



JOB DESCRIPTION

Post: Interim Chief Executive Officer (Maternity Cover)

Responsible to: Chair of the Board of Trustees

Date of Issue: 18th August 2016

Duration: 6 months, with possibility of extension

Salary: Up to £36,000 pro rata, depending on experience

Hours: Part-time, 4 days (30 hours) p/wk

Proposed start: 1st November 2016

Base: Redruth

Travel: County-wide and on-occasion Devon; access to car required

Safer Stronger Consortium (SSC) is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.

1. The Role

The role of Interim Chief Executive is to assume responsibility for the day to day management of the strategic, developmental and operational aspects of SSC; ensuring that activities and performance are in line with policy, protocol and SSC's project and strategic priorities.

2. Key Objectives

- 2.1. Management of strategic and project activity of SSC to meet operational targets as set by the Board and Partnership.
- 2.2. Manage, direct and monitor the work of the staff and resources
- 2.3. Ensure long-term sustainability through effective governance, sound finance and delivery of services.



- 2.4. Be the principal point of contact for major funders, partners and other stakeholders, and liaise with them regularly
- 2.5. Initiate and develop relationships with Prime Contractors to negotiate contracts.
- 2.6. Seek new opportunities for funding and for improving services for clients who use SSC support pathways.
- 2.7. Contract management oversight, including performance management
- 2.8. Translate Board policy into a work plan / programme
- 2.9. Manage all risk and legal compliance on behalf of SSC.

3. Main Responsibilities

- 3.1. To develop strong working relationships with SSC partners and stakeholders on behalf of SSC in order to facilitate commissioning and delivery opportunities. Stakeholders to include but not restricted to:
 - 3.1.1. Devon and Cornwall Community Rehabilitation Company
 - 3.1.2. Prime Contractors
 - 3.1.3. Regional and National Consortia
 - 3.1.4. South West Prisons
 - 3.1.5. Devon and Cornwall Office of the Police & Crime Commissioner
 - 3.1.6. Devon and Cornwall Police
 - 3.1.7. Health partners
 - 3.1.8. Local Authorities
 - 3.1.9. ESF partners
- 3.2. To manage and work with the staff to ensure that they:
 - 3.2.1. Adhere to time, activity, financial and other constraints.



- 3.2.2. Develop an improving response to user needs.
- 3.2.3. Liaise with relevant agencies to ensure effective communication channels are established and maintained.
- 3.2.4. Assist in the planning of future development of existing and new projects.
- 3.2.5. Ensure project overheads are kept to a minimum and that they meet budget constraints.
- 3.3. Make presentations to external partners, funders and others as necessary
- 3.4. Maintain regular contact with and provide appropriate information to Board members.
- 3.4. Provide regular financial / management information to the Board
- 3.5. Develop and manage the marketing strategy on behalf of SSC.
- 3.6. Oversee the full implementation of quality standards and work with partners to maintain and improve quality of delivery.
- 3.6. Oversee the proper delivery of an ongoing client consultation and involvement process.
- 3.7. To plan, prioritise and organise effectively
- 3.8. With line manager, identify own training and development needs
- 3.9. Ensure that organisational and project overheads are kept to a minimum and to meet budget constraints
- 3.10. To ensure compliance with all health and safety policies and procedures
- 3.11. Other appropriate duties as determined by the Chair of Trustees.

4. Other Duties

In order to deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work, which is not specifically referred to above.

This post is subject to funding based on current funding agreements in place.



Person Specification Interim Chief Executive Officer

ESSENTIAL			DESIRABLE		
Knowledge	A	Good educational background (GCSE English and Maths equivalent)	A	Hold or working towards Management and Leadership level 5 qualification or above	
	B	Level 4 qualification in Management and Leadership or equivalent			
	C	Understanding of the client group's needs and the ability to translate them into sustainable proposals and projects.			
Skills	D	Proven management experience of at least 5 years, with ability to plan, prioritise and organise.	B	ECDL Extra or equivalent computer skills	
	E	Good verbal and written communication skills.	C	Good presentation skills	
	F	Strong analytical, financial and strategic abilities.	D	Adaptable communicator within different statutory, voluntary sector and/or criminal justice environments.	
	G	Ability to monitor, review, evaluate and set objectives.	E	Flexibility to work occasional weekends and evenings	
	H	Full driving license with access to / use of vehicle.			
	I	Able to work under pressure of time and resource constraints. Ability to drive forward and co-ordinate new projects/schemes.			
	J	Ability to provide practical support			
	K	Must have sensibility, diplomacy and tact.			
	L	Positive and enthusiastic 'can do' attitude with flexible attitude to work.			
	M				
	N	Belief in equality of opportunity.			
	Experience	O	Practical experience of working at this level.	F	Working within multi-disciplinary teams and/or in a partnership context.
		P	Management or supervision of staff	G	Working in a changing environment.
		Q	Ability to communicate effectively and motivate staff.	H	Capable presentation skills
R		Ability to self-motivate	I	IT literate in general office software / use of internet	
S		Problem solving and decision making.	J	Experience of ESF and/or Local Authority commissioning and funding processes	
T		Experience of successful funding bid preparation			
U		Experience of working in the charitable or criminal justice sector(s)			