

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.

Overseeing the work of the Home Support Coordinator.

Ensuring good financial management of the charity and collation of information for the external bookkeeper.

Negotiating funding with statutory organizations, making grant applications and also identify and seek funding for the charity's aims and objectives.

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, voluntary and other key agencies, and representing Age Concern at meetings and keeping the charity's profile high.

Dealing with enquiries.

Ensuring information leaflets and the website are up to date.

Liaise with organisers and arrange other relevant activities that come under the umbrella of Age Concern Crediton.

Manage the appointments of new staff and volunteers.

Managing the 2 ACC vehicles and drivers.

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

Arrange the Annual General Meeting.

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 may require occasional evening and weekend work.

Working a flexible 28 hours a week.

20 days paid holiday (not including bank holidays).