**JOB SPECIFICATION FOR CEO CESSAC and CESSA HA – January 2024**

1. **Purpose of CEO Role**

To provide strategic leadership to both CESSAC and CESSA HA on behalf of a shared group of Trustees and Directors, including:

* 1. Direct the efficient operation of a shared head office organisation and infrastructure, and oversee the responsibilities of CESSAC’s Director of Operations and CESSA HA’s Director of Housing in the delivery of high quality, value for money services and facilities to all our beneficiaries.
  2. Work closely with the Chairman and the Boards, including the provision of secretariat support to the Boards, to ensure that the organisation formulates, and regularly reviews, strategy and plans to meet its objects and statutory responsibilities.
  3. Develop and maintain sound financial policies, plans, and oversee the delivery of operational objectives within approved budgets.
  4. Provide advice to the Chair and ensure that the Boards receive appropriate information on all relevant matters, including all legal, regulatory and constitutional responsibilities.

1. **Accountability**
   1. CEO is accountable to the Chair and the Boards for CESSAC & CESSA HA (and to Director Greenwich Hospital (GH) in accordance with the CESSAC/GH Management Agreement).
   2. The CEO has 3 direct reports: CESSAC’s Director of Operations (DOps); CESSA HA’s Director of Housing (DoH); the Head Office Manager.
2. **Principal Tasks**

Working with the Boards

* 1. Keep the Boards informed on the progress of both CESSAC and CESSA HA and on matters relevant to the discharge of their responsibilities.
  2. Prepare an annual schedule of meetings of the Boards; provide administrative support for the Boards and Investment Panel, and oversee support to Committees; prepare and/or oversee the development of papers for presentation.
  3. Ensure the preparation and timely presentation of statutory and regulatory reports.
  4. Advise on the composition of the Boards and Committees, membership, succession planning, and the process of self-assessment and development.
  5. Support the Chair in ensuring the continued engagement and involvement of all members of the Boards.

Leading and Managing the Organisation

* 1. Provide leadership and guidance to DOps, DoH and staff, communicating Board intent and ensuring that all staff are focused on delivering the organisations’ missions, values and objectives.
  2. Ensure the financial health of the organisation by directing financial planning and budget formulation, holding DOps and DoH to account for the delivery of value for money services and facilities and agreed organisational objectives in line with approved budgets.
  3. Maintain a robust framework of up-to-date policies and procedures, with appropriate checks to ensure compliance throughout the organisation.
  4. Establish and monitor key indicators of the organisations’ impact and financial health; use these and specific Board requirements in the presentation of reports to the Board.
  5. Ensure that internal controls and risk management procedures are applied.
  6. Ensure that sufficient resources (human, material and financial) are in place to enable effective operation, reporting any shortfalls, with proposals to address any, to the Board(s) through the Chair.
  7. Maintain a human resources system to ensure effective leadership, staff development, and appraisal; ensure appropriate access to internal and contracted HR advice to support recruitment, discipline, complaints procedures etc.
  8. Lead on staff remuneration presenting recommendations in consultation with the Vice Chair.
  9. Promote a safe working culture ensuring adoption of up-to-date H&S policies.
  10. Ensure appropriate access to specialist services and advice including appropriate external support – e.g. IT, property management, etc.

Representing and promoting the organisations

* 1. Maintain effective networks with all principal supporters and stakeholders including as the nominated ex-officio trustee of the Council of Voluntary Welfare Work (CVWW).
  2. Seek opportunities to promote and expand the role and impact of CESSAC and CESSA HA.
  3. Ensure that CESSAC and CESSA HA are engaged, and appropriately represented, with professional associations and stakeholders.