

Job Description

Post Title:

Chief Executive Officer

Responsible to: Board of Trustees

Responsible for: All LIFE staff and Volunteers

Main purpose of the Job:

On behalf of the Board of Trustees of LIFE and for the fulfilment of the charity's aims and mission, to oversee and develop all aspects of the charity's work nationally and to ensure that its services are of the highest professional standards.

Key Achievement Areas:

1. To provide leadership and inspiration for the whole charity, to play a major part in promoting its mission in society and to represent LIFE in the public forum and national media.
2. To ensure that LIFE complies with all its legal requirements as a registered charity and company limited by guarantee.
3. To ensure that all appropriate policies, procedures and control systems are in place and that LIFE is fulfilling its duties towards its stakeholders, supporters, employees and volunteers.
4. To report regularly to the Trustees on the work of the Charity and keep them informed of progress in implementing agreed policies.
5. To liaise closely with the Chair of the Board of Trustees on all major matters.
6. To ensure good communications between the Trustees/head office and LIFE supporters, local LIFE Groups and LIFE Regions.
7. To promote LIFE's Equality Policy in all aspects of service delivery and working practice.

	Person Specification	
Post Title: CHIEF EXECUTIVE OFFICER		
Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Leadership		
Ability to lead, inspire, motivate and develop staff at all levels.	✓	
Skilled at building motivated teams committed to the vision, mission and values of the Charity.	✓	
Proven track record in the dynamic and effective leadership of staff teams	✓	
Possessing the authority, presence and integrity to command respect from colleagues within the Charity, and from external contacts.	✓	
Communication		
Strong presentational skills and ability to promote the Charity with a wide range of individuals and external contacts.	✓	
Strong verbal and written communication skills.	✓	
Experience of communicating effectively with customers, voluntary groups and other relevant bodies.	✓	
Commitment to effectively developing a wide range of partnerships.	✓	
Strategic Ability/Innovation		
Experience in formulating and implementing operational plans and delivering results.	✓	
Governance		
Experience/understanding of, and commitment to, charity governance	✓	
Experience of working effectively with Boards or Committees	✓	

Business Management	Essential (Tick)	Desirable (Tick)
A well developed understanding of the dynamics of business and financial management within a charity	✓	
Experience of significant involvement in the corporate financial management of an organisation with substantial budgetary responsibility		✓
Knowledge/Qualifications		
Management qualification.	✓	
Experience of developing and managing demanding performance standards that will enable the achievement of the Charity's business plans.	✓	
Knowledge and practical experience of using IT as a development, fundraising and management tool	✓	
Personal Qualities		
Commitment to the vision, mission and values of the Charity.	✓	
A confident, independent and effective decision maker.	✓	
Resilient and robust with a positive outlook.	✓	
Dynamic and energetic personality with a high degree of personal drive.	✓	
Capable of delivering results to tight deadlines and under pressure.	✓	
Ability to interpret relevant information, analyse complex data, review alternate solutions and come to speedy, well informed conclusions.	✓	
Commitment to quality, customer service, best practice and best value in all aspects of the Charity's operation.	✓	