

## CEO Elders Voice

### Purpose of the Job

- To lead the staff team to deliver excellent services for older people in Brent.
- To ensure the financial stability of the Elders Voice.
- To work with the board of trustees to develop and deliver the strategic plan.
- To act as an ambassador for Elders Voice and the older people we represent.

### Main responsibilities

#### Strategy and planning

- To develop Elders Voice's strategic business plan.
- To take overall responsibility for fundraising and financial stability.
- To ensure the services delivered by Elders Voice are financially sustainable, revenue-generating and meet the needs of clients.
- To be accountable for monitoring performance and reporting outcomes.
- To build partnerships with relevant bodies in local government, health and with community groups.
- To manage the organisation effectively.
- To develop a culture of continuous improvement.

#### Financial management

- To oversee budgets, expenditure, fundraising and management accounts.
- To be accountable to the Board of Trustees for the overall financial health of Elders Voice.

#### Robust governance

- To work effectively with the Board of Trustees.
- To report to the Board on operational progress against our strategic objectives.
- To identify and put in place an effective risk management strategy and framework.
- To share information appropriately and maintain confidentiality where necessary.
- To ensure that Elders Voice's policies and procedures are appropriate and effective.

#### Leadership

- To ensure that the views and aspirations of the older people we work with are central to our work.
- To manage the staff team effectively and to develop a culture which motivates all staff.
- To build relationships with individuals and organisations to promote our values and services.
- To represent Elders Voice externally, raise the profile of Elders Voice and lobby on behalf of older people.

#### Other responsibilities

- To work in accordance with Elders Voice's culture and values.
- To undertake any other duties that may be reasonably required from time to time.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Degree or equivalent in social policy, health/social care or community development	√	
Professional qualification on health/social care and/or management		√
<b>Experience</b>		
Significant experience in a senior management role	√	
Demonstrable experience of service development and project management	√	
Demonstrable experience of different fundraising sources	√	
Demonstrable experience of organisational financial management	√	
Demonstrable experience of managing a diverse staff team.	√	
Experience of working in a multi-cultural setting	√	
Strong negotiation skills		√
Experience of working in the voluntary and/or statutory sector		√
Experience of service level agreements, contracts, tendering and commissioning	√	
Experience of delivering front line services in a community setting	√	
Experience of research and analysis		√
<b>Knowledge</b>		
Understanding and application of Equal Opportunities	√	
Comprehensive understanding of the issues affecting older people	√	
Understanding of service provision for older people		√
Basic understanding of employment law	√	
Understanding of quality assurance frameworks and standards		√
Understanding of Health and Safety	√	
<b>Skills and Abilities</b>		
Ability to inspire and lead an organisation	√	
Excellent interpersonal, collaboration, and oral & written communication skills	√	
Excellent IT skills	√	
Ability to think and plan strategically	√	
Ability to work effectively and engage with a wide range of stakeholders	√	