

Deputy Executive Officer

Reports to:	Executive Officer
Fee:	£200/day
Hours:	1 day/ week with the ability to flex to meet workload demands, and with the potential to increase to two days/ week over time
Location:	Home based with very occasional travel to meetings
Duration:	1 year contract renewed annually

Job purpose

- ▶ To work with the Executive Officer (EO) in developing organisational and operational plans to support the work of the Trust and trustee board.
- ▶ To assist in the execution of these plans and to monitor for success/ impact.
- ▶ To scope and develop project opportunities which are aligned with and support the charitable purpose, values and strategic plans of the Trust.
- ▶ To build relationships and networks which will support and enhance current and future work of the Trust.
- ▶ To actively support and deputise for the EO.

Responsibilities

This job description outlines the key areas of responsibility however, as this post is new for the Trust, it is anticipated that these responsibilities will evolve over time and be shaped by the deputy executive officer (DEO).

Leadership

- Proactively support and deputise for the EO as required.
- Bring a strategic perspective to the work of the Trust through an understanding of external factors and trends that will influence the profession.
- Identify and plan new projects
- Facilitate and support participation of the Trust board.
- Work proactively to promote the Trust's values and demonstrate these through action.
- Carefully undertake the stewardship of key partnerships/ alliances, building strong relationships with strategically important individuals and organisations
- Represent the Trust at events and meetings

Governance, compliance and operations

- Support the EO in meeting compliance with requirements of the Charity Commission, Companies House, GDPR, and other regulatory requirements.
- Lead on updating, monitoring and reporting on the Trust's risk register
- Ensure sound and proportionate governance of the projects you are leading on delivery.

Performance and delivery

- Alongside the EO and board of trustees, assist in the development of the annual business plan and budgets for activities that will deliver against the Trust's strategic intentions.
- Develop trusted supplier and partner networks
- Support the monitoring and reporting of performance and impact of the agreed activities.
- Other such duties as shall reasonably be required as part of a small, collaborative staff team

Please also see the [person specification](#), appended for further information.

Benefits

- Key role in an organisation with a growing reputation.
- Options for flexible working.
- Home based

How to apply

To apply, please send the following documents to Pam Anderson (secretary@elizabethcasson.org.uk) by Monday 13 February 2023:

- CV giving details of relevant achievements in recent posts, as well as your relevant professional qualifications and includes two referees.
- Covering letter that summarises your interest in this post and succinctly provides evidence of your ability to meet the criteria outlined in the person specification.

Shortlisted candidates will be invited to a virtual interview week commencing 20 February 2023

For further information on the Trust, please visit our website www.elizabethcasson.org.uk and our social media (Twitter: [@elizabethcasso1](#); Instagram: [elizabethcassontrust](#); Facebook: Elizabeth Casson Trust)

If you have any initial questions relating to this role, you are invited to contact Pam Anderson (secretary@elizabethcasson.org.uk) or Dee Christie (chair@elizabethcasson.org.uk).

Person specification

Qualifications	<p>Essential: Degree in a relevant field or equivalent experience</p> <p>Desirable: Degree in occupational therapy (do not need to be currently on the HCPC register but recent connection to the profession is desirable)</p>
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience delivering organisational priorities and projects with a focus on creating impact <p>Desirable</p> <ul style="list-style-type: none"> • Innovative thinking for reaching desired outcomes • Building relationships and networks
Skills/ Abilities	<p>Essential</p> <ul style="list-style-type: none"> • Ability to deliver on a developing work portfolio, meeting deadlines and demonstrating flexibility to shifting priorities • Effective personal planning and organisational skills, with keen attention to detail • Resourceful and able to work on own initiative and autonomously • Strong analytical and problem solving skills, with ability to find creative and innovative solutions, make effective decisions and deliver projects • Ability to lead, plan, execute and monitor organisational and project plans • Competent at building strong relationships and networks to maximise the reach and impact of the Trust • Work collaboratively, harmoniously and flexibly in a small team • Able to produce high quality reports and presentations • Enthusiasm for engaging in the full breadth of the Trust's work
Knowledge/ Understanding	<p>Essential</p> <ul style="list-style-type: none"> • Understanding of successful organisational / project planning, budgeting and performance management • Understanding of, and interest in, the occupational therapy profession and contexts in which we deliver services <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of charity governance
Disposition	<p>Essential</p> <ul style="list-style-type: none"> • Inclusive, fair, balanced and considered in all interactions • Flexible, reliable, committed to the charitable purpose of the Trust and its values • Loyal to the Trust and acting in a manner that enhances its reputation
Other	<p>Desirable</p> <ul style="list-style-type: none"> • Ability to undertake occasional travel • Willing to flex working days on an occasional basis to meet the business needs of the organisation