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**Job description template**

**Job Title:** Chief Executive

**Location:** Office based

**Type of working required:** *Please add detail here as to the type of working arrangements that the candidate can expect i.e. home based/out based/nights/weekend/etc.*

**Department name:** *Delete if N/A*

**About your organisation and the department**: *Please add details here about your organisation i.e. purpose, vision or mission, the type of environment/specific sector that they will be working in. This should provide the candidate with a view on the culture and purpose of the organisation.*

*Example - We are looking for compassionate and motivated people from all backgrounds to join* ***xxxx.*** *We offer a rewarding career and great benefits in a caring, supportive environment. We believe strongly in the growth of our employees and encourage and foster the desire to learn, advance and progress within our organisation. We understand the importance of a healthy work-life balance and value the commitments you may have, therefore we will happily consider flexible working applications. If we can make it work – we will!*

**The purpose of this role is** to direct, lead and motivate the team to deliver the requirements of legislation, regulators, contracts, funders, relevant inspection, statutory bodies, and internal quality standards. The Chief Executive provides the senior point of contact for internal and external stakeholders and is responsible for enhancing and deepening those relationships. You would take the lead in representing our charity to ensure the needs of those who have or are experiencing homelessness are represented.

**About the role**

* To have overall responsibility for the oversight of the day to day running of the charity.
* Advise and assist in defining the strategic direction and vision of **xxxx** by setting out both short-term and long-term goals.
* Proactively build and maintain strong and trusted relationships with all relevant stakeholder, funding, and commissioner organisations.
* To manage, lead and inspire staff to ensure that service delivery complies with all relevant legislation, regulations, contractual requirements, and quality standards.
* To be responsible for the overall financial health of the organisation, ensuring appropriate financial planning.
* To promote the charity, look for ways to put the needs of those we support at the heart of everything we do and drive its continuous improvement.

**Job skills, experience, and qualifications**

* An emotionally intelligent communicator with ability to influence, persuade and facilitate positive change.
* Forward-looking approach to tackling challenges and finding ways to identify suitable solutions and opportunities.
* A strong ability to look at the big picture, develop a clear vision, and implement strategy and policy at a high level.
* Experience of ensuring excellent governance and implementing business planning tools and techniques.
* Sound financial management and contract negotiation knowledge and experience.
* Experience of successful media relations to enhance the reputation of the charity.
* A versatile and strong verbal communicator.
* A commitment to equality of opportunity and the promotion of diversity and inclusion.
* Strong people management and enabling skills with the ability to lead and inspire.

**Essential:** *Core skills needed to undertake the role in addition to the above.*

**Desired:** *Skills that it would be good if the candidate had in addition to the above.*

**Additional details:** *It is strongly advised if your organisation follow this policy below, to add a clear statement in this job advertisement of your commitment to inclusivity such as below or to make up a different one of your choice*.

*Example -* *We welcome applications regardless of age, disability, marital status (including civil partnerships), pregnancy or maternity, race, religion or belief, sexual orientation, transgender status, sex (or gender), neurodiversity, employment status, trade union affiliation, or other irrelevant factor. We welcome applications from military veterans or service leavers. We will interview all disabled applicants who meet the essential criteria.*

**How to apply**: *Link to website or email address to send CV to. Please also include a telephone number for those who are visually impaired or blind and an SMS number for those who are either deaf or hearing impaired so they can initiate contact and arrange for support in applying for the job if needed in any way or request a different format or method.*

**Salary range**: *£xxxx - £xxxx*

**Closing date:** *xxxx*

**For Information please contact**: *Name and contact details of recruiting manager.*