

# Gaddum

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## Chief Executive – Job Description

**Job Title:** Chief Executive

**Responsible to:** Trustee Board

**Accountable to:** Trustee Board

**Reporting to:** Chair of Trustee Board

**Location:** Hybrid working across Greater Manchester

**Salary:** Starting from £60,584

**Working hours:** 35 hours per week with flexible working required to suit the needs of the role.

**Contract:** Permanent

### Job Summary

The Chief Executive post will have overall accountability for the strategic leadership of Gaddum. The role will be working collaboratively with the Trustee Board in continuing to build the strategic direction of Gaddum. The Chief Executive will lead the Senior Leadership Team in ensuring oversight of the highest quality services across the organisation's delivery areas.

The Chief Executive will be a leader and professional role model who inspires, motivates, and enthuses staff within the Senior Leadership Team and more widely across Gaddum, promoting a culture of learning, professionalism, equality, collaboration, and innovation, celebrating successes, and encouraging ambition and achievement both internally to organisation and to external stakeholders.

The role will be as a key influencer with high level effectiveness, both internally and externally across Greater Manchester Health and Social Care System and beyond. The Chief Executive will also be accountable for income generation and leading organisation's responses to tenders.

### Job Purpose

The Chief Executive will provide strategic leadership for the continuing development of Gaddum, building on our long history so we are at the heart of key networks and service delivery as the go to charity for insight, intelligence and know how. The role will ensure the highest standards of strategic leadership & operational management for service areas delivered by [Gaddum](#) to the diverse populations across Greater Manchester.

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## **Main Duties and Responsibilities**

The Chief Executive will have responsibility for:

- Effective working with the Trustee Board.
- Ensuring the strategic goals and objectives, agreed by the Trustee Board, are effectively delivered in accordance with the values of the organisation.
- Strategic leadership and operational management of organisation.
- Developing existing and building new relationships with critical stakeholders.
- Strategic planning and future development of the organisation.
- Overall accountability for an effective operational management structure delivering compliance with contractual obligations ensuring we exceed KPIs.
- Be the lead on any agreed organisational change.
- Ensuring financial sustainability, having strategic oversight of business development and the success of bids, tenders and income generation, working with the Head of Finance to ensure robust and compliance led financial accountability.
- Collaborative and partnership working across organisational & sector boundaries.
- Effective change management as required.
- Quality Assurance through a robust corporate & clinical governance and compliance structure which allows us to show the outcomes and achievements of our services.
- Leading on coproduction ensuring the people we serve are at the heart of our work and services.

## **Strategic Leadership and Operational Management of the Organisation**

- Strategic Leadership of the Senior Leadership Team having oversight to ensure high performing service functions.
- Accountability for ensuring delivery of agreed commissioned services, contracts and non-commissioned services working in partnership with stakeholders including but not limited to NHS, Local Authorities, and other funders with delegated responsibility to Head of Operations.
- Responsible for reporting to Trustee Board on strategic and operational performance and delivery across all Gaddum service areas.
- Accountability for the delegated responsibility to relevant Senior Leadership Team members on service delivery, quality assurance, risk management, safeguarding and service governance.

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- Accountable for operational management, and responsibility for appraisals and regular one-to-one sessions of direct reports within Senior Leadership Team.
- Accountability for overall financial health of Gaddum with delegated responsibility to Head of Finance.
- Accountability for compliance with Gaddum's constitutional and legal obligations and regulatory requirements.
- Strategic Lead for Equalities and Inclusion and relevant internal policies and compliance with Equalities legislation.
- Effective horizon gazing knowledge and understanding of the health and social care system so Gaddum is ahead of the curve in assessing opportunities and challenges.

## **Working with the Trustee Board**

- Accountable and responsible for reporting to the Trustee Board on strategic and operational performance and delivery across all Gaddum service areas and departments.
- Accountable and responsible for provision of updates and briefings to the Chair of the Trustee Board.
- Accountable and responsible for ensuring appropriate presentation and reporting to the Board on the progress of the organisation and on all matters relevant to the discharge of its responsibilities.
- To support the Chair in ensuring the continued engagement and involvement of all members of the Board and to actively engage in the induction, development, and recruitment of new Trustees, when appropriate.
- To work with Chair and Trustee Board on development and implementation of Strategic 5-year Plan and Objectives 2025 -30.

## **Partnership working across organisational boundaries.**

- To lead on maintaining and developing new and existing effective network partnerships with supporters and stakeholders, across sectors ensuring members of Senior Leadership Team involvement so knowledge and intelligence is shared across Gaddum.
- To actively seek and identify opportunities to expand and promote the role of the organisation ensuring Gaddum is the go-to place for commissioners and partner services.
- To maintain and increase Gaddum Chief Executive presence/profile across Greater Manchester Integrated Care System and VCSE sector including places as VCSE representative on key governance structures.

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## **Organisational Change and Development**

- Responsibility for presenting the Strategic Plan for Gaddum, to the Board every two years.
- Strategic responsibility to initiate, build, manage and strengthen our relationships with public sector bodies, (NHS & Local Authorities), commissioners, and VCSE partner organisations to deliver identified support and service delivery across local communities and wider across Greater Manchester.
- Lead on any required change management to meet the needs of operational delivery on contracts and ensuring compliance with business development requirements, employment law, equalities legislation, health and safety etc.

## **Other duties and responsibilities**

- Representing Gaddum at external meetings and events.
- Maintain awareness of local, regional and national issues relevant to the objectives and expectations of the Charity.
- Meeting regularly with the Chair of Trustee Board for supervision.
- Take a flexible approach to working patterns to suit the needs of the role and responsibilities as required.
- Undertake occasional 'back to floor' opportunities to engage with our clients and workforce to help service delivery understanding and making yourself as Chief Executive, accessible.

The post-holder will be required to undertake other tasks as reasonably directed by the Trustee Board.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered; however, it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are required to work within all Gaddum policies and procedures.