

## Executive Officer

<b>Contract:</b>	Self-employed (NB the current EO is contracted on this basis as this offers maximum flexibility for both parties. Should you have questions or issues about this type of contract that they would like to discuss, Elizabeth Casson Trust is open to this. Please approach our advising contact at Peridot Partners in the first instance, whose contact details are included below.)
<b>Reports to:</b>	Chair of the Board of Trustees
<b>Fee:</b>	£3,300.00 per calendar month. The contract provides an annual review of fees depending on the quality of service delivery.
<b>Hours:</b>	Up to 4 days a week worked flexibly ensuring that responsibilities set out in the contract are met.
<b>Location:</b>	Home based with very occasional travel to meetings

## Description of services

1. To develop organisational and operational plans to support the work of the Trust and trustee board.
2. To lead the execution of these plans and to monitor for success/impact.
3. To scope and develop project opportunities which are aligned with and support the charitable purpose, values and strategic plans of the Trust.
4. To build relationships and networks which will support and enhance current and future work of the Trust.
5. To actively represent the Trust externally, building the reputation of the Trust.
6. To maintain compliance with relevant regulatory requirements.
7. To hold day-to-day financial responsibility for the Trust.

## Responsibilities

### Leadership

1. Direct and develop the Trust's support team.
2. Bring a strategic perspective to the work of the Trust through an understanding of external factors and trends that will influence the profession.
3. Identify and plan new projects.
4. Facilitate and support participation of the Trust board.
5. Work proactively to promote the Trust's values and demonstrate these through action.
6. Carefully undertake the stewardship of key partnerships/alliances, building strong relationships with strategically important individuals and organisations.
7. Represent the Trust at events and meetings.
8. Ensuring the Trust's honours its commitments in line with its values.

## **Governance, compliance and operations**

1. Ensure compliance with requirements of the Charity Commission, Companies House, GDPR, and other regulatory requirements.
2. Lead on updating, monitoring and reporting on the Trust's risk register.
3. Ensure sound and proportionate governance of the Trust's projects.
4. Contracting with agencies to which the Trust gives larger awards, including reviewing, editing, and negotiating the relevant agreements as well as flagging any associated risks.
5. Advise the Board of Trustees on strategic opportunities for the Trust.
6. Managing and developing the Trust's website.
7. To hold day-to-day financial responsibility, including acting as signatory for the Trust's bank accounts, making payments, and balancing the budget.

## **Performance and delivery**

1. Lead the development of the annual business plan and budgets for activities that will deliver against the Trust's strategic intentions.
2. Develop and maintain trusted supplier and partner networks.
3. Monitoring and reporting of performance and impact of the agreed activities.
4. Other such duties as shall reasonably be required as part of a small, collaborative team.

Please also see the *person specification*, appended for further information.

## **Benefits**

1. Offering key services in an organisation with a growing reputation.
2. Options for flexible working.
3. Home based

## Person specification

<b>Qualifications</b>	<b>Essential:</b> Degree in occupational therapy (do not need to be currently on the HCPC register but recent connection to the profession is highly desirable)
<b>Experience</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Senior leadership experience</li> <li>2. Strong track record of delivering organisational priorities and projects with a focus on creating impact</li> <li>3. Experience of successful organisational/project planning, budgeting and performance management</li> <li>4. Building relationships and networks</li> </ol> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Previous experience reporting to and/or serving on a Board of Trustees</li> </ol>
<b>Skills/Abilities</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Ability to deliver on a developing work portfolio, meeting deadlines and demonstrating flexibility to shifting priorities</li> <li>2. Effective personal planning and organisational skills, with keen attention to detail</li> <li>3. Resourceful and able to work on own initiative and autonomously</li> <li>4. Strong analytical and problem-solving skills, with ability to find creative and innovative solutions, make effective decisions and deliver projects</li> <li>5. Ability to lead, plan, execute and monitor organisational and project plans</li> <li>6. Competent at building strong relationships and networks to maximise the reach and impact of the Trust</li> <li>7. Work collaboratively, harmoniously and flexibly in a small team</li> <li>8. Able to produce high-quality reports and presentations</li> <li>9. Enthusiasm for engaging in the full breadth of the Trust's work</li> </ol>
<b>Knowledge/Understanding</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Understanding of, and interest in, the occupational therapy profession and contexts in which we deliver services</li> <li>2. Understanding of charity governance</li> <li>3. Familiarity with relevant legal and regulatory frameworks such as charity law, risk, GDPR, compliance</li> </ol>
<b>Disposition</b>	<p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Inclusive, fair, balanced and considered in all interactions</li> <li>2. Flexible, reliable, committed to the charitable purpose of the Trust and its values</li> <li>3. Loyal to the Trust and acting in a manner that enhances its reputation</li> </ol>
<b>Other</b>	<p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Ability to undertake occasional travel</li> <li>2. Willing to flex working days on an occasional basis to meet the business needs of the organisation</li> </ol>