Executive Lead

Job Description

Employed by: North Norfolk Community Transport

Hours: Full time – 37.5 Hours per week (For the right candidate we will consider part time, flexible working, or job share arrangements) .

Accountable to: Trustees of NNCT

Job purpose:

To provide leadership and management of the organisation and its workforce, on behalf of the Trustees.

Principal duties and responsibilities

Strategy and Development

To work with Trustees to ensure NNCT has, and is working to, an appropriate and ambitious strategy to achieve its charitable objectives.

To report progress on NNCT’s strategy to the Trustee board bimonthly.

To explore and develop new services and projects in accordance with the agreed strategy, acquiring funding to support these services and enhance the long-term sustainability of the organisation.

Service delivery

To ensure NNCT delivers high quality services, meeting the needs of its customers and funders.

To ensure effective systems are in place to comply with regulatory and statutory requirements and best practice - including, but not limited to, data protection, health & safety and client confidentiality.

# Human resources

# To be responsible for managerial aspects in relation to staff including recruitment and selection, supervision and appraisal, and dealing with disciplinary issues - ensuring at all times that these functions are carried out within NNCT’s policies and procedures.

To ensure that all staff receive induction and training appropriate to their role and responsibilities.

To ensure that sufficient volunteers are recruited, inducted and trained to meet the needs of NNCT

To ensure that clear operational, contingency and emergency procedures are known and understood by all staff and volunteers.

To ensure that NNCT’s Human Resource policies (including volunteer policies) are regularly reviewed and comply with NNCT’s values, legislation and best practice.

Partnerships and promotion

To develop the organisation’s public profile and influence and foster good relations with key partners, including statutory and voluntary bodies.

To develop and oversee a marketing plan for the charity and as part of this ensure best use of NNCT’s website, social media, promotional materials, and relationships with local media.

To represent NNCT at various events and be proactive in developing new networks and partnerships.

Governance Support

To support the Trustee board with all its functions, including in co-operation with the Chair, ensuring that Trustees are inducted, trained and have access to an up-to-date handbook.

Attend bimonthly Board meetings and the AGM.

Fundraising and finances

To develop and maintain the fundraising plan for NNCT, ensuring that funding targets can be met through fundraising activities.

Overseeing the contract with NNCT’s external fundraiser and reviewing and renewing this arrangement annually, as appropriate.

Exploring new income streams to support adequate service delivery, including exploring options for generating earned income.

To produce an annual budget in conjunction with the Trustees and ensure regular reporting of accounts and monitoring of performance against budget.

To ensure sound financial processes are in place across NNCT, such that there are clear lines of budget accountability, transparency of budgeting processes and the risk of fraud or other irregular financial loss is minimised.

To ensure systems are in place meet the monitoring needs of funders, regulatory bodies, trustees and NNCT’s strategic and operational plans.

Supervision and training

To take a pro-active part in own supervision with the Chair

To attend study days, seminars and courses as determined by individual training and development needs, agreed with the Chair.

**Note:** No job description can be entirely comprehensive and the job holder will be expected to carry out other duties as may be requested from time to time which are broadly consistent with the job description

**Person Specification**

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|  | **Essential** | **Desirable** |
| Values | * A positive and caring approach towards others * A desire to help people get the services and support they need * A desire to work collaboratively with other individuals and organisations |  |
| Qualifications | * Relevant Management qualification or equivalent experience * Clean UK Driving Licence | * D1 entitlement on driving Licence |
| Relevant work/other experience | * Ability to communicate effectively in person and in writing to a wide variety of audiences, including staff, volunteers, statutory and voluntary sector funders, and the general public * Experience of fundraising for a voluntary sector organisation * Experience of contract management * Capacity to work in a small team * Ability to identify and source new streams of funding and income * Experience of developing strategy and new services or projects * Ability to work to own initiative and respond creatively to new opportunities * Knowledge of basic Human Resource practice and law * Knowledge of Charity governance, sufficient to carry out role’s responsibility to the Board of Trustees * A flexible approach and can-do attitude, with willingness on accession to work flexible hours, e.g. when representing the organisation at events * Ability to set and manage budgets across different teams and functions | * Experience of working with and supporting volunteers * Experience working within a transport setting * Experience of working within the voluntary sector |