**JOB DESCRIPTION**

**Job Title: Deputy Chief Executive Officer**

**Reports to: Chief Executive Officer**

**Location: Head Office**

**Date of Issue: 25th February 2019**

**PURPOSE OF POST**

* To support the Chief Executive Officer in delivering high quality services for children, young people and their families who are supported by the Trust.
* To identify and promote the needs and interests of the children and young people with whom the Trust works.
* On behalf of the Board of Governors and in liaison with the Managers; to oversee transition, aftercare and fostering services, ensuring the care provided is of a high standard.
* To oversee the finance and administration of the organisation.

**MAIN RESPONSIBILITIES AND TASKS**

1. To develop services in line with the requirements of legislation, guidance, the Care Inspectorate and the National Care Standards, ensuring they have clear mission statements and aims & objectives that promote the care of the children and young people.
2. Provide professional supervision and guidance to the Fostering and Transition Manager and the Finance Manager, supporting teams to create effective systems to ensure all staff members are fully trained and qualified and satisfy prevailing regulatory requirements.
3. Implement appropriate systems to ensure all staff members benefit from regular supervision and personal development plans, which can be monitored through annual appraisals.
4. Ensure that services are committed to equal opportunities for staff, children and young people and are delivering services that are sensitive to needs resulting from gender, ethnicity, religion, culture, language, ability/disability, age and sexual orientation.
5. Work with the Finance Manager to ensure effective systems are in place to monitor and safeguard all financial transactions within services. Oversee the tracking of budget management and report this to the CEO quarterly.
6. To take responsibility for tender submissions and contract management.
7. To oversee GDPR compliance for the Trust.

**Other Tasks:**

* Deputise for the CEO as required both internally and externally.
* Provide advice and guidance on safeguarding issues, alongside the Child Protection Officer.
* To develop and implement policies and procedures ensuring that they are both robust and fit for purpose and create systems to ensure compliance.
* To oversee all aspects of HR systems ensuring they meet legal requirements, creating effective recruitment practices, developing the staff handbook and keeping it current.
* Work with the Management Team to undertake an annual training needs analysis, including both organisational and individual training needs, develop a training programme based on this.
* Develop systems to ensure the organisation has effective health and safety controls in place.
* Ensure there is an accessible and effective complaints procedure; delegating investigation of minor complaints, undertaking investigations of serious complaints and/or referring them to the CEO as appropriate.
* Responsible for service user participation within the Trust, creating opportunities to gather and promote young people’s views.
* Work with the CEO and Finance Manager to oversee grant and community fundraising on behalf of the Trust.
* Assess the current financial processes at the Trust, making recommendations for change where appropriate.
* Liaise with the CEO, Board of Governors and commissioning and user organisations to ensure meeting of identified needs and requirements.
* Undertake any other duties delegated by the CEO.