**JOB DESCRIPTION**

**Job Title**: Chief Executive Officer

**Responsible to:** Chair of the Board of Trustees

**Summary**: Work on behalf of the Board of Trustees to develop and deliver the business plan and business strategy to ensure the ongoing sustainability, growth and success of the Manchester YMCA.

1. **Principal Duties**

* Oversee all operations and business activities to ensure they provide the desired results and are consistent with the overall strategy.
* Prepare and deliver a strategic plan for approval by the Board of Trustees with an emphasis on long-term sustainability and growth.
* Operate within the annual budget and ensure management and HR policies are up-to-date.
* Lead and manage a strong and dedicated staff team including providing monthly support, supervision, and annual appraisals.
* Ensure YMCA premises and programmes comply with all legal requirements including Safeguarding of children & vulnerable adults, Health & Safety and risk management.
* Establish and monitor key indicators of the organisation’s impact and financial health, and provide solutions/improvements.
* Represent and promote the organisation at external events and publicity opportunities.
* Maintain awareness of risks and changes in the external environment that affect the organisation.
* Build an effective working relationship with the Chair of the trustee board.
* Supply regular reports to the trustee board and attend trustee and sub-committee meetings.
* Ensure the organisation’s staff and volunteers are focused on achieving its mission and aims.
* Ensure financial controls are in place and provide regular monitoring information to trustees.
* Ensure the organisation fulfils its legal, statutory and regulatory responsibilities.
* Establish mechanisms for listening to the views of beneficiaries on the organisation’s performance.
* Deliver the organisation’s business plan and, if necessary, help the organisation to win contracts from public bodies or develop social enterprise ‘spin offs’
* Help to ensure a sustainable income from trading subsidiaries, individual, corporate, legacy and trust donations.
* Represent the organisation to the media.

1. **Governance**

* Work collaboratively with the Board to develop, deliver and evaluate the strategy of Manchester YMCA.
* Ensure effective communication and working relationships between staff, volunteers and the Board of Trustees.
* Provide administrative support as required to the Board of Trustees.

1. **Partnership Working**

* Develop productive partnerships with external partners, local government, and other organisations of strategic importance for Manchester YMCA.
* Negotiate contracts and partnerships on behalf of Manchester YMCA.

**PERSON SPECIFICATION**

**Knowledge/Experience**

**Essential**

* Strong strategic operations experience, including ensuring sufficient and robust infrastructure is in place to support future growth sustainably.
* Previous experience in working in a leadership role with decision making responsibility.
* Experience of leading financial and strategic planning, as well as budget management and financial management procedures.
* Strong grasp of the organisational mission, vision and values together with experience in promoting an over-arching ethos.

**Desirable**

* A successful track record of leading an organisation, either as a CEO or as part of a wider senior leadership team.
* Understanding of the environment and market within which the charity operates.
* Experience working at a senior level in a charity setting.
* Working in partnership with local authorities.
* Operational leadership of a small to medium business organisational structure.
* Manage change management effectively.
* Experience of working with a Board and of developing and maintaining robust governance, including risk strategy and management, and financial management.
* Educated to degree level or equivalent.
* Evidence of personal development, academic, professional, or vocational, to support the role to be undertaken.

**Skills/Competencies**

**Essential**

* Clear leadership skills, able to motivate and inspire a highly committed and hardworking team.
* The ability to build strong and effective relationships with a diverse range of internal and external stakeholders.
* Excellent business development and relationship building skills.
* First rate communication, persuasion and negotiation skills, and openness to partnership working.

**Desirable**

* An ability to use an evidence-led approach to measure impact and influence change.
* Excellent planning and negotiation skills with the ability to balance the conflicting objectives and requirements of the organisation.
* Understanding of safeguarding and health & safety in a regulated environment.

**Personal Attributes/Other**

**Essential**

* Passion for supporting the community and a belief in equal opportunities and social mobility.
* A natural collaborator who builds rapport easily with all sorts of people.
* Resilient, positive, proactive and with a growth mind-set, backed up with a strong passion for our cause and our mission.

**Desirable**

* Involvement in community support initiatives.