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**The Link Charitable Trust**

**Chief Executive Officer**

**Job Description:**

| **Job Title** | Chief Executive Officer |
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| **Salary** | £43,933( pro-rata: £35,146) |
| **Responsible to** | Chair of Trustees |
| **Responsible for** | Development & delivery of of the strategic planDevelopment & delivery of funding strategy. Responsibility for securing funding through a range of grants, contracts and fundraising initiativesOversight of the day to day running of the charityOversight of financial planning, budgeting and forecasting |
| **Hours** | 30 hours per week, flexible working available |
| **Term** | Permanent |

**The Chief Executive Officer (CEO) will inspire and lead our talented and experienced team of staff following a period of significant change. You will lead on delivery of the charity’s new three-year strategy and demonstrate the impact of our vital work. You will work closely with the Chair and Board of Trustees to deliver strong governance and mitigate organisational risk.**

**You will drive business development and grow our income so we can deliver the strategy and ensure we maintain a healthy balance of reserved funds. You will lead on the annual business planning and budgeting process as well as maintaining a rigorous approach to financial planning and forecasting. You will act as an ambassador and senior spokesperson to sustain the high-profile and strong reputation of The Link Charitable Trust, alongside senior management team colleagues.**

**Key responsibilities**

**Strategy delivery and impact measurement**

● Lead the delivery of the charity’s three-year strategy (2025-2028) to fulfil the mission, aims and values of the organisation, ensuring impact and progress are measured, monitored and reviewed at regular intervals.

**Business development**

● Secure income from a wide range of sources to deliver the three-year strategy and maintain the charity’s reserves.

● Identify, evaluate and prioritise new business and income generation leads.

● Build and manage strategic relationships with partners (such as CAMHS/ADMHS, Redcar and Cleveland Local Authority), large foundations and trusts (such as the National Lottery) and other local VCSE organisations.

● Develop successful proposals to secure new core and project funding.

● Identify and drive income growth across membership, industry supporters, corporate partners, community fundraising and individual giving.

**Operational management**

● Develop and implement an annual business plan to support delivery of the three-year strategy and prioritise the work of the team.

● Develop and implement an annual budget and a longer-term financial forecast alongside the Business Manager that enables the Board to make informed decisions about the charity’s sustainability and progress in maintaining its reserves.

● Provide sound financial management and control across all business activities, working closely with the Business Manager and external finance provider

● Maintain effective HR practices across the charity and ensure compliance with all HR legislation, working closely with the external HR provider.

● Develop and implement strong processes for project planning, management and monitoring.

● Review the charity’s current IT systems and make recommendations on whether change is needed to improve operational effectiveness.

● Act as the charity’s Data Protection and Safeguarding lead.

● Ensure that The Link Charitable Trust keeps its service users/ clients at the heart of what we do, protecting vulnerable children, young people and adults from harm and abuse.

**Governance**

● Ensure the Board receives quarterly reports on the strategic and operational objectives of the charity, including monitoring performance against the three year strategy, annual business plan and budget.

● Ensure the Board are advised of potential and current risks and the steps being taken to mitigate them.

● Lead on producing the Annual Report and Accounts and arranging the Annual General Meeting, working closely with the external finance providers.

●Ensure the Board and charity operate in accordance with the Articles of Association and meet all legal and regulatory requirements.

**Internal leadership and line management**

● Provide effective leadership to the Senior Management Team, including the Business Manager, and CYP/Adult Project Coordinators, and inspire, motivate and be responsible for the overall development of the staff team, cultivating a positive and supportive working environment.

● Foster a culture of equality, diversity and inclusion.

**External leadership**

● Maintain and strengthen our position as a credible voice for people affected by Mental Health and Emotional Wellbeing difficulties and contribute to reducing the stigma around these issues.

● Ensure all aspects of our work reflect the views of our members and relevant stakeholders, promoting a culture of collaboration.

● Act as an ambassador and a spokesperson for the charity at high profile events and in the media, alongside the Chair of The Board of Trustees.