

Chairperson: Mrs Jennifer Berg

Reg Charity No: 1008497

JOB DESCRIPTION

Title: Chief Executive Officer

Purpose: To manage, support, monitor and develop the work of Age Concern Crediton and District.

To manage all Age Concern Crediton activities.

Accountable to: The Board of Trustees, Age Concern Crediton and District

Location: Based at premises in Crediton.

MAIN DUTIES

The Chief Executive Officer is responsible for informing and advising the Board of Trustees and acting in consultation with them.

The Chief Executive Officer is responsible for: -

Directing and deploying the organisation's salaried staff, volunteers, and drivers in accordance with good personnel practice:

Managing the Day Centre, including overseeing the work of the supervisors, assessing the needs and suitability of prospective clients, and keeping relevant records.

Management of the Age Concern shop premises and overseeing the work of the Shop Manager.

Overseeing the work of the Home Support and Wellbeing Coordinator.

Ensuring good financial management of the charity and overseeing the work of the Accounts Clerk.

Negotiating funding with statutory organizations and making grant applications.

Managing and developing good working relationships with Social Services and instigating new Social Services contracts, as necessary.

Maintaining an efficient office base, having up to date IT skills, whilst preserving confidentiality for staff, volunteers and clients.

Managing and developing good working relationships with public authorities, 'Involve', voluntary and other key agencies, and representing Age Concern at meetings and keeping the charity's profile high.

Dealing with enquiries, giving advice and signposting.

Ensuring information leaflets and the website are up to date.

Liaise with organizers and arrange other relevant activities that come under the umbrella of Age Concern, including the Art Group, the Exercise Class at the Lords Meadow Leisure Centre, the Memory Cafe and the Footcare appointments.

Manage the appointments of new staff and volunteers.

Managing the ACC minibus and drivers

Ensure all insurances including buildings, contents and bus insurance are up to date.

Arrange the Annual General Meeting.

Ensure DWP benefits are claimed as appropriate.

Carry out other duties as may be required, consistent with the duties and responsibilities of the post.

Other features of the job:

A car is essential as it will require some travel around the Mid Devon area. It will require occasional evening and weekend work.

Working a flexible 28 hours a week.

20 days paid holiday (not including bank holidays).
