



Job Description

Title:	Chief Executive Officer	Function:	Management
Salary:	£32912 - £35504	Hours:	35 Hours per week
Reporting To:	Board of Trustees	Reports:	-Ordinary Lives Practitioner/Co-ordinator -Office Co-ordinator -Family Voice Calderdale supporter
Other Terms	25 Days Annual Leave in addition to 6 additional days attached to bank holidays. Employer pension contribution of 4%. Flexitime approach in place.		

Summary of Role

Unique Ways is a charity led by parents and carers of disabled children and young people. The key purpose of this role is to lead the strategic development of the organisation to ensure a financially sustainable future.

Key Responsibilities

Income Generation

1. To lead on relationships with key commissioners locally and nationally, securing existing and new contracts.
2. To develop projects and resource them through successful grant applications to a range of trusts and grant giving bodies.
3. To oversee the development of a fundraising and trading strategy with a view to increasing the unrestricted turnover generated by the organisation
4. To lead and develop the trading arm of the organisation to generate unrestricted funds in order to ensure the organisations sustainability.



External Relationships

1. To establish, develop and maintain and achieve positive outcomes from key strategic relationships locally, regionally and nationally.
2. To represent Unique Ways appropriately and professionally in a range of key environments.
3. To be confident working with senior managers and Directors from statutory agencies and to be effective in the negotiation of positive outcomes for disabled children and young people.

Leadership and Strategy

1. To provide inspirational leadership to our staff, volunteers and members in the delivery of the organisation's strategic objectives.
2. To play the key leadership role in a variety of arenas and contexts, acting as a powerful advocate for the collective voice of disabled children, young people and their families.
3. To be responsible for leading the development of organisational strategy and ensuring that this is guided by the voice and needs of families of disabled children and young people.
4. To lead the design, implementation and monitoring of new projects, activities and services.
5. To ensure that everything the organisation does makes a positive difference to the lives of families of disabled children and young people.

Management

1. To oversee the design, implementation, control and risk management of high quality new programmes of work.
2. To ensure that the organisation has the necessary resources (human, material and financial) to operate as effectively as possible and to manage these resources prudently, setting budgets and ensuring financial control and compliance
3. To ensure the organisation has effective HR systems and procedures which maximize the potential of staff and volunteers and motivate them to deliver the organisation's vision and strategic objectives, ensuring compliance with legal obligations and best practice.
4. To work with the Service co-ordinator to ensure that direct line management and supervision is provided to all staff .
5. To create an environment where staff feel supported and valued and are able to influence the direction of the organisation whilst maintaining their own personal development.



Communications

1. To ensure that the Unique Ways brand and reputation is strong, is understood by the staff team and is consistently and effectively communicated to key stakeholders.
2. To work alongside the organisation's Office Co-ordinator to ensure that the profile of the organisation remains high, utilising all available channels, and increasingly the use of digital and social media.

Governance and Compliance

1. To ensure that the legal obligations of the charity are met and that the charitable objectives are pursued.
2. To support the Chair to maximise the performance of the Board of Trustees.
3. To ensure that the Chair and the Board of Trustees are given all relevant information and advice in a timely and appropriate manner.
4. To report regularly to the Board of Trustees to ensure that they are kept consistently apprised of the organisation's progress in relation to its strategy, objectives, performance and risks.
5. To ensure compliance with all relevant legislation including charity law, employment law, company law, health and safety, equalities legislation and safeguarding.
6. To apply best practice when working with disabled children, their families and disabled adults.
7. To ensure that the organisation's policies and procedures are fit for purpose and put systems in place for their periodic review.

Finance

1. To set budgets and ensure that the organisation operates within its financial procedures and processes ensuring financial transparency and compliance are followed.
2. To ensure that the organisation remains sustainable through a diverse income mix.
3. To ensure that the organisation operates in the most efficient way, whilst not compromising the quality of its services and associated outcomes.

Organisational Expectations

1. To complete any other tasks as required commensurate with the salary level for this position.
2. To operate a flexible approach to work in order to help meet organisational demands including occasional evening and weekend work.



3. To attend appropriate meetings and training as required.
4. To comply with all policies and procedures of Unique Ways
5. To operate at all times in a manner that is in line with the organisation's values and principles.