



<b>Job Title</b>	<b>Chief Executive</b>
<b>Reports to</b>	Chair of Trustees
<b>Business Function</b>	Business Development and Executive Management
<b>Location</b>	Thomley Hall Centre Ltd. (Thomley)
<b>Number of direct reports</b>	4
<b>Hours of Work</b>	40 hours per week
<b>Contract</b>	Permanent after successful completion of probationary period.

### **Purpose of Thomley:**

Delivering the skills and meaningful activities to enhance the overall well-being of the individual throughout their lives within these objects:

- to provide facilities and support services in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their impairment/disability with the object of improving their conditions of life;
- to preserve and protect the health of those caring for people with physical, learning or sensory impairment within the family or home by offering a short break service through the provision of community-based activities, advice and support; and
- to develop the capacity of non-disabled members of the community in such a way where they are better able to understand and meet the needs of their disabled peers to support them to participate more fully in society.

### **Purpose of the role:**

The Chief Executive (CE) will provide leadership for the senior management team to ensure the charity's business goals are achieved.

Working closely with the board of trustees, the CE's primary role will be responsibility and accountability for the development and implementation of partnerships and collaborations to deliver on the future vision of the charity.

## **Essence of the role:**

The essence of the role is to:

- Build on current partner relationships, develop new partner relationships, and explore new funding streams to create and deliver relationships and collaborations that deliver the vision for Thomley and diverse income portfolio.
- Manage the charity's trusts and community funding activities making sure that the Key Performance Indicators set by the Board are achieved.
- Represent and promote the charity at external events and publicity opportunities
- Maintain awareness of risks and changes in the external environment that affect the charity.
- Work in partnership with colleagues across the charity and trustees to make sure projects are delivered on time and to budget.
- Employ sound financial management processes to support the financial stability and long-term sustainability of the charity.
- Provide ongoing reports and updates as required to enable the trustees to monitor the overall functioning, performance and progress of the charity.
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- Ensure the charity fulfils its legal, statutory and regulatory responsibilities

## **Essential Skills and Knowledge for the role**

### **Overview**

The role requires:

- Experience of leading and motivating teams to deliver the aims of the strategic plan.
- High level of people and influencing skills in relationship building to create, sustain and develop long-term relationships with external stakeholders to achieve the charity's' aim to have a diverse income portfolio.
- Project management skills to take projects to successful completion by taking responsibility for their creation, development and execution on time and on budget.
- Experience of leading and motivating teams to deliver Thomley's Vision with a strong focus on delivering customer satisfaction.

## **Accountabilities and Responsibilities**

### **Key Accountabilities**

This role is accountable for:

- Delivering the Vision and Strategic Action Plan as signed off by the trustees.

- developing and managing a range of partnership agreements that contributes towards achieving the Vision and a sustainable multi-faceted income portfolio.
- delivering new funding streams.
- ensuring projects are delivered on time and to budget.
- delivering the Fund Raising KPIs set by the Trustees.

## **Key Responsibilities**

This role will be responsible for:

- The creation of a collaborative approach with the Trustees concerning the development of the vision and strategic action plan.
- Providing regular written updates to the Trustees as required enabling them to assess progress or the need to take corrective action in a timely manner.
- Driving the financial stability and long-term sustainability of the organisation through development and implementation of the vision.
- Developing and sustaining formal and informal partnerships with external organisations in delivering the vision for Thomley.
- Providing leadership to the management team that will drive the success of the Vision and Strategic Plan.
- Being the primary external ambassador for Thomley.

## **Direct Reports**

This role will be responsible for line managing:

- Service Manager
- Finance Manager
- Trust/Foundation Contractor
- Community Fundraiser

# Thomley Hall Centre

## Person Specification

### Behaviour / Values

#### **Thomley**

Thomley enhances the well-being of disabled people through delivering activities that helps develop the skills they need to run their day-to-day lives. We welcome disabled people of all ages/impairments, their families, carers and friends.

#### **Responsive – Rely On Us**

Our staff respond to our visitors requests quickly and efficiently encompassing their needs and ideas

#### **Under one roof**

Our staff work with our visitors to ensure that we offer a complete package within a supportive environment.

#### **Simple**

Our staff make life easy for our visitors at all points of contact within the organisation.

#### **Trustworthy**

Our people always treat visitors, as we would like to be treated. The reputation of Thomley is in the hands of every individual within the organisation.

### Technical / Professional Expertise

#### **Essential**

- Business development skills and experience where there are limited reserves/resources.
- Strong interpersonal skills coupled with strong analytical skills required to drive a strong relationship management approach
- Finance/budget management skills and experience.
- At least 3 years leadership/general management experience at a middle to senior level.
- Influencing skills to build rapport and engagement with potential external stakeholders.
- Experience in project management.
- Ability to communicate clearly, orally and written with a wide audience.
- Good understanding of government policies and reforms as well regulatory requirements in running a service delivery organisation.

#### **Desirable**

- Experience of working in a disability focused environment.
- Understanding of small/medium size organisations and challenges this brings.