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|  | Chief Executive Officer |

**Job Title**: Chief Executive Officer

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

**Location:** NIWE Eating Distress Service, 5 Pink Lane Newcastle NE1 5DW

**Salary:** £32,000 – 34,000 per annum

**Hours of work:** 37 per week

1. **Main Purpose of Job**
* Overall responsibility for change growth and performance of the organisation as agreed with the Trustees.
* To provide strong and strategic leadership, offer a clear vision to promote and develop the aims of the organisation
* To ensure the continued sustainability of the organisation **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
1. **Key Tasks and Responsibilities**

Planning and Development

* To work with the Chair and the Board of Trustees to develop the organisation’s strategic and operational plans and policies and set budgets and to lead on their implementation
* To work with the Board to ensure the organisation fulfils its legal, statutory and regulatory responsibilities
* Provide information in a timely and appropriate manner that will assist the Board in carrying out its responsibilities.
* To work with and develop the human and financial resources available to NIWE to ensure that the service is appropriately staffed organised and managed in order to deliver the best possible service for its users and value for investment for funders
* Encourage the development of new and creative thinking that promotes NIWE’s contribution to the wellbeing of people with eating distress
* Develop and lead collaborative working opportunities
* Be responsible for building strong and effective external relationships and ensure promotion and marketing of NIWE to support its successful achievement and ongoing development
* Ensure clear and competent financial management, including budgeting, fundraising and management of diverse funding streams
* Maintain awareness of risks and changes in the external environment that affect the organisation
* Supply regular reports to the trustee board and attend trustee and sub-committee meetings
* Communicate effectively with all stakeholders at all levels, fostering productive relationships

Management

* Provide leadership to the organisation and the organisational team
* Ensure management and motivation of staff through the provision of regular support and supervision, training and meetings of all staff and that all staff understand their accountability to the Board via line management
* Ensure the organisation’s staff and volunteers are focused on achieving its mission and aims and are involved in the ongoing development of services and the organisation
* Ensure relevant personal development and training for staff to enable them to be up to date with their field of work and to deliver quality services
* Develop operating policies to ensure work is implemented effectively
* To build income streams of the organisation by identifying and securing funding to support the delivery of the strategic plan from a mixed portfolio of sources to ensure independence and sustainability.
* Ensure compliance with all contract and funding requirements
* Ensure performance reporting, monitoring and evaluation to all funders and contractors

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**C. General Duties**

* To represent the organisation to the media as needed and appropriate
* To seek opportunities to promote awareness of NIWE’s work to support achievement and ongoing development
* Be aware of responsibilities under the Health and Safety policy and procedures and take steps to ensure a safe working environment, reporting all incidents or hazards
* Ensure that the organisation’s policies are relevant, fair and up to date and to ensure that the organisation is managed in line with legislation and current best practice
* Work with Board to ensure governance requirements are met
* Maintain and develop effective networks with principal stakeholders and supporters
* Ensure compliance with all relevant legislation including employment law, charity law, health and safety legislation
* Any other duties and or responsibilities in connection with the role as the Chair and Board of Trustees may from time to time direct.