

## JOB DESCRIPTION

<b>Job Title:</b>	Chief Executive
<b>Responsible to:</b>	Chairman and the Board of Directors of Cornwall Community Development Ltd
<b>Salary and pension:</b>	In the range of £45,000 per annum (pension currently 4% contribution)
<b>Hours of work:</b>	37.5 hours per week Reasonable additional hours may need to be worked in order to satisfactorily fulfil the role and responsibilities of the post
<b>Location:</b>	2 Princes Street, Truro, Cornwall, TR1 2ES
<b>Contract:</b>	Permanent

### ***CRCC's Mission***

'To enable Cornwall's communities to be vibrant, sustainable and inclusive'

### ***Job purpose***

Cornwall Community Development Ltd is a complex charity organisation serving many different communities and clients across the spectrum of Cornish society. It presently operates through its trading arms, Cornwall Rural Community Charity (CRCC) and Penwith Community Development Trust (PCDT). The Chief Executive has primary responsibility to ensure that the organisation is managed and administered competently and efficiently, and with due concern for its wider role in society. The Chief Executive is accountable directly to CCDL's Board of Directors, for all aspects of service provided to beneficiaries and clients and in partnership with other voluntary or community bodies, and with local and public authorities in Cornwall and beyond.

### ***Duties and Responsibilities***

The main duties and responsibilities are:

#### ***Services to the board of trustees and directors***

- Accountable to the Board, acting as lead advisor and working with the Chair and other key officers in a cooperative and effective manner, to ensure that governance is sound.
- Provide information, advice and guidance to the Board on all operational policies and procedures for new and existing projects in an effective and timely manner.
- Make regular written and oral reports to the Board and other committees as necessary to ensure effective internal communication and working relationships.
- Advise the Board on its legal obligations, management of assets and resources, financial programmes and issues relating to the management, operations and performance of CCDL, enabling members of the Board to discharge their responsibilities in relation to the organisation's development and progress.
- Ensure the compliance of CCDL with all statutory and regulatory requirements.

### ***Strategic direction and planning***

Guide and plan the strategic development and overall direction of CCDL, providing strong leadership, vision, and co-ordination in order to ensure that those aims, strategic objectives and priorities are achieved.

- Actively support and expand CCDL Innovation Ltd, a private limited company wholly owned by CCDL, established to export the charity's good work beyond the boundaries of Cornwall and the Isles of Scilly.
- Implement a continuous strategy that clearly sets out the organisation's vision and position within the voluntary sector and in partnership with statutory agencies.
- Oversee the preparation of a strategic work programme, annual report, business plan and service level agreements as appropriate.
- Negotiate and manage appropriate funding agreements and contracts with public and private sector agencies.

### ***Financial planning and resources***

Be actively involved in financial planning in conjunction with the financial trustees and relevant staff members, providing annual and longer-term financial forecasts for Trustee approval.

- Ensure the financial viability of CCDL and progress towards greater self sufficiency, finding new sources and methods of income generation.
- Maintain a comprehensive review of the relevance, effectiveness and affordability of CCDL's work and secure financial resources required for all aspects of this work.
- Ensure that financial risk is monitored and managed and appropriate financial strategies are in place.

### ***Workforce management, performance and development***

- Line manage members of staff with responsibility for key functions within CCDL and to undertake their supervision and appraisals, ensuring that good working relationships are created and sustained and to be an inspirational leader for staff and volunteers.
- Practice an open communicative and supportive management style that embraces diversity and encourages all employees to reach their full potential.
- Set and encourage high standards of performance and demonstrate a commitment to good practice and continual improvement in all areas of the organisation's operations.
- Establish and manage monitoring, evaluation and reporting procedures, in conjunction with the Human Resource and Information Coordinators and other relevant staff.
- Oversee the maintenance and improvement in quality and value of the work being delivered for the people of Cornwall.
- identify staff training and development needs and ensure that an appropriate training programme is maintained
- Work extensively to encourage and support the development of volunteers at CCDL and many other Cornish organisations.

**Representation**

- Represent the organisation at national, regional and local level, developing networks and partnerships, especially at a senior level, as appropriate and ensuring the organisation has an active and influential role in the development of rural policies at all levels.
- Actively support and work in partnership with organisations such as; AgeUK Cornwall & Isles of Scilly, Active Plus, Chaos Café Group, ACRE (Action with Communities in Rural England) and other Rural Community Councils, Cornwall Council, Cornwall Community Foundation and Cornwall Voluntary Sector Forum.

**Public relations**

- Raise awareness of the organisation’s work through an effective information strategy and its advertising, marketing and corporate identity.
- Be a proactive ambassador and advocate for CCDL, raising the profile of the organisation through interaction with press, media and members of the public positively and appropriately.

*The job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary.*

**SIGNED** .....

**DATE** .....