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**The Trust for Developing Communities**

**JOB DESCRIPTION**

**Chief Executive**

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| **Responsible to:**  **Responsible for:** | The Board of Trustees  All paid staff, volunteers and interns |
| **Hours:** | 37 hours per week (some evening and weekend work) |
| **Salary Scale:** | TDC Scale 6 (NJC Points 44 to 49), £39,177 - £43,821 per annum |

**THE PURPOSE OF THE JOB**

To lead, mentor, motivate, supervise and support the staff, volunteers and interns of the Trust for Developing Communities (TDC) to deliver a wide range of community development projects and programmes.

To lead the organisation to maintain its position as the voice of community development in Brighton & Hove and to expand its national and local profile.

To provide the strategic management and development of the organisation under the direction and guidance of the Trustees.

**MAIN RESPONSIBILITIES**

**Leadership responsibilities**

1. To work with the Trustees to ensure robust governance and a clear strategic direction for the organisation, bringing a creative and entrepreneurial approach to the leadership of the organisation.
2. To work with the Trustees to improve the effectiveness of the Board through the recruitment, training and development of Trustees, identifying skills gaps and seeking to remedy them.
3. To lead the Management Team to develop the work, programmes, projects and services of TDC, ensuring that the organisational objectives set out in the Strategic Plan are met in accordance with the TDC’s charitable objectives.
4. To lead the Management Team to identify and secure the resources to enable the organisation to achieve its strategic aims and objectives, whilst ensuring that the requirements and targets of funders are met.
5. To ensure that the staff team is well supported and supervised and that members of staff have appropriate opportunities for training and personal development.
6. To ensure that principles of Equality, Diversity and Human Rights are fully embedded into all the work of the organisation.

**Financial responsibilities**

1. To ensure that TDC has strong financial management and financial planning systems in place.
2. To report regularly to the Board on the financial position of the organisation including any risks to the financial sustainability of the organisation.
3. To ensure that effective financial control systems are maintained throughout all operations of the organisation and that sound financial procedures are in place and routinely followed.

**Other professional responsibilities**

1. To uphold TDC’s commitment to a high quality community development approach to all its projects and programmes.
2. To work with the Management Team to secure financial resources for the organisation through the submission of well-constructed funding bids and applications for grants.
3. To ensure that TDC delivers effectively on all its commissioned projects and is fully accountable to its funders through appropriate monitoring and evaluation systems.
4. To build, develop and maintain good external relationships with its partners in the voluntary, statutory and private sectors and with the communities with whom it works.
5. To build, develop and maintain good relationships with a wide range of funders and potential funders including grant-making trusts and foundations and organisations in the business sector.
6. To ensure effective marketing and positive public relations and to develop and implement TDC’s Communications and Marketing Strategy.
7. To be accountable for, and report to the Trustees on, all operational delivery and, together with the Central Services Manager, to provide appropriate support to the Chairs of the Board and Sub-Groups to facilitate their meetings.
8. To assist and advise in the delivery of participation, involvement and development projects at citywide, community and neighbourhood level.
9. To ensure that TDC works efficiently and effectively and maintains an appropriate quality assurance accreditation.
10. To ensure that TDC maintains appropriate Health & Safety policies and procedures and that these are scrupulously followed by all employees and volunteers.
11. To ensure that the duties and responsibilities of the Company Secretary role are fulfilled in support of governance.
12. To undertake any other reasonable tasks and responsibilities as requested by the Trustees.

**PERSON SPECIFICATION:**

**Essential requirements:**

1. Evidenced experience of successful direct community work and sound up-to-date knowledge of community development principles and practice, including relevant national and local policy.

2. Evidenced extensive experience of successful project management and of handling the competing demands of simultaneous management of a diverse range of projects, meeting targets and deadlines.

3. Evidenced extensive experience of successfully supervising staff to deliver direct community work, including the management of part-time staff in a small organisation with a wide geographical spread.

4. Extensive experience of working for a voluntary organisation, including reporting to and being directly responsible to a Board of Trustees or Management Committee.

5. Proven experience of developing and implementing strategic and operational plans for an organisation.

6. An excellent track record of communication and visionary and transformative leadership skills deployed within the organisation and with external stakeholders, demonstrating a creative and entrepreneurial approach.

7. Demonstrable experience and skills in planning and facilitating training and other events.

8. Ability to make effective presentations to outside agencies at multi-agency events and other forums using appropriate media.

9. Proven ability to secure substantial organisational funding from a wide range of sources including contracted and commissioned services, charitable trust grants and business sponsorships.

10. Extensive experience of effective financial planning and management.

11. Well-developed influencing and negotiating skills.

12. Experience of successful multi-agency and partnership working and the ability to initiate and build successful partnerships.

13. A good understanding, and experience, of implementing effective monitoring and evaluation systems.

14. A deep understanding and commitment to the principles of equality, diversity and human rights.

15. Resilience, with the ability to successfully navigate challenges, opportunity, change and stress.

16. Basic computer literacy including Word, Excel, PowerPoint and email.

17. Flexible approach to working hours and ability and willingness to work evenings and weekends as required.

**Desirable Requirements**

18. Experience and understanding of principles of marketing and strategic communications.

19. Fluency in the use of social media including Facebook and Twitter.

20. Ability to travel independently throughout the city and beyond if so required.