



CCS

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CCS - Community Council for Somerset

Chief Executive

Job Description & Person Specification



Chief Executive

Salary	Circa £50,000
Hours	35 hours per week to be worked Monday - Friday. Occasional out of hours work may be required.
Location	Hybrid working with office based at Viney Court, Taunton. Travel across Somerset and nationally will be required.
Contract Length	Permanent
Holiday	25 days per year plus bank holidays
Accountable to	Board of Trustees

Objective

CCS is a complex Charitable Organisation serving many different communities and clients across a wide spectrum of Somerset society. The Chief Executive has primary responsibility to ensure that the organisation is managed and administered competently and efficiently, and with due concern for its wider role in society as follows:

- To manage the organisation so as to fulfil its charitable objectives to a high standard.
- To lead the organisation in its objective to become more resilient and secure.
- To raise the profile of CCS with potential funders and clients so that, when appropriate, CCS is recognised as a trusted partner.
- To demonstrate proactive leadership by seeking out relevant, new commercial opportunities for the organisation.
- To assist the board to identify potential alliances, to increase the long term sustainability of CCS's work, and develop closer working relationships with the chosen groups.

Responsibilities & Tasks

Governance

- Advise the board on its legal, financial and regulatory obligations and good practice, ensuring a high standard of governance.
- Inform and advise the Board on strategic direction, finance, risk, new developments and progress of current work.

Strategic Planning and Direction

- Plan and guide the strategies of CCS.
- Provide leadership and co-ordination to ensure its aims, priorities and objectives are achieved.
- Prepare a business plan and annual work programme.
- Create and maintain appropriate networks and partnerships in furtherance of CCS aims.
- Bid for, negotiate and manage appropriate funding agreements and contracts with public and private sector bodies.

Responsibilities & Tasks (cont.)

Financial Planning and Resources

- Secure and maintain financial resources for all aspects of the organisation's work, ensuring financial sustainability.
- Be responsible for financial planning and reporting.
- Ensure a robust risk management policy is maintained and implemented.

Workforce Management, Performance and Development

- Ensure employment conditions and policies meet current good practice and are regularly reviewed and properly implemented.
- Line manage senior members of staff with responsibility for key functions.
- Set high standards of performance and demonstrate a commitment to good practice and continuous improvement.
- Achieve and retain appropriate Quality Standards.

Responsibilities & Tasks (cont.)

Representation, Marketing and Communications

- Represent CCS at national, regional and local level, developing and maintaining appropriate networks and partnerships.
- Work in partnership with regional rural community councils and national representative bodies.
- Ensure an effective marketing and communications strategy.
- Interact with press, media and the public positively and appropriately.

Organisational Ethos

- To identify and support priority groups i.e. older people, disabled people, lower income groups, black and minority ethnic communities, including gypsies and travellers.
- CCS has an Equal Opportunities Policy and all employees have a responsibility for the successful operation of the Policy. Discrimination will not be tolerated and discriminatory behaviour is a disciplinary offence.

Responsibilities & Tasks (cont.)

Smart Communities Ltd

To work to a set of agreed values to implement the charitable objects for CCS and the broader objects for Smart Communities Ltd as follows:

- Giving a voice to everyone in the community
- Ensuring fairness and courtesy to all
- Being flexible and adaptable
- Being transparent and accountable
- Ensuring we are impartial, trustworthy, confidential and friendly
- Adopting the highest possible standards in all that we do
- Working with partners and sharing best practice
- Investing in the development and wellbeing of our employees.

Person Specification

	Essential	Desirable
Education, Qualifications & Training	<ul style="list-style-type: none">• Degree or equivalent	<ul style="list-style-type: none">• ILM qualification or equivalent• Coaching qualification
Experience	<ul style="list-style-type: none">• Experience of effectively delivering against strategic objectives in a senior leadership role• Evidence of working at Board level with Trustees/Directors or equivalent• Expertise in building and leading staff teams to maximise performance and achieve strategic goals• Demonstrable success in identifying partners and developing sustainable and positive relationships to achieve strategic goals• Has embedded core values and principles of equality, diversity and inclusion within an organisation• Evidence of use of data and key metrics to drive performance /maximise income generation/reduce costs• Competent in use of social media to raise organisation profile	<ul style="list-style-type: none">• Experience of working in the charitable (or relatable) sector• Evidence of working at Board level in charitable sector• Experience of tender submissions, procurement practices and contract management

Person Specification (cont.)

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Applied knowledge of strategic / business planning methodologies • Understanding and application of good governance requirements • Knowledge of health and social care landscape in England • Understanding of appropriate communication and marketing approaches 	<ul style="list-style-type: none"> • Knowledge of geography of Somerset • Knowledge of health and care landscape in Somerset • Knowledge of charitable trading subsidiaries • Knowledge of the Somerset (and wider) political landscape • Understanding of key principles underpinning Asset Based Community Development • Understanding and application of charitable governance • Understanding of charity operations and/or finance
Skills	<ul style="list-style-type: none"> • Proven ability to provide inspiring leadership and management • Able to work effectively with Board members or equivalent • Able to work in partnership / collaborate to deliver outcomes • High level negotiation skills • Confident influencer and networker 	<ul style="list-style-type: none"> • Able to demonstrate strong commercial and financial acumen and risk management • Able to demonstrate strong operational awareness

Person Specification (cont.)

Personal Qualities

- A clear alignment with the core purpose and values of the charity
- A visible, energetic, inclusive leader with impact who can inspire and motivate a team to facilitate change
- A practical and strategic thinker with vision, attuned to risk and with a flexible, pragmatic approach to delivering the charitable objectives
- Robustness, tenacity, and fortitude to seize this high profile, career defining opportunity
- High levels of emotional intelligence and sensitivity
- Open, approachable style with a bias for action and a “cool head” in a crisis
- Strong self-awareness and ability to demonstrate commitment to, and actively participate in, continuous professional development
- An absolute “team player”, able to listen, empower, coach and mentor their team

Other

- Able to work alone and manage a flexible work pattern to ensure key tasks are completed
- Willingness to travel for work purposes across Somerset and from time to time nationally. Car must be insured for business purposes and valid driving licence
- Reliable broadband at home



CCS Disability Confident Certificate

For further information:

Email:

recruitment@somersettrcc.org.uk

Call us

01823 331 222

Visit our websites

For information about our projects

Community Council for Somerset

www.ccslovesomerset.org

Somerset Carers - a resource for Unpaid Carers

www.somersetcarers.org

Village & Community Agent dedicated website

www.somersetagents.org



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