



## Better Lives Partnership

### JOB DESCRIPTION

**Position:** Chief Executive Officer

**Salary:** C. £50k per annum, plus contribution to a defined contribution pension scheme.

**Responsible to:** Board of Trustees of Better Lives Partnership (BLP).

**Post type:** Fixed term initially for a period of 3 years, subject to a 6-months probationary period.

**Hours:** Full-time, 35hrs per week. Compressed hours may be agreed by the Board.

**Location:** BLP Head Office in Castle Douglas, Dumfries and Galloway. Preferably office based with the possibility of flexible hours by agreement with the Board.

### Main Purpose.

Accountable to and reporting to the Board of Trustees of BLP, the Chief Executive Officer (CEO) is responsible for developing and implementing a strategic plan for the organisation and leading its workforce.

### Main Areas of Responsibility:

- 1 To promote and refresh the Vision and Aims of the Organisation.
- 2 To provide Leadership and oversee Governance.
- 3 To promote a culture of Continuous Quality Improvement.
- 4 To develop relationships and networks, locally and nationally.
- 5 To report regularly to the Board.

#### 1. Promote and refresh the Vision and Aims of the Organisation.

- Formulate strategic objectives for consideration and decision by the Board, demonstrating an innovative and forward-thinking approach, acknowledging, assessing and managing risk.
- Lead the development and implementation of wide-reaching business plans.

## **2. Provide Leadership and oversee Governance.**

- Ensure that BLP activities are compliant with the Constitution and Policies of the organisation.
- Keep abreast of relevant legislation as it affects BLP, informing the Board and overseeing appropriate action plans to ensure the organisation is legally compliant and operating to best practice.
- Ensure strategic and operational planning processes allow for the preparation of effective plans for approval by the Board, translate these into performance measures which enable staff to understand their part in delivering results.
- Demonstrate passion and enthusiasm for the organisation's vision and aims, motivating and empowering others.
- Display a respectful and professional leadership style which honours the contributions of others.

## **3. Actively promote a culture of Continuous Quality Improvement.**

- Build and maintain a high-performance culture.
- Work with the Board of Trustees and Senior Managers to create a Quality Improvement Action Plan and calendar to:
  - monitor the effectiveness of service improvement strategies,
  - evaluate the implementation of BLP's Quality Improvement Framework on a timescale agreed with the Board and Senior Managers, and
  - conduct the verification process for the award of Certificates under licensed training programmes (such as ASDAN).

## **4. Develop relationships and networks, locally and nationally.**

- Act as the 'public face' of BLP.
- Develop effective strategic relationships with key stakeholders including from the third sector, elected members and senior officials in local government, the Scottish Government, national infrastructure organisations and existing and potential funders.
- Participate effectively in Dumfries and Galloway's strategic review committees, such as Young Person Guarantee Committee, Public Protection Committee, Third Sector forums and Health and Social Care forums, representing the interests of the autistic community and the third sector.
- Develop effective and innovative lobbying strategies to promote the interests of BLP and third sector partners.

## **5. Report regularly to the Board of BLP.**

- Oversee and contribute in the preparation of management reports to monthly meetings of the Board of Trustees.
- Maintain a clear understanding of the financial status of BLP, informing and advising the Board appropriately.
- Regularly appraise the Board on all aspects of BLP services and functions.