



Job Description

Job Title: Chief Executive

Responsible to: Line managed by Chair of Board of Trustees

Accountable to The Board of Trustees, over time, also developing accountability to the Body of Representatives

Responsible for: Delivering the Vision for Learning Disability England

Organisational Context

Learning Disability England brings together people with learning disabilities, families and friends and organisations so that we can do more and shout louder.

Here are some of the things that are important to us:

Putting people with learning disabilities first – in everything we do and how we are run.

Being challenging – when it comes to what people with learning disabilities and families want, need and have a right to.

Working together – with people with learning disabilities, families, professionals, organisations and the government to achieve better lives for people with learning disabilities.

Being empowering – by making sure our members have power and can act on behalf of Learning Disability England with confidence and clarity.

Being creative and trying new things – by thinking differently about how we can solve problems and not being afraid to get it wrong sometimes.



Job purpose:

- Work with the Board of Trustees and the Body of Representatives to develop and deliver the vision, strategy, direction and governance of LDE in line with charitable purposes
- Lead the organisational development and operational management of LDE, ensuring congruence with overall organisational vision and direction and financial sustainability
- Lead the staff team ensuring effective performance of the organisation and that all financial, legal and quality requirements are met
- Be an ambassador, leader and advocate for LDE, building networks and public relationships with key external stakeholders and decision makers
- Provide advice, guidance and support to the Board of Trustees to enable them to fulfil their responsibilities for the overall governance and strategic direction of LDE

Scope and Accountability

Reporting to the Chair of Trustees and accountable to the Trustee Board, the Chief Executive is responsible both for the sound operational, financial and legal practice of the charity and for leading on the development of future direction and strategy, working collaboratively and consultatively with the Body of Representatives and other key stakeholder groups.

The Chief Executive will be expected to work through and with the Trustee Board and Body of Representatives. Building the governance, capacity and competence internally and developing key relationships and opportunities externally will be the key focus of the role.

Areas of Responsibility

Vision and Strategic Direction

- Work with the Trustee Board and the Body of Representatives to develop the vision, overall strategy and policy objectives and long-term strategic plans for LDE, with appropriate levels of stakeholder and beneficiary participation and consultation



Learning Disability England

- Develop and promote an effective communications strategy to raise the profile of LDE and establish LDE clearly as Stronger, Louder, Together
- Keep abreast of local and national government initiatives, research and developments and their potential impact for current and future work of the charity
- Seek appropriate opportunities for partnerships with other organisations in order to further the profile and enhance the credibility, influence and reach of LDE
- Develop and implement a strategic business plan that enables sustainable development and ensure congruence with the vision and direction for the organisation as a whole
- Ensure that organisational capacity is fit to deliver the strategy and activities of LDE including raising funds and developing a diverse portfolio of funding.

Communication and Relationships

- Ensure the brand, media profile and public image reflect LDE's vision and values
- Develop and sustain networking, influencing, partnerships and collaborative working relationships with local, regional and national government bodies and key organisations and decision-makers in the statutory, charitable and community sectors
- Ensure the development and maintenance of excellent external communications with all LDE Members, the Body of Representatives and the Board and other external stakeholders
- Act as an ambassador for LDE, undertaking public and media presentations, attending conferences, think-tanks and events, decision-making and lobbying forums, community activities as appropriate to raise the profile of LDE

Advising and Servicing the Trustee Board and Body of Representatives

- Ensure that the Board is kept fully and appropriately informed of key organisational issues, developments and opportunities
- Ensure the Board is provided with all necessary financial and management information to discharge their fiduciary and governance responsibilities



Learning Disability England

- Ensure that the Board and Board meetings are serviced efficiently and that the Chair and Trustees are provided with any additional support required to discharge their duties
- Working with the Chair, provide the Trustee Board with guidance on good governance models, skills audits, access to learning and development, and access to specialist professional advisers as required (eg legal, financial, executive remuneration, programme specific)

Strategic & Operational Management

- Provide vision, leadership and management to the staff team and ensuring effective performance management and development across all areas of activity
- Oversee and ensure effective business planning, delivery and evaluation in support of long-term strategic aims and objectives across all areas of the organisation's activities
- Working with the Treasurer to ensure effective business and financial planning and reporting and financial sustainability for the organisation
- Oversee the financial management of the organisation, including the outsourcing arrangements
- Ensure that the charity is financially viable, constantly identifying new streams of income

Person Specification

Knowledge and Expertise

- Tertiary and/or professional qualifications in a relevant discipline
- In-depth knowledge of the learning disability sector
- Excellent knowledge of Communications and application to the raising of LDE profile
- Excellent knowledge of organisational management and application to charitable and social enterprise
- Excellent knowledge of governance
- Strong understanding of financial management, financial planning and reporting and relevant statutory frameworks
- Knowledge of organisational development and/or capacity building

Experience

- Senior management experience within a relevant environment, including working with a Board, developing new programmes and ensuring sustainable financing
- Experience of negotiation and representation at local and national government senior officer level
- Demonstrable success in Project Management at a senior level and with significant business impact
- Partnership working arrangements, ideally including establishing and sustaining
- Management of complex budgets, ideally including sustainable financing
- Drafting policy or position papers

Skills/Attributes

- Strategic thinking and planning skills and ability to ensure congruence between programme or other activities and organisation vision, values and direction
- Highly developed formal communication skills, including ability to write policy and position papers and undertake public speaking and formal presentations to a variety of audiences
- Excellent interpersonal skills, including networking and partnership building, undertaking media activities, facilitating groups and chairing meetings
- Excellent leadership skills, including ability to provide vision and inspiration, manage a staff team and ensure effective performance management, inspire the members who volunteer time and effort to further LDE cause

Personal Qualities

- Team player, with demonstrable ability to think corporately and work collaboratively
- High level of self awareness and commitment to own personal and professional continuous development
- Commitment to equality and diversity and understanding of how they apply to the provision of a Membership organisation
- Commitment to LDE's Vision and Mission and ability to make a positive contribution to the organisation