



## CHIEF EXECUTIVE OFFICER ROLE DESCRIPTION

<b>POSITION:</b>	Chief Executive
<b>REPORTS TO:</b>	Board of Trustees
<b>RESPONSIBLE FOR:</b>	The leadership, development and management of Derbyshire Carers Association, which currently includes responsibility for an annual budget of over £1.m., c.53 staff, and c.39 active volunteers
<b>DIRECT REPORTS:</b>	Senior Management Team:-  Director of Operations Income Generation/ Business Development Manager Administration Manager/PA to CEO/HR Lead Finance Worker
<b>OFFICE BASE:</b>	3 Park Road, Ripley, Derbyshire, DE5 3EF

### OVERALL OBJECTIVE:

To lead and be responsible for the successful business and financial management of service delivery and future business development of the Charity Company, Derbyshire Carers Association (DCA), working to a strategic direction agreed by the Board of Trustees, and in accordance with all agreed policies and procedures.

### MAIN RESPONSIBILITIES:

1. To lead DCA in pursuit of its Vision, Mission and Purpose, ensuring that the highest standards of integrity, openness and professionalism are maintained, and working within the context of agreed organisational values.
2. To take the lead in bringing to the Board of Trustees such plans, strategies and policies as required, supporting Trustees in their strategic deliberations.
3. To support the Chair, DCA Colleagues and other Trustees in their pursuance of the highest standards of Governance, which includes the organisation's delivery against the declared charitable objectives and the objectives laid down in contract awards.

4. To protect and promote the organisation's respective brands and intellectual property, ensuring that maximum value is derived at all times.
5. To manage the Charity Company's assets and investments in accordance with legislative requirements and DCA agreed processes and procedures, and to ensure the ongoing financial stability of the Charity through an effective income generation strategy.
6. To hold overall responsibility for the operational financial management of the Charity in conjunction with the Senior Management Team working closely with the Honorary Treasurer and exercising robust financial procedures.
7. To develop and deliver against a robust organisational business plan that meets the agreed strategic direction, together with an annual operating and budget plan, ensuring that appropriate performance review and monitoring systems are in place.
8. To ensure that DCA has a positive external profile by building partnerships and developing good relations with carers, relevant organisations at local and national level, the public, benefactors and other stakeholders.
9. To oversee the development and delivery of appropriate research into the needs and experiences of carers, and to develop appropriate policies to support charitable objectives.
10. To lead, manage and motivate the Senior Management Team, assessing and evaluating performance and providing direction and support in delivering DCA's agreed business plan. Methodology will include performance reviews, team and individual supervision.
11. To be responsible for an effective workforce recruitment and retention strategy (staff and volunteers), ensuring service delivery methods, staffing structures, staff training and support arrangements are adapted, as necessary, to deliver maximum value for the Charity Company and to meet the needs of carers in a changing world.
12. To ensure full statutory and legal compliance for all aspects of DCA as a Company and as a charity, staying fully informed of new requirements and keeping the Board of Trustees appropriately informed.
13. To undertake other duties which may be necessary to ensure DCA's successful operation and development, and which are in keeping with the nature of the post.