blue smile

CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

Role title: Chief Executive Officer

Base: Blue Smile head office in Cambridge

Accountable and reporting to: Chair of the Board of Trustees

Annual salary: £37,000 - £42,000 (full-time equivalent, paid pro rata), dependent on experience

Hours: 4 days a week during school term time, 3 days a week during school holidays (worked flexibly, with occasional weekend and evening work — other arrangements possible by negotiation)

Start date: It is expected that candidates will be able to take up the post in January 2015 or before

The need for the role

Blue Smile is a growing Cambridge charity providing therapy and mentoring in schools to vulnerable children. This role is the result of a restructure, which provides the capacity for sustainable growth and for meeting the needs of an increasing number of children at a time of drastic local service cuts.

Through effective planning, skilled management and targeted fundraising, the right candidate has a unique chance to guide the expansion of a young charity. At the same time, the role provides opportunities for using and developing skills and experience to really make a difference.

Overall purpose of the role

To have overall responsibility for managing the development and strategic direction of Blue Smile, as agreed with the Board of Trustees and in line with the charity's objectives

To provide leadership within the charity to ensure effective operational support for successful service delivery

To ensure the continued financial sustainability of the charity through fundraising planning and activities and through secure financial stewardship

To be advised by the Clinical Manager on clinical service matters and monitor clinical standards

To represent the charity in the community and build partnerships with supporters, other agencies, schools and beneficiaries

To support the Board of Trustees to provide effective governance, ensuring up-to-date policies, procedures and standards are maintained

Main duties and responsibilities

Management and planning:

Work with the Board to review the charity's strategic plan and models for growth to secure sustainable and successful development

Implement agreed strategic plans to develop the charity successfully

Manage the Executive Team, Advisory Groups, volunteers and partners to coordinate activities to support effective service delivery

Manage the Executive Team in developing policies, procedures, systems, strategies, targets and budgets to ensure appropriate regulatory compliance

Work with the Operations Manager/Company Secretary to maintain efficient 'head office' systems and support the efficient day-to-day running of the organisation

Undertake effective recruitment, management supervision and appraisal of the Executive team and operational volunteers to attract and retain a capable and professional team supporting the service

Liaise with schools and take decisions about future directions for successful expansion of the service

Oversee management of the large and vital team of skilled volunteers to ensure their continued commitment and support

The Board of Directors and its Advisory Groups

Report to the Board with comprehensive and up-to-date information to ensure effective governance

Liaise with the Board's Advisory Groups to maintain a coordinated set of recommendations to support Board decision making

Development, fundraising and promotion:

Oversee the continued development of an effective fundraising strategy, with support from the Fundraising Strategy Group, to maximise income

Develop innovative ideas for raising funds, particularly in the area of corporate fundraising, to maximise the opportunities in the charity's unique environment

Steward, develop and grow the charity's list of supporters, overseeing use of the donor database to maximise opportunities

Work on grant funding applications and plan a fundraising schedule of regular forecast income

Oversee the continued development of a coherent marketing strategy, with support from the Marketing Team, to produce a powerful brand and message

Develop internal communications to build efficient operations and work satisfaction in the teams

Serve as the primary spokesperson, build effective networks and promote the charity's work to ensure continued advocacy around the children we support and our good reputation

Financial stewardship

Work with the volunteer Head of Finance to establish clear financial systems and controls to ensure efficient use of funds

Work with the Head of Finance and Operations Manager/Company Secretary to set appropriate budgets and targets

Manage service level agreements with participating schools to sustain effective partnerships and financial support from school budgets

Service delivery

Oversee service delivery, with the advice of the Clinical Manager, who will manage practitioner recruitment, training and evaluation to ensure clinical quality and best practice standards

Liaise with the Clinical Manager and the Clinical and Ethics Group to support continued development of clinical polices, evaluation, research and ethical guidelines to present to the Board