

CHIEF EXECUTIVE – JOB DESCRIPTION

Hours:	Full time – 35 hours a week, plus on-call commitments
Salary:	£50,000–£60,000 (depending on experience)
Reports to:	Chairman of Board of Trustees
Contract:	Permanent, subject to a 6-month probationary period

Job purpose

The Foundation of Edward Storey was established in 1693 and today provides 90 sheltered housing units across three locations in and around Cambridge, mainly for women but one site accepts men. The Foundation also runs an 18-bed female-only residential home, and makes grants to women in need. These services are available to residents of Cambridgeshire or to any woman with a close professional connection to the Church of England. The Foundation's work is governed by a Charity Commission Scheme dated 23rd March 2009.

The Chief Executive provides leadership for the Foundation and is responsible for delivering its services, administration and financial management to appropriate standards. Working closely with the Trustees, she/he develops long term strategy, budgets and business plans and ensures the Foundation complies with relevant law and regulations. He/she acts as an ambassador for the Foundation, playing a key role in building effective relationships with internal and external stakeholders.

Leadership and Management

The Chief Executive is responsible for corporate leadership and management including:

- Directing the operational activity of the Foundation in co-operation with senior colleagues to ensure the achievement of business plans and objectives
- Ensuring the Foundation fulfils its legal, statutory and regulatory responsibilities
- Identifying and responding to external events that affect the Foundation's affairs, and managing business and operational risks
- Ensuring the Foundation is appropriately staffed with skilled employees and that it continues to be a 'good employer' including compliance with HR, legal, health and safety regulations, and good practice guidance
- Ensuring effective systems are in place for monitoring, measuring and reporting on operational performance to Trustees and regulators
- Supervising the work of the senior management team and maintaining staff morale and discipline across the organisation, ensuring any material concerns are brought to the attention of Trustees
- Developing and maintaining the organisation's reputation, culture and values with staff, residents, beneficiaries, suppliers, partners and regulatory bodies
- Managing the Foundation's estate, planning and executing appropriate repair and maintenance programmes and major projects
- Overseeing the activities of suppliers and contractors and maintaining effective controls over their standards of work and compliance with the Foundation's requirements
- Representing the Foundation to external audiences and building appropriate relationships with other providers, commissioners and peers in areas of common interest

Governance, Strategy and Planning

The Chief Executive is responsible for maintaining an effective working relationship with the Chairman and Trustees and works closely with them to assist them in fulfilling their obligations, in particular:

- Acting on behalf of the Trustees as authorised
- Carrying out his/her duties in a lawful, ethical and business-like manner to the standards determined by Trustees and charity law and regulation
- Ensuring the Trustees are frequently, fully and accurately informed about the affairs and performance of the Foundation
- Providing the secretariat for Board meetings and other Trustee business
- Taking the lead on developing the Foundation's Strategic Plan, annual business plans and budgets for approval by Trustees
- Providing appropriate leadership to implement plans, changes and improvements

Services and Grantmaking

The Chief Executive is responsible for ensuring that the Foundation meets the needs of its current and future beneficiaries in accordance with the standards set by the Trustees, including:

- Having overall responsibility for the safety, care and welfare of residents
- Acting as the Nominated Individual for the Foundation's residential care home
- Achieving agreed targets and standards for operational performance, service quality and culture
- Ensuring compliance and adherence to all rules, regulations and laws relating to almshouse and care home management
- Providing appropriate arrangements for management cover for out-of-hours emergencies
- Ensuring fair and effective processes are in place for the identification, evaluation and selection of prospective residents
- Ensuring fair and effective systems are in place for processing and evaluating grant applications, and for the administration of grants once awarded
- Listening and responding appropriately to the views of beneficiaries on the organisation's performance and service standards
- Acting as a trusted conduit for the Trustees in respect of concerns and complaints raised by residents, their families and/or health professionals

Financial Management

The Chief Executive assists the Trustees with the effective stewardship of resources to ensure that the Foundation continues to be adequately financed, in particular:

- Planning annual and project budgets and directing the organisation's activities to achieve the agreed targets and standards for financial performance
- Ensuring robust financial and audit systems are in place to manage finance risks and ensure regulatory compliance
- Overseeing effective systems for monitoring income and expenditure, investments and grants management
- Providing accurate and timely reports on financial performance to the Board

Other duties commensurate with the Chief Executive role may be added in the future to meet changing operational needs, with the agreement of the postholder.