

# Chief Executive Officer – job description

**Salary:** £60,000–£70,000 pro rata, depending on experience

**Working pattern:** 3 days per week (22hrs/week)

**Contract:** Permanent

**Location:** Hybrid working supported. The postholder is expected to be locally based, or able to attend sites and meetings across the area as required.

**Reporting to:** Board of Trustees

## Job purpose

The Chief Executive Officer provides strategic leadership and executive accountability for LASC.

The role is responsible for leading and supporting the senior team to ensure the organisation is financially sustainable, well governed, and operating safely and compliantly. The CEO works in close partnership with the Board to co-create organisational strategy, providing insight, challenge, and leadership to shape clear and sustainable direction.

The CEO maintains organisational focus and stability during periods of challenge or change, while acting as a senior ambassador for LASC and strengthening confidence among stakeholders, funders, partners, and commissioners.

## Role context and scale

- Community based charity delivering childcare, young people's services, and wider community benefit
- Multi-site operation across approximately seven locations
- Annual turnover in the region of £2.5–3 million
- Workforce of approximately 110 staff across a range of roles and working patterns
- Operating within a regulated environment including OSCR, the Care Inspectorate, and SSSC
- High public profile and strong community connection

## Governance and decision making

- The CEO is accountable to the Board of Trustees
- The CEO has delegated authority for the day-to-day leadership and management of the organisation within the organisation's governance framework and agreed policies
- The CEO will provide clear, timely advice, insight, and assurance to support effective Board decision making
- Matters requiring Board approval include, but are not limited to:
  - o Organisational strategy and material changes to direction
  - o Annual budgets and significant financial commitments
  - o Material organisational or workforce changes
  - o Significant risks to reputation, compliance, or financial sustainability

## Main responsibilities

*Percentage allocations are indicative and may flex depending on organisational phase and priorities.*

### Strategic leadership and organisational direction (approximately 25%)

- Work in partnership with the Board to co-create strategic direction, and lead the organisation in delivering agreed priorities
- Translate strategic intent into clear organisational focus and sustainable plans
- Maintain a long-term view while responding proportionately to emerging issues
- Operate at an appropriate strategic level, avoiding routine involvement in operational detail

### Financial sustainability, risk and assurance (approximately 25%)

- Hold overall accountability for financial sustainability and organisational risk
- Ensure appropriate financial capability, controls, reporting, and forecasting are in place
- Work with specialist financial support as required to strengthen financial oversight and assurance
- Ensure income models and external funding arrangements support long-term financial sustainability
- Provide the Board with clear, accurate insight to support informed decision making

### Governance, compliance and regulatory confidence (approximately 15%)

- Ensure effective systems, roles, and processes are in place to meet governance and regulatory requirements
- Support teams to operate confidently within regulatory frameworks
- Maintain organisational confidence with regulators and statutory bodies
- Escalate issues appropriately and provide assurance to the Board

### People leadership, culture and capability (approximately 20%)

- Lead, support, and hold senior leaders to account
- Foster a culture of professionalism, fairness, and respect
- Support the organisation through periods of change in a lawful, well governed, and respectful way
- Ensure leadership capacity and capability remain aligned to organisational need

### External relationships, income and reputation (approximately 15%)

- Act as a senior representative of the organisation with key stakeholders, partners, and funders
- Provide strategic leadership for income generation and senior funding relationships
- Lead senior relationships with commissioning bodies and public sector partners, including lead negotiation of sustainable funding and fee arrangements where required
- Strengthen the organisation's reputation and external confidence
- Act as a spokesperson for the organisation as appropriate, working with the Board on sensitive matters

## Role boundaries and expectations

- The CEO is not expected to provide routine operational cover
- The role is focused on leadership, assurance, and strategic oversight rather than hands on delivery
- Presence across sites will be purposeful and selective, not constant
- The role requires sound judgement in balancing visibility, delegation, and escalation
- Occasional additional hours may be required by organisational need, with flexibility managed by agreement

## Person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>- Relevant professional qualification or equivalent senior leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>- Leadership, governance, or management qualifications</li> </ul>
Knowledge and experience required	
Essential	Desirable
<ul style="list-style-type: none"> <li>- Senior leadership experience within organisations delivering public, community, or regulated services</li> <li>- Accountability for organisational performance, budgets, or outcomes</li> <li>- Experience working effectively with a Board or governing body</li> <li>- Experience leading teams through periods of change, growth, or financial constraint</li> </ul>	<ul style="list-style-type: none"> <li>- Experience within the charity or voluntary sector</li> <li>- Experience within regulated service environments</li> <li>- Experience leading community facing organisations</li> </ul>
Skills and personal capability	
Essential	Desirable
<ul style="list-style-type: none"> <li>- Strategic thinking and sound judgement</li> <li>- Ability to lead with authority without over involvement in operational detail</li> <li>- Strong communication skills with a wide range of stakeholders</li> <li>- Calm, credible leadership under pressure</li> <li>- Ability to maintain boundaries and escalate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>- Experience building confidence during periods of organisational uncertainty</li> <li>- Experience developing senior funding or partnership relationships</li> </ul>

## Equality, safeguarding and values

- Commitment to equality, diversity, and inclusion
- Commitment to safeguarding children and vulnerable people
- Alignment with the values and purpose of LASC