

Chief Executive Officer

Job Description

Job Summary

To advise the NCLS Board of Directors on the operations and strategic direction of the organisation; to ensure the optimum performance of the organisation; to promote NCLS at a local and national level; and to ensure that the organisation has a sustainable future.

Accountability

The Chief Executive Officer is accountable to the Board of Directors.

Responsibilities

- 1) To advise the Board of Directors on the operations and strategic direction of the organisation and on future service developments.
- 2) To have overall responsibility for the management of the organisation on a day to day basis.
- 3) To maximise the performance of the organisation through effective management of staff, volunteers, all financial and other resources, and through appropriate delegation of responsibilities.
- 4) To promote the name, aims, and reputation of NCLS, through the development and operation of effective partnerships, to the community at large and in particular to those individuals and organisations in a position to benefit, or make a contribution to, NCLS and its work.
- 5) To ensure that the necessary funds are raised to support the sustainability and development of the organisation and to take the lead on major funding applications.
- 6) To supervise the effective implementation of the NCLS Business Plan and all organisational policies, and to review and update these as required to ensure compliance with statutory obligations and commitments to third parties.
- 7) To undertake such other duties as may be required by the NCLS Board which are commensurate with the post.

Salary

Full time position, salary £40,000-£45,000 according to experience