

JOB DESCRIPTION

Chief Executive

BACKGROUND

Following a very successful 20 years offering free sailing tuition on the Helford river to hundreds of physically and economically challenged local school children, this charity now seek to develop the recently purchased nearby Trevassack Lake as a purpose-built Centre of Excellence for children and young people with physical, behavioural and educational disabilities in a more controlled environment.

The centre will have a state of the art learning centre and a number of residential lodges to allow families from further afield to accompany their youngster and enjoy a relaxing break.

OVERALL PURPOSE OF JOB

To provide energetic leadership to the Helford River Children's Sailing Trust, and fully owned subsidiary companies, thus enabling the achievement of the overall philosophy, strategy, objectives and financial plans of the trust.

Be responsible to the Board of Trustees for the control, management and administration of the organisation.

Manage the development and implementation of the proposed Trevassack Lake facility as a learning centre for young people with physical, behavioural, and educational disabilities as well as a facility for the local community and other young people.

To provide direction to and take an active role in vital fundraising activities, the development of corporate partnerships, and the engagement with donors, volunteers, community organisations and schools.

Support the Chairman and the Board of Trustee Directors to fulfil their duties and responsibilities for the proper governance of the Organisation, ensuring that the Board receives appropriate information and timely advice on all relevant matters.

To oversee day to day activities with a willingness to become involved in operational detail.

JOB DESCRIPTION

JOB TITLE:	Chief Executive
RESPONSIBLE TO:	Appointed Trustee
ACCOUNTABLE TO:	Board of Trustees
RESPONSIBLE FOR:	Management & Administration of the organisation

Main Duties and responsibilities:

1. Governance

Working with the Management Committee of the Board of Trustees, and taking much of the work already done, refine and publish a five-year Strategic Plan for the organisation.

Monitor and review this Strategic Plan, reporting progress at the quarterly Board Meetings, the outcomes being recorded in the Trustees' Annual Report and the Organisation's Annual Report.

Implement effective cascade of policy and direction to the organisation, employees, contractors and its external partners.

Ensure that the Organisational Governance Framework meets required standards and is appropriate for the organisation and its charitable objectives.

To submit policy proposals for Board approval and be responsible for the effective and efficient implementation of those policies and their review.

Ensure that all business proposals demonstrate external benchmarking, customer requirements, clear outcomes and value for money criteria.

To ensure that all functions and associated employees and contractors have objectives and key actions linked to annual plan priorities

To work closely with the Chairman to ensure that the Board has the skills required for the effective governance of the Charity and that the post holder has access to relevant professional advice and expertise as required.

To review the external legislative, market, competitive or environmental changes that may affect the organisation, and ensure that the Board is aware of and responds to such issues.

2. Management Leadership

Provide energetic management leadership to ensure efficient and effective delivery of services and that budgets and targets are met.

Ensure the proper management of allocated and subcontract resources for the efficient, effective and economic operation of the Trust.

Effect the design, implementation and maintenance of realistic operational policies and procedures and evaluate outcomes.

Report periodically to the Board on the progress of the organisation and on all matters relevant to the discharge of the Board's responsibilities.

Direct, co-ordinate, support and regularly review the work of those members of the organisation reporting directly to the Chief Executive, ensuring operational objectives are being achieved.

Ensure that the major risks to which the charity may be exposed have been identified, reviewed and systems established to mitigate these risks.

Take an active role in fund raising activities, both to provide capital funding for the new developments as well as forward income streams to support on-going operations.

Fulfil the public role of a lead ambassador on behalf of the trust to maximise external awareness and form partnerships and relationships with existing and potential donors, corporates, business partners, volunteers, schools and the local community.

3. Human Resource Management

Define, implement, maintain and evaluate employment policies and procedures in line with current legislation.

Implement a process for objective and target setting and reviewing for each employee, and key contractor.

Ensure the creation of an extended Volunteer Service, developed according to defined needs, and which receives appropriate support.

Ensure that the organisation complies with applicable employment legislation.

Ensure that the organisation complies with applicable Health and safety legislation and has completed all necessary risk assessment tasks.

4. Financial & Reporting

Ensure the on-going review of agreed financial policies and procedures and that financial risks are identified and managed.

Prepare annual Capital and Revenue Budgets for the organisation to submit to the Chairmen and Board for approval.

Ensure expenditure is controlled by each budget centre in line with approved annual budgets and discuss monthly exceptions with the Chairman .

Analyse income, capital and revenue expenditure and forward cash-flow to determine future corrective actions and initiatives, and report as required to the Chairman.

Ensure that the Trust maintains appropriate records, monitors financial performance and prepares accurate and timely management accounts for analysis.

Determine income required to sustain the organisation's activities, set income generation targets and actively support fund raising activities.

Pursue all applicable external grant opportunities.

Ensure financial information provided to enable the Annual Accounts to be prepared for audit.

5. Qualifications, experience, skills, knowledge, attributes

Preferably educated to degree level or equivalent professional, vocational or charity sector experience.

Preferably experience of managing a charitable trust or a major department of a charitable trust.

Experience of dealing with young people with a range of abilities and disabilities.

Financial acumen with experience of managing a P&L budget centre, with associated commercial experience.

Good leadership, communication and motivational skills. Passion for the cause.

Ability to translate visionary objectives into operational plans, drive the project forward and deliver key goals.

Ability to be a Lead Ambassador in communicating with all external sources.

Preparedness to directly assist with detailed operational issues as the trust develops in complexity but where resources may be constrained.

Computer literate and comfortable with social media platforms.