potential.
- 6.2. Develop a staffing structure that fulfils the strategic and operational plans of the Consortium making recommendations to the HR sub committee and Consortium Board.

7. Contract Management

- 7.1. Ensure that the Consortium delivers high quality services and meets the contractual requirements of its funders through strong performance management and monitoring frameworks & systems.

8. Marketing, Promotion & Communication

- 8.1. Lead in the development of the Consortium's profile, credibility and reputation for delivering high quality services across Sandwell, the Black Country and wider West Midland conurbation.

9. Working With the Consortium Board

- 9.1. *Strategic Direction* - Be the principal advisor to the Board in developing and setting a rolling three year strategic plan for annual operational plan, income generation strategy and annual budget for Board approval.

- 9.2. *Performance Management* – Ensure effective reporting and presentation of information on the performance and progress of the Consortium’s services, financial management staffing and any relevant operational matters.
- 9.3. *Governance* - To ensure the Consortium Board is able to make informed decisions about legal matters, policies and procedures.
- 9.4. *Sustainability & development* - Provide sound, clear and timely information and advice to the Consortium Board based on professional knowledge to support the Board in sustaining the development of the Consortium and to develop best practice in its services.
- 9.5. *Board Roles* - Assist the Board in recruiting, retaining, supporting and developing Consortium Board Members.

10. General

- 10.1. Undertake such training and personal development that may be required to keep up to date and fulfil the requirements of this job description.
- 10.2. Receive regular supervision as agreed with the Chair of the Consortium Board.
- 10.3. Undertake any other duties as prescribed by the Board relevant to this post.
- 10.4. Provide supervision and annual appraisal for the Operations Manager.