**Job Description: KAB CEO**

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| **Salary** | Circa £42,000 depending on experience, plus up to 5% matched employer pension contribution |
| **Working**  **Hours:** | Full time: 35 hours, initially a two-year contract. Occasional weekend and evening work is required. |
| **Location** | In the office in Kingston Quaker Centre and out and about in the community of the Royal Borough of Kingston Upon Thames. |
| **Annual leave** | 25 days plus bank holidays. |
| **Reports to** | Chair of Trustees |
| **Responsible for** | Employees and volunteers. |
| **Probationary period** | 6 months |

**Kingston Association for the Blind** is a small, ambitious charity, whose Mission is ‘To empower people living with sight loss, to lead independent and fulfilling lives in the Royal Borough of Kingston.’

**The charity provides a range of services to achieve this**:

* Social and leisure activities.
* Assistive technology support, for mobile phones, tablets, and computers etc. and the Kingston Talking News service to keep VI people connected and informed.
* Eye-Buddy volunteers and staff provide help with administrative tasks like applying for benefits and Blue-badges, assisting with daily life challenges.
* Enabling the voice of people with sight loss to be heard in the Royal Borough of Kingston by working with the council’s Sight and Hearing team, and by sitting on relevant committees.

**Job Summary and purpose**

The Position of CEO is a new one and combines the functions of the CEO and Fundraiser. The main priority of the charity in the short and medium term is to achieve financial sustainability to ensure delivery of its services for blind and visually impaired people. This will be the main responsibility of the CEO and they will be expected to create and implement a plan for future sustainability on commencement of duties. It is likely that this plan will include substantial applications to major funders. Support will be given in this process by the Board.

The post of CEO is an important link between the charity and its members, funders, and the Royal borough of Kingston adult services and Kingston Hospital Royal Eye Unit.

The post holder will have a solid track record of management, whilst possessing considerable energy and enthusiasm to attract a diverse spectrum of local blind and partially sighted people to use the charity’s services. The CEO will be persuasive verbally and in writing, using evidence-based approaches to inspire funders to support Kingston Association for the Blind.

**Key Relationships:**

**Internal:** Officers of the board of Trustees: Chair, Vice Chairs, Secretary and Treasurer, Executive board of Trustees, employees, volunteers, and members.

**External:** Royal Borough of Kingston: Adult Services, Sight and Hearing Team, Stronger Together Hub and Councillors, Kingston Hospital Royal Eye Unit, Visionary, which is a membership organisation for sight loss charities, Kingston Voluntary Action, Kingston Health Watch, Kingston council for Independent Living and funders such as grant-making trusts and local companies.

**Main duties and responsibilities:**

**Provide clear leadership, direction and management of the charity, its employees, and volunteers.**

* **Act as a source of inspiration**, motivation and support for all employees and volunteers.
* **Manage staff**, allocating work as required. Ensure all employees are set annual objectives which are regularly reviewed and receive an annual appraisal.
* **Prepare and implement operational plans** which reflect the strategy of the charity and develop and maintain systems to monitor the progress of those plans.

**Work with and support the Executive Board of Trustees to ensure good governance of the organisation**.

* **Legal:** ensure all legal requirements and specifically, those of the Charity Commission are met.
* **Board of Trustees**: attend and report to the Executive committee as required. Report management information to the committee in a timely and accurate manner, to reflect the service delivery and other achievements of the charity. Ensure that the Executive committee are kept abreast of changes in legislation, policy, and other drivers of the Charity’s work.

**Ensure the continued development, quality levels and effectiveness of services delivered.**

* **Social and Leisure activities**: supervise organisation and delivery of the activities.
* **Outings**: Supervise organisation of outings for groups of members and at times attend them.
* **Sight Loss**: develop and maintain thorough knowledge of service provision for people with sight loss, including the government agenda, local and national support services, and local and national health services.
* **Quality services**: evaluate services to ensure that an efficient, effective, quality service is being provided.
* **Consultation and feedback**: facilitate consultation with service users and the blind and partially sighted community in Kingston, to ensure that the charity continues to be responsive to their needs.
* **Monitor demand for services** and manage resource allocation.
* **Evaluate, cost, and implement new initiatives** and service delivery opportunities.
* **Develop and maintain relationships** with external agencies and partners.

**Oversee and perform the fundraising function**.

* **Fundraising strategy**: supervise and actively engage in the development, planning and delivery of a fundraising strategy to grow income, to secure the long-term future of the Charity and to ensure that financial targets can be met.
* **Relationship building**: build and maintain excellent relationships with the significant funders to maximise income from these sources.
* **Fundraising activity**: build on existing activity, developing new and imaginative fundraising activities including digital fundraising.
* **Grants and Trusts**: Increase funds raised through researching and applying for funds from substantial grant-making charitable trusts and foundations.

**Increase the charity’s profile, reach and influence**

* **Represent the charity**: its aims and services in the wider context of the health and social care sector in the local area including existing and potential funders

**Communications and marketing:**

* **Communications and marketing strategy development:** to build awareness, increase engagement and increase donations.
* **Communications Officer:** supervise to ensure internal and external communications keep KAB members informed and connected, reach out to inform the local VI community and increase membership, and attract funding.

**Perform the HR and Finance functions of the charity**

* **HR**: In conjunction with the Executive Board of Trustees take responsibility for ensuring excellent practice in all aspects of HR
  + And ensure that staff and volunteer resources are used as effectively and efficiently as possible, aiming for optimum levels of quality service provision.
* **Finance:** in conjunction with the Treasurer, take responsibility for ensuring an effective and efficient Finance function, including:
  + **Budgeting**: produce the annual budget for approval by the Executive Board of Trustees.
  + **Manage bookkeeper**: ensuring the accounting system is accurate and updated on time.
  + **Finance reports** for board to monitor financial performance and for funders as required.
  + **Produce costings** for existing and proposed activities for grants and other funders.
  + **Internal controls**: ensure there are robust controls which are adhered to, to minimise risk of waste or fraud.

**Manage Health and Safety and Risk Management**

* **Culture:** ensure a ‘safety-first’ culture pervades the Charity.
* **Risk assessments**: ensure prepared for each area of activity of the charity.
* **Risk Management Schedule:** devise and implement to monitor and improve the key areas of risk.
* **Law**: monitor and respond to changes in applicable law and regulations.
* Be a First Aid Responder.

**Administration**

* **GDPR**: ensure charity complies with GDPR regulations.
* Ensure effective and efficient policies, procedures and processes are in place and are undertaken consistently.
* **Record management**: ensure electronic and hard copy records are filed efficiently and securely.

**Any other responsibilities commensurate with the role or required to fulfil the expectations of the position.**