

## **JOB DESCRIPTION**

Job title: Chief Executive

Reports to: The Board of Trustees

### **THE CHIEF EXECUTIVE'S ROLE**

The Chief Executive's role is to give leadership and direction to the organisation by interpreting the mission of the charity and devising concrete programmes to give effect to it, to raise the resources to make these and the general operation of the charity viable, to oversee those programmes, and to manage the day-to-day running of the charity.

### **PRINCIPAL TASKS**

#### **Working with the Board of Trustees**

- working with the Board to create a shared vision for the charity
- advising on the organisation's overall strategy and taking responsibility for implementing it
- working with the Chair to provide all relevant advice and information to the Board, and enabling it to fulfil its governance responsibilities
- reporting progress in all relevant areas
- making certain the organisation's policies and procedures are regularly reviewed and that they conform with current legislation and best practice
- arranging all relevant meetings of the Board
- acting as Company Secretary

## Leading and managing the organisation

- ensuring the financial health of the organisation:
  - by providing a long-term financial strategy
  - by providing and controlling annual budgets
  - by raising the necessary funding and ensuring longer-term financial stability
  - by controlling expenditure and making the best use of resources
- providing leadership to all employees, whether full-time or part-time, and to volunteers
- monitoring their performance and advising the Board appropriately
- maintaining the highest standards of employment practice, health and safety, data protection, public liability and where relevant child protection policy
- building and maintaining good relations with other charities, organisations and corporate bodies working in the same and related fields

## Raising awareness of FAS

- ensuring that the programmes mentioned under Principal Tasks are maintained and further developed
- devising new programmes and projects
- lobbying and working with government, health service providers, social care services and appropriate corporate bodies to promote policies and regulations to reduce the incidence of FASD and provide appropriate services
- devising creative new campaigns to raise public awareness
- speaking in public on the subject and representing the charity in the media in a responsible and accurate way and not bringing the organisation into disrepute

## Supporting those affected by FAS

- overseeing the operation and management of the helpline, including providing volunteers with appropriate training in counselling, with a particular emphasis on providing information in a way that is sensitive, enabling, supportive and responsible
- overseeing the management and running of support groups, with particular emphasis on health and safety, privacy issues and where relevant, child protection policy
- expanding support groups and networks if needed
- keeping the organisation up to date with the latest information, knowledge and best practice in relation to supporting those affected, and keeping information up to date on professionals and other networks which may be useful
- running regular seminars, teach-ins or conferences for families and others affected by FASD.