



CHIEF OFFICER

Job Description & Person Specification

Salary:	£55,000
Reports to:	Chair of Trustees
Working Hours:	35 hours per week, full time
Holidays:	28 days plus Bank Holidays

About Possability People

Possability People is a user-led pan-impairment disability charity based in Brighton and mainly working across Sussex, with some services further afield in the UK. We work with people with a range of health conditions, including mental health, as well as older people, to remove the barriers disabled people face and support disabled people to have choice and control over their lives.

Role's purpose

Possability People provides advice, practical support, community engagement and other services to disabled people. We combine direct services with partnership working and work to influence wider systems and communities.

The Chief Officer provides overall leadership for Possability People, working with Trustees, the Senior Leadership Team, Project Leads, staff and volunteers to ensure the charity has clear direction, sustainable finances, effective services and the organisational capacity to deliver its purpose. The Chief Officer will build on the strengths already within the organisation while providing the leadership, challenge and momentum needed to develop PP for the future.

Context

As a user led organisation, any applicant of Possability People must be able to demonstrate that they prioritise the needs of service users and demonstrate an empathetic, confidential and understanding approach at all times.

This role is located at our head office in Kemp Town, Brighton, East Sussex. There are opportunities for flexible and home working, with an expectation that approximately 50% of working time will be office-based.

The role may require attendance at meetings and events outside normal working hours, including six-weekly or quarterly Trustee meetings, which are usually held on Wednesday evenings, and occasional weekend events or fundraising activities.

Notes

All appointments are subject to a six month probationary period.

All appointments are subject to satisfactory references being received and verified.

All appointments are subject to confirmation of identity.

All other terms and conditions are fully described in the contract of employment.

All posts within Possability People have the opportunity of an annual review/evaluation.

Job Description

Strategy and organisational direction

- a) **Lead the development and delivery of PP's strategic direction** with Trustees, SLT and Project Leads, maintaining a clear whole-organisation view and momentum.
- b) **Review priorities as circumstances, evidence and opportunities change**, bringing significant changes to Trustees.
- c) **Challenge activity that** does not align with PP's purpose, priorities, capacity or resources, and take action where appropriate.

Financial sustainability, income and resource management

- d) **Lead PP's financial sustainability**, working with the Finance Manager to understand the organisation's financial position and using this information to make informed decisions about resources, expenditure and investment, ensuring these are affordable, sustainable and appropriately risk assessed.
- e) **Lead PP's approach to developing sustainable and diverse income**. Build strategic relationships with funders, commissioners, and partners, and identify and assess opportunities to generate income from PP's expertise, services, relationships and assets. Ensure significant opportunities have clear ownership and momentum.
- f) **Provide Trustees with clear financial information** and assurance, enabling effective oversight of PP's financial sustainability and performance.

People, culture and leadership

- g) **Lead and manage the SLT**, setting clear priorities and expectations and fostering collaborative leadership and a positive organisational culture in which people are supported, accountable and able to develop.
- h) **Ensure managers and Project Leads take responsibility** for leadership, performance, development and wellbeing within their areas, working with the People & Operations Lead on workforce planning, structure, reward and organisational development.
- i) **Make difficult leadership decisions** where required, seeking appropriate advice and support.

Services, quality, impact and effectiveness

- j) **Provide overall leadership** for the quality, relevance, accessibility, sustainability and impact of PP's services, ensuring decisions reflect lived experience, evidence, demand, impact, capacity and financial viability.
- k) **Work with SLT and Project Leads** to maintain quality, address issues, improve processes and identify opportunities to increase reach, impact and efficiency, including through effective use of digital technology and innovation.
- l) **Ensure PP has the systems, structures, capacity and clear responsibilities needed to deliver its priorities effectively**, with operational issues resolved at the appropriate level and organisational commitments realistic and deliverable.

Partnerships, profile, and influence

- m) **Act as PP's principal external champion** and public face, building strategic relationships across Brighton & Hove, Sussex and beyond to strengthen PP's profile, influence, partnerships and reach.
- n) **Develop and maintain a clear, compelling and accurate external voice for PP**, working with SLT to ensure it reflects the organisation's work, experience and impact and connects external relationships and opportunities to strategic priorities, services and income.

Governance, risk and compliance

- o) **Maintain an effective working relationship with the Board and Chair of Trustees**, ensuring meetings, agendas, papers, reports and minutes are well planned and provided in a timely manner. Work with the Chair to agree and review the Chief Officer's objectives and performance
- p) **Provide Trustees with clear, timely and honest information** on performance, risks, opportunities and significant decisions, ensuring matters are brought to the Board at the appropriate time.
- q) **Ensure PP meets its legal, regulatory, contractual and governance obligations**, working with SLT and relevant leads to manage risks and compliance within their areas.

- r) **Maintain oversight of organisational risk, compliance and safeguarding**, ensuring significant issues are identified, managed and escalated appropriately, and that safeguarding is embedded in organisational leadership, decision-making and service delivery.
- s) **Take responsibility for safeguarding** and promoting the welfare and protection of children and adults with whom they have contact or for whom they are responsible.

Job Review

This is a summary description of the role, as it is constituted at present. The above does not represent an exhaustive list of the duties and responsibilities of the role.

It will be the practice of Possability People to examine periodically employee's job descriptions to ensure that they accurately reflect the job being performed and/ or that proposed developments are incorporated, as part of the process of personal objective setting.

It is the Trustees aim to reach an agreement on reasonable changes but if such agreement is not possible, Possability People reserves the right to insist on changes after appropriate consultation with the post holder.

Person Specification

Essential Experience & Qualities

Working with disabled people

1. Lived experience *OR* an in-depth understanding of the barriers disabled people face and an enabling approach to overcoming them.
2. Understanding of and commitment to the social model of disability and to providing high-quality, person-centred and accessible services and support for disabled people.
3. Understanding of and commitment to equality, diversity and inclusion in practice, with a commitment to embedding it in organisational culture, services and decision-making

Strategy and organisational direction

4. Significant senior leadership experience in a charity, not-for-profit or other relevant organisation, with experience of developing and implementing strategy.
5. Ability to take a whole-organisation view, set priorities, manage competing demands and lead through significant change and difficult decisions.

Financial sustainability, income and resource management

6. Strong financial understanding, including an understanding of charity finance and funding, with experience of making informed judgements about resource allocation, expenditure, income and organisational sustainability.
7. Experience of developing income and/or fundraising opportunities and leading others to pursue them, with the ability to see the bigger picture, identify and assess opportunities, and turn them into sustainable income.

People, culture and leadership

8. Experience of leading teams and developing a positive, inclusive and accountable culture, with the ability to build trust, set expectations and support others to succeed.

Services, quality, impact and effectiveness

9. Experience of overseeing services, projects or programmes, with a focus on quality, accessibility, impact and continuous improvement.
10. Ability to use evidence, lived experience and feedback to inform decisions and

organisational development.

Partnerships, profile and influence

11. Significant experience of building and maintaining effective relationships and networks with a range of stakeholders, including funders, commissioners and partners.
12. Excellent written and verbal communication skills, with the ability to listen, communicate clearly, represent an organisation externally, challenge constructively and bring people with them.
13. Demonstrable ability to respond pragmatically to challenges, identify opportunities, take action and maintain momentum.

Governance, risk and compliance

14. Understanding of charity governance and the relationship between Trustees and senior management, with the ability to work effectively with a Chair and Board.
15. Experience of overseeing organisational risk, compliance and safeguarding, with the ability to identify, manage and escalate significant issues appropriately.

Desirable Experience & Qualities

16. Previous experience as a Chief Executive, Chief Officer or equivalent organisational leadership role.
17. Commercial or income-generation experience, particularly developing income-generating services, partnerships or opportunities.

Signature

Signature of post holder:

Date: