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**COVEY Chief Executive Role Description**

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| Main Objectives |
| The CEO of COVEY will be COVEY’s values champion – ensuring that our values are modelled and aligned across the organisation. The strategic planning of the organisation is robust and developed in line with COVEY’s vision, mission and values.The promotion of a positive environment for our workforce with effective team working to deliver high quality and accountable services for our children and families. Responsible for the leadership, management, governance and direction of the organisation’s business, in conjunction with the Board of Trustees and the Senior Management Team. |
| **Role and Responsibilities** |
| LEADERSHIP* Maintain and support the strong values-based culture in COVEY;
* Provide visible, dynamic and effective leadership;
* Inspire and lead the staff team;
* Lead the three-yearly strategic planning process and annual operational planning;
* Deliver efficient and effective services in line with the Strategic and Operational Plans;
* Ensure that the Strategic Aims of the organisation are achieved;
* Ensure a sustainable income for the organisation through a variety of funding sources and that the organisation is financially viable;
* Report to the Board and work closely with them and the senior team to ensure effective governance and achieve agreed objectives.

MANAGEMENT* Develop and manage the Senior Management Team, ensuring that the staff team functions effectively.
* Manage staff leading on communications, finance and administration;
* Ensure the staffing structure of the organisation is fit for purpose and that development of staff meets organisational needs;
* Work with the staff team to secure funding and develop new funding sources to sustain and grow the work of the organisation;
* Work with the staff team ensuring that all funders reporting requirements are fully met;
* Ensure that COVEY is sustainable by developing and delivering an ambitious business plan that meets the needs of children and families in Lanarkshire and if necessary position the organisation well to win contracts from public bodies or develop social enterprise opportunities;
* Ensure effective budgetary controls are in place for the complex funding position;
* Monitor performance targets, quality standards and budgets as set out in agreed plans;
* Promote equality, equity and diversity within the organisation;
* Ensure excellence in people development and management, including supervision, appraisal, training and development needs, coaching and mentoring.

GOVERNANCE* Ensure COVEY fulfils its legal, statutory and regulatory responsibilities;
* Maintain awareness of risks and changes in the external environment that affect the organisation;
* Ensure the organisation operates efficiently and effectively in line with its organisational structure, charitable purposes and OSCR regulatory requirements;
* Ensure compliance with legislation and best governance practice;
* Collate relevant data and provide reports and guidance to the Board of Trustees and in partnership with Trustees develop the strategic and policy framework for the organisation;
* Carry out the role of Company Secretary, ensuring all legal and regulatory responsibilities are met.

PARTNERSHIPS* Work externally as an ambassador for COVEY, engaging effectively with government, sector partners, the media and major funders;
* Initiate and maintain dynamic, responsive and flexible partnerships to open doors for further work with children, young people and families in the community;
* Maintain and develop new collaborative strategic partnerships;
* Promote the organisation to stakeholders and future partners and represent COVEY’s interests;
* Act as the catalyst for high quality, action-focused responses to meet new opportunities and challenges.
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| **Other Requirements** |
| * Expected to use office space where available
* Ability to work flexibly with availability to work some weekends and evenings
* Car driver with access to car (Mileage allowance given)
* Enhanced PVG required.
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This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

