

# Job Description

## Chief Executive Officer

---

### Main Purpose of Post

To ensure that **Caritas Care** has confident and competent leadership in order to promote the effective delivery of its charitable objects. The CEO will ensure that all services are fully compliant with Charity and Company law.

In collaboration with the Trustees, the Chief Executive is responsible for developing the mission and ethos of **Caritas Care**, ensuring that all activities are in line with that mission and delivered to the highest standards, with a clear focus upon how best to respond to the needs of the Charity's beneficiaries.

The Chief Executive is responsible to the Board of Trustees for the effective planning, performance, direction and leadership of **Caritas Care**, in particular by ensuring that the activities of the Charity are well planned, executed, controlled and monitored. The Chief Executive is further responsible for ensuring that:

- The Board has at its disposal sufficient resources, information and professional advice to govern the affairs of **Caritas Care** and its interests.
- The Board has sufficient information to be able to define the needs that it is seeking to meet and to develop a coherent, innovative and effective strategy for meeting those needs within the relevant statutory and policy requirements.
- The Charity has an effective structure, which supports the development of all staff, material and financial resources.
- The management team is effective in developing and implementing co-ordinated strategies and plans, and that all parts of the Charity work together productively in pursuance of the objectives set by the Board
- The work of the Charity is safeguarded and promoted effectively

---

### Relationships

- **Responsible to:** The Chair of the Board of Management and all the Trustees of **Caritas Care**
- **Responsible for:** Service beneficiaries, their families and carers, and all employees
- **Liaison with:** Staff within the services and projects of the Charity, voluntary, public sector and faith based organisations, commissioners and funding bodies, volunteers and supporters

---

### Main Tasks of Job

#### Leadership

- Lead and manage the organisation effectively ensuring that the purpose and mission of **Caritas Care** is fulfilled in all areas of activity
- Have an appreciation for the historical ethos of the Charity
- Exercise all the leadership duties as the operational head of the Charity and Company Secretary
- Be a visible leader who communicates confidently and effectively in a positive and supportive manner

- Enable **Caritas Care** to deliver services in accordance with the ethos, mission and values, ensuring that these are consistently applied across the organisation
- Promote a positive working and supportive learning environment for all staff
- Safeguard service beneficiaries from all forms of abuse

### Governance

- Take overall responsibility for the legal and statutory requirements of a Charity registered with Companies House and the Charity Commission
- Ensure that the Charity provides high quality services, strives for excellence, meets contractual obligations and upholds best safeguarding practice
- Ensure that the Board receives appropriate advice and information on all relevant matters, which enable it to fulfil its governance responsibilities
- Work with the Board of Management to:
  - Provide scrutiny, monitor activities and review progress of the services delivered by **Caritas Care** and all relevant matters in line with Board responsibilities.
  - Ensure effective and efficient implementation of all policies
  - Identify, record, monitor, analyse and mitigate risk
  - Ensure the composition, appraisal, development and engagement of the Board

### Strategy

- Work with the Trustees to ensure that the Board of Management formulates and regularly reviews **Caritas Care's** mission and strategic plan; monitor annual plans and targets in key areas of performance e.g. finance, safeguarding, practice, service delivery and compliance
- Drive forward the strategic ambition of the Charity as agreed by the Board
- Be responsible for the leadership, management, staff and administration of **Caritas Care** in the execution of the Board's decisions
- Ensure that a long term strategy is in place which guides the Charity in achieving its charitable objects
- Provide leadership to the senior management team to deliver the Charity's strategy

### Financial Management

- Oversee the financial well-being of the Charity through scrutinising financial reports, accounts and cash flow to ensure the Charity remains financially stable
- Present an annual budget and regular strategic financial service reviews for approval by the Board
- Be accountable for and responsible to the Board for the overall financial health of the organisation; and ensure that expenditure is controlled in line with budgets as approved by the Board
- Manage the Charity's assets and resources in order to maximise the financial performance of the Charity and promote a safe working environment

### Human Resources

- Promote and sustain a commitment to equal opportunity and diversity
- Uphold the highest standards of safe, fair and effective employment practice regarding the recruitment, retention, training, development and exit of staff
- Ensure that staff selection is conducted consistently and that appropriate safeguarding checks, including personal references and DBS disclosures are fully implemented and satisfactory
- Act as lead counter-signatory for the Disclosure and Barring Service (DBS)
- Deliver an effective HR system which ensures compliance, fairness, and consistency, maximises the potential of staff and is in keeping with the mission and values of **Caritas Care**

### Operational Efficiency

- Adhere to the Charity's commitment to safeguard children and vulnerable adults
- Conform to the, Health and Safety at Work requirements, safety of self and others in the workplace and legislation regarding Data Protection
- Ensure the organisation discharges its constitutional, regulatory and legal obligations

- Develop policies and procedures, particularly in response to changes in legislation so as to ensure safe and compliant activity throughout **Caritas Care** and that these are regularly reviewed, appropriately adopted and effectively implemented
- Act as **Caritas Care's** Responsible Person registered with the Care Quality Commission and Ofsted for regulated services

### Other

- Promote and represent **Caritas Care** by:
  - Building effective relationships and networks externally with all supporters, stakeholders, professional advisors, providers and any other interested party
  - Ensuring that **Caritas Care** is represented in relevant networks and forums
  - Seeking opportunities to promote, expand and develop the role of the charity
  - Ensuring that **Caritas Care** is presented in an appropriate and professional manner at all times to its stakeholders, directly, indirectly and through the media
  - Working within the parameters of the Charity's policies and procedures
- Promote **Caritas Care** in general by overseeing the Charity's brand, image and policy development, and maintain good working relationships with stakeholders internally and externally

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your role and the overall objectives of the charity.**

### Additional Duties

It is in the nature of the work of **Caritas Care** that tasks and responsibilities are, in many circumstances, unpredictable and varied. The post holder will be required to undertake other such duties and responsibilities as may be determined from time to time by the Board, and is, therefore, expected to work in a flexible way when tasks not specifically covered in the job description have to be undertaken. Inevitably, this is particularly relevant to the position of CEO in fulfilling the requirements of this leadership position.

### Confidentiality

It is expected that all **Caritas Care** employees will understand that the work of the charity is confidential and that they may encounter personal, corporate or financial information in the course of their work. It is a requirement that the confidentiality of all such information must be maintained and not divulged to members of the public. This obligation will continue indefinitely, even after termination of employment.

### Values and Practice Principles

The person who holds this position is expected to be familiar with and have regard for the Mission, Vision and Values of **Caritas Care**, work within that framework and be prepared to promote the those of the Charity at all times.

### Qualifications and Experience

The person appointed to this position will satisfy the criteria identified in the Person Specification.

### Safeguarding

**Caritas Care** acknowledges their responsibility to safeguard and promote the welfare of the children and vulnerable adults who use our services, regardless of gender, ethnicity, disability, sexual orientation or belief. We are committed to ensuring that our safeguarding practice reflects statutory responsibility, guidance and best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this commitment and policy guidance.

**Approved**  
**February 2025**

# PERSON SPECIFICATION

(To be read in conjunction with the Job Description)

<b>POST</b>	<b>Chief Executive Officer</b>
<p>The person appointed to lead <i>Caritas Care</i> will be an ambassador for the charity and need the professional credibility to command the respect of staff, volunteers, supporters, users of the charity’s services and organisation leaders across all sectors. Our next CEO will be an inspiring, passionate, collaborative and creative leader who is able to demonstrate that they have the relevant experience in delivering social care and the capacity to lead effectively within the culture and principles of the charity.</p> <p>The person holding this senior position will respect and help develop further the ethos of this charity as an organisation where the varied skills of all staff are valued, where enthusiasm, hospitality and kindness is expected and where all employees appreciate the part they have to play in making a positive difference to the lives of those with whom we work.</p>	

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>Qualifications/Attainments</b>	<ul style="list-style-type: none"> <li>• A sound educational background to minimum of degree level</li> <li>• A recognised management/leadership qualification (level 7 or equivalent) with demonstrable experience of leadership and management at a senior level, ideally in a social care setting</li> </ul>	<ul style="list-style-type: none"> <li>• A professional qualification in social work (with specialism in children or vulnerable adults), health or other qualification or membership of a professional body in the arena of social care</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of strategic thinking, vision and delivering a successful strategic plan. The ability to analyse complex concepts and information to define a clear direction for the charity and identify new business opportunities in line with the mission of the charity</li> <li>• The ability to act strategically, consider the longer-term implications and trends and prepare robust business plans and budgets</li> <li>• Proven leadership experience with the ability to lead, motivate, direct and support staff to achieve the charity’s objectives to deliver quality services that are responsive to need</li> <li>• Experience in change management, which leads to improved outcomes for children and vulnerable adults</li> <li>• Experience of working with a board of management in a voluntary, public or private organisation and the ability to develop a positive,</li> </ul>	<ul style="list-style-type: none"> <li>• Proven senior management experience in social work or social care in either the public or the voluntary sector</li> <li>• Knowledge of relevant legislation, regulatory requirements and inspection processes across the social care sector, relating to adoption, fostering and vulnerable adults, safeguarding and the requirements of the Charity Commission</li> <li>• Knowledge/experience of delivering statutory services for children, commissioning, contracting with Local Authorities and of the voluntary sector</li> <li>• Knowledge of the key political, social and economic issues affecting service provision for</li> </ul>

	<p>robust, supportive relationship with trustees to assess and mitigate risk</p> <ul style="list-style-type: none"> <li>• Experience of working in the charitable sector and the requirements of the Charity Commission</li> <li>• Experience of working in social care and a sound understanding of social work principles, safeguarding practice and regulatory inspection processes for children and vulnerable adults (Ofsted or CQC)</li> <li>• A proven track record of delivering services which achieve the best possible outcomes for children and vulnerable adults</li> <li>• A sound grasp of the strategic opportunities that ICT, social media and other digital platforms present</li> <li>• Knowledge and experience of financial management, budget preparation and budget control</li> <li>• Knowledge of GDPR principles</li> <li>• Demonstrable experience of effective communication mechanisms and representing an organisation as a reputable provider of social care at a national level as required</li> <li>• Management of people from a variety of backgrounds and disciplines</li> <li>• Project management – planning, implementing, monitoring and evaluating projects</li> <li>• Experience and sound understanding of safeguarding principles and practice in social care for children, young people and vulnerable adults</li> </ul>	<p>children and vulnerable adults for the voluntary sector</p> <ul style="list-style-type: none"> <li>• The ability to broaden the income streams in line with the mission and aims of the charity and experience of successful contractual development and fundraising; experience of grant funding in, or to, the voluntary sector at trustee or staff level</li> <li>• Managing services for children and vulnerable adults regulated by CQC, Ofsted or equivalent regulatory body</li> </ul>
<p><b>Relevant skills and competencies</b></p>	<ul style="list-style-type: none"> <li>• <b>Communication</b> – ability to communicate confidently, enthusiastically and effectively at all levels within Caritas Care and externally</li> <li>• <b>Reporting</b> – ability to communicate clearly and effectively in writing and produce well-written and timely reports for trustees, the staff group and external stakeholders</li> <li>• <b>Public presentation</b> – strong public speaking and networking skills and positive in promoting the work of Caritas Care to a variety of audiences through a variety of media</li> <li>• <b>Profile raising and representation</b> - ability to raise and maintain the profile of Caritas Care, making representation externally at senior levels in a creative and appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current social care legislation, regulations and inspection processes relating to children and vulnerable adults</li> <li>• Ability to identify need and draw up creative project proposals, lead and sustain projects through securing funds, negotiating contracts and where applicable, earning fees</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Policy development</b> - capacity to develop the policies and procedures of Caritas Care and identify changing political, legal and environmental contexts which demand a policy response</li> <li>• <b>Negotiating</b> – well developed interpersonal, diplomatic and negotiating skills</li> <li>• <b>Financial acumen</b> - financial competency to ensure financial resources are properly planned and controlled. Ability to analyse a wide range of financial information relevant to the charity</li> <li>• <b>Business development</b> – ability to act on new business opportunities that will be of benefit to the organisation and in line with the mission and aims of the charity</li> <li>• <b>Supervision</b> - supervision, appraisal and coaching of staff with a balance of care, kindness and sensitive support, promoting staff development and accountability</li> <li>• <b>Manager of change</b> - ability to manage change sensitively and effectively. Set strategic plans and measurable targets amongst the staff teams and services</li> <li>• <b>Style</b> – engage positively, constructively and encouragingly with the staff of Caritas Care to enable each to give of their best. Build collaborative relationships both within and beyond the organisation. Ability to operate independently whilst being sensitive to the needs of staff and trustees</li> <li>• <b>Personal organisation</b> - plan and organise workload, manage time, ICT literate and familiar with social media and other digital platforms</li> <li>• A commitment to effective team building</li> <li>• Ability to delegate and seek advice as appropriate</li> <li>• Competent in the use of information technology</li> </ul>	
<p><b>Special Attributes</b></p>	<ul style="list-style-type: none"> <li>• <b>Mission</b> - a strong commitment to the Mission and Values of Caritas Care and belief in the capacity of the charity to make a positive difference to the lives of those people with whom we work, who are marginalised, disadvantaged or vulnerable</li> <li>• <b>Philosophy</b> - a non-judgemental and open-minded belief in the value of individuals, their potential and a keen sense of justice</li> <li>• <b>Equality and diversity</b> – a commitment to promoting diversity, equality, justice and fairness within an inclusive operational culture, which values difference and ensures equality of</li> </ul>	

	<p>opportunity regardless of gender, race, culture, religion, heritage, age, disability or sexuality; ability to promote a culture based on respect and acceptance where everyone who engages with the charity is treated fairly, with respect and professionally</p> <ul style="list-style-type: none"> <li>• <b>Personal qualities</b> - Integrity, energy, versatility, flexibility, enthusiasm, stamina and sensitivity to ethical issues; empathy, emotional and social intelligence, the ability to manage complex situations; build diverse relationships, trust and confidence. Reliable, trustworthy, genuine, honest, resilient and resourceful. Creative, forward thinking, compassionate and a visible leader</li> <li>• <b>Emotional intelligence</b> – the capacity to manage the stress and pressure of leadership and manage conflict in a supportive, consistent and mature way that models a style for all managers</li> <li>• <b>Ethos and culture</b> – a positive attitude and appreciation of the charity’s historical roots and Christian values and the challenge it poses for the development of the charity</li> <li>• <b>Awareness</b> - a sound understanding of the need to work efficiently whilst demonstrating patience to others. An awareness of the effects of marginalisation, separation and loss, disability or sensory impairment upon individuals and carers and a commitment to combating isolation, discrimination and disadvantage to make their lives better</li> <li>• <b>Development</b> – ability to develop and achieve organisational goals and a commitment to professional training and development of self and others</li> </ul>	
<p><b>Miscellaneous</b></p>	<ul style="list-style-type: none"> <li>• Full driving licence and willingness to travel as required</li> <li>• Willingness to work flexible hours as required including occasional evenings or weekends</li> <li>• Consent to a DBS disclosure</li> </ul>	