**QUO VADIS TRUST – JOB DESCRIPTION**

**ROLE TITLE:** **CHIEF EXECUTIVE OFFICER**

**RESPONSIBLE TO:** CHAIRMAN AND BOARD OF TRUSTEES

**RESPONSIBLE FOR:** SENIOR MANAGEMENT TEAM, COMPRISING HEAD OFFICE (BUSINESS SUPPORT MANAGER) AND UNITS (OPERATIONS MANAGER / UNIT MANAGERS).

**LOCATION:** 12/12A GARDNER INDUSTRIAL ESTATE, KENT HOUSE LANE. BECKENHAM BR3 1QZ

**MAIN PURPOSE OF THE ROLE:**

* To provide leadership to the Organisation, in ensuring that the Board of Trustees fulfils its

responsibilities in the governance of the Charity.

* To be responsible for developing and expanding current services, and developing new services that benefit those who cannot supply their own health and diverse needs.
* To work with the Board and managers to achieve business strategy, plans and targets.
* To ensure long term sustainability, through effective governance, sound finance and delivery of services**.**

**KEY RESULT AREAS**

To provide the leadership to deliver the agreed vision, strategy values and specific objectives of the Quo Vadis Trust by:

* Developing and agreeing with the Trustees the strategic plan, the business plan and market strategy.
* Developing existing and building new relationships with relevant Local Authority and professional health bodies.
* Negotiating and closing profitable contracts in accordance with the business plan and agreed margin / cost / volume targets.
* Identifying and exploiting new business opportunities that are in line with the charitable aims of Quo Vadis Trust.

**KEY RESPONSIBILITIES**

1. **Governance and relationship with the Board of Trustees**
* To ensure that the Board has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with its governing instrument, the law and the need to remain solvent.
* To liaise with the Chairman, Vice Chairman and Board as appropriate.
* In consultation with the Chairman to prepare meeting Agendas and draw the Board’s attention to matters that need a decision. To ensure that there is prompt provision of the Minutes of Board Meetings.
* To enable proper constitution of the Board to provide good governance.
* To help the Board acquire appropriate skills and ensure that peer review by the Board takes place.
1. **Strategic Leadership**
* To lead the Charity in a time of change, as it meets the challenges of legal, social and administrative developments and changes.
* To integrate the plans and strategies of the Charity to ensure continuity and keeping abreast of developments and benchmarking in the local community.
* To facilitate the establishment and development of training and education at all levels for all staff, in the light of growth of Quo Vadis Trust.
* To promote the corporate image of Quo Vadis Trust through interpersonal relations with referrers and businesses, and the establishment of a corporate identity.
* To represent the Charity at all external events and opportunities, through carefully devised PR and media strategies.
* To ensure that at all times Quo Vadis Trust staff, clients and its Board of Trustees comply with all laws related to its activities and operations.
1. **Business Development**
* To undertake research and procure investment opportunities, to ensure the economic viability and furtherance of Quo Vadis Trust.
* To make proposals to the Board on the goals, aims and objectives, ( short, medium and long term) of Quo Vadis Trust.
* To procure and secure contracts from independent business and enter into such contracts with agreement of the Board of Trustees, in the pursuit of providing supported accommodation to mental health clients and clients with diverse needs.
* To prioritise the leading role the Charity intends to take in the provision of supported accommodation to those with diverse needs.
1. **Leadership and co-ordination of Managers**
* To manage office resources and staff, in order to meet the agreed plan and strategies of the Charity.
* To provide leadership, supervision and direction to staff within the framework of Employment Law.
1. **Culture**
* To promote diversity and equality of opportunity in all Quo Vadis’s work and practices.
* To build a staff culture where everyone is valued and equipped to do their job.
1. **Operational Framework**
* To write and introduce policies and procedures to create and maintain a consistent work culture, relating to staff, clients and all members of the Charity.
* To monitor quality assurance as it pertains to the services and units under the auspices of Charity Law, regulatory bodies and funders.
* To review the overall performance of the Charity.
* To supply all reports required by the Board in the exercise of its legal, financial and other responsibilities, in accordance with Charity Commission regulations and current legislation.
* To monitor HR strategy, appraisal systems and training programmes.
1. **Finance**
* To consult with the Board and liaise with the Business Support Manager and Finance Manager to generate an Annual Budget.
* To manage the overall budgets and resources of the Charity as a whole.
* To ensure the timely and complete preparation of the annual audited accounts and Annual Report.