**Chief Executive Officer**

Title of Post: Chief Executive Officer

Hours: 35 hours per week

Salary: £40,000 per annum pro rata

Responsible to: Board of Directors

1. **Key information**

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| **Chief Executive Officer** | |
| Employer | Angus Carers Centre |
| Work location | Angus Carers Centre, 8 Grant Road, Arbroath, DD11 1JN |
| Position type | Full time |
| Salary | £40 - £45,000 per annum |
| Contract | All posts at Angus Carers Centre are subject to a 6-month probationary period. |
| Pension | Employer contribution of 3% based on an employee contribution of 5% |
| Equipment | Laptop, docking station and mobile phone |
| Benefits | Employee Assistance Programme (EAP); free parking; flexible working in line with the business demands |
| Start date | As soon as possible following a formal offer of the post. |
| Application process | To apply, please provide the following:   1. A covering letter explaining why you are interested in this position, highlighting your relevant experience, and explaining how you meet the ‘Person Specification’ (detailed below). The letter should be between 800 and 1000 words. 2. A CV, limited to two pages. 3. Contact details for two work or education related references. (Please state clearly if you do not want us to contact references prior to interview.)   Completed applications should be sent to [lorna.barenburg@anguscarers.org.uk](mailto:lorna.barenburg@anguscarers.org.uk) |
| Interviews | Interviews will be held face to face in Angus Carer Centre  Shortlisted candidates will be invited for a 45 – 60 min interview (involving a mix of experience and competency-based questions), and asked to deliver a presentation outlining direction of travel during the first six months in post |
| Contact information | If you have any questions, please contact Lorna Barenburg Chair of the Board of Trustees  [lorna.barenburg@anguscarers.org.uk](mailto:lorna.barenburg@anguscarers.org.uk) |

**About Angus Carers Centre**

Angus Carers Association (trading as Angus Carers Centre) is an organisation established by carers, for carers. The Association was established in October 1996 and became part of the Royal Princess Trust for Carers network in November 1997, then becoming known as “Angus Carers Centre”.

Angus Carers Centre is a well-regarded and successful charity/organisation providing tailored information, advice, emotional and practical support to young people and adults who care for a relative or friend who, due to illness, disability, mental health conditions or addiction, could not manage without their care and support.

Today Angus Carers Centre has 20 staff, 50 volunteers, 1,500 registered adult carers and 90 young carers.

**Role Purpose**

Reporting directly to the Board of Directors through the Chair, the Chief Executive Officer is accountable for ensuring Angus carers Centre provides the highest quality support to unpaid carers, always seeking to achieve and improve on the services provided through out Angus. The Chief Executive Officer is accountable for providing senior leadership and operational management including overall responsibility for the delivery of all support delivered. In partnership with the Chief Finance Officer accountable for financial and administrative functions.

Key deliverables are:

1. Motivational and inspirational leadership for employees and teams to perform at their best in building and sustaining a high-performance culture. Act as a role model and ambassador for Angus Carers centre values and leadership behaviours.
2. Effective employee engagement and Development so that all employees understand the Vision and Strategy and their role in it and are actively encouraged, developed, and motivated to deliver outstanding services to unpaid carers.
3. Develop and maintain effective strategic relationships with key stakeholders including third sector, elected members and senior officials within council and health, the Scottish Government, national infrastructure organisations, and external funders to raise awareness of Unpaid Carers and their needs.
4. To ensure that strong strategic and operational planning processes are in place to produce effective plans for approval by the Board, and that these are translated into comprehensive performance measures so that staff clearly understand their part in delivering results.
5. To work alongside the Chief Financial Officer and their finance team to secure major funding to achieve greater sustainability and expansion of ACC services.

**Key Responsibilities**

**Strategy**

* Ensure effective participation in Angus Health and Social Care Partnership.
* Facilitate links between ACC, the national carer organisations, Angus Council, the third and private sector, and other organisations on matters affecting Unpaid Carers.
* Promote Unpaid Carers issues through involvement in various strategic level groups locally and nationally.
* Promote and encourage multi-agency working and partnerships with third sector, private and statutory bodies in the provision of services.
* Promote ACC as a focal point in Angus for all issues affecting Unpaid Carers and encourage opportunities for Carers to make their views heard on local and national policies and decisions that affect them.
* Ensure awareness of current and changing legislation as it impacts on Unpaid Carers
* Take responsibility for ensuring a consistently good public image.

**Operational Management**

* Advising the Board about strategic developments and opportunities. Produce plans and documents in accordance with the aims and objectives of the organisation.
* Support the Board to ensure that the organisation is legally compliant and operating to best practice.
* Consult and liaise with the Board about key aspects relating to the organisation and prepare regular progress reports to appropriate Board meetings and attend when required.
* Advise and co-operate with the Board in developing its structures, and in formulating and reviewing policy.
* Monitor the number of Unpaid Carers we support and work with Manages to ensure efficient utilization of resources and capacity in relation to operational plans.
* Responsibility for ensuring that the recruitment, training, and deployment of staff and volunteers is effectively managed and developed.
* Lead, manage and develop team members, performance management, talent/succession planning, learning and development to sustain a high-performance culture. Drive and encourage your managers to do the same with their teams.
* Conduct regular support and supervisions as well as annual appraisals with all direct reports. Have overview of all appraisals and analyse themes and actions for presentation to the Board.
* Champion and promote technical innovation, service development and service excellence
* Ensure communication to key stakeholders, foster teamwork and strive to maintain an environment of openness and trust, facilitating problem solving to address obstacles and ensure agreement on resolutions.
* Identify and managing risks within the organisation
* Ensure that the highest standards exist for good health and safety practices within ACC.
* To carry out the duties of the post with due regard to equal opportunities, the General Data Protection Regulations (GDPR), the Data Protection Act and the Freedom of Information Act.

**Business Development**

* To have an understanding and awareness about funding structures and demonstrate expertise in securing funding from statutory sources such as the tendering contract process, trust funds and from the private sector in partnership with the Chief Finance Officer.
* To keep stakeholders informed of new initiatives and explore and initiate new and innovative projects.
* To prepare and implement the organisation’s funding strategy and identify a range of funding sources in partnership with the Chief Finance Officer.
* Responsibility for overseeing with the CFO major funding applications to a range of available funding sources, and responsible for the management and budgets of new projects.
* Liaise with and provide reports to funders and the Board as required

**General**

* The CEO, in consultation with the Board, staff and carers, will develop an effective strategy, providing key information and making policy recommendations, ensuring that ACC links into the planning and policy-making processes of local government, Angus Council, and other statutory bodies.
* The CEO will develop an innovative and imaginative approach to the changing needs and challenges that will arise from the ongoing development of ACC and its services, and the changing priorities set by the Scottish Government.

**Other**

* Angus Carers Centre Board reserves the right to vary or amend the duties and responsibilities of the post at any time according to the needs of the organisation’s business.

**Technical/ Professional Qualifications/ Experience requirements**

* Appropriate Degree or equivalent recognised qualification
* Possess substantial relevant previous working experience to demonstrate comprehensive understanding of the health and social care sector in relation to unpaid carers. Likely to have 2 years senior management experience.
* Change and risk management and building technology readiness experience and the ability to manage teams through growth and change
* Advanced people management and leadership skills with significant experience of successfully implementing sound people management practices (inclusive recruitment, employee engagement, development, and retention) to establish a high performance and person focused organisation.