



Job Description:	Chief Executive Officer
Location:	Down Business Centre (Located in Downpatrick)
Responsible to:	The Board of Trustees
Salary:	£50k to £57k
Contract:	Permanent.
Working Hours:	35 hours per week over 5 days - Monday to Friday (9am – 5pm).
Annual Leave:	36 days per year, inclusive of customary public holidays.

KEY RESPONSIBILITIES – The CEO will be responsible for all aspects of the Company's operations and activities and for the management and supervision of staff.

Working closely with the Board of Trustees, the CEO will liaise externally with network partner organisations, Board appointed consultants/advisors, professional advisors (auditors and legal), the private sector, and other individuals or organisations that the Board may consider capable of assisting in the development of the Company's aims and objectives.

The CEO will be responsible for the implementation of the strategic plan as agreed by the Board of Trustees.

The CEO will be responsible for the delivery of income, expenditure and capital costs in line with the approved budget.

JOB DESCRIPTION

Serving the Board

- Build an effective working relationship with the chair and members of the Board.
- Ensure effective functioning of the Board and sub-committees.
- Report to the Board, when required, on the progress of the Centre's operations and activities.
- Formulate policy proposals for approval by the Board.
- Prepare annual budgets for approval by the Board.

Strategic Responsibility

- Lead the development of strategic and operational plans on a quarterly and annual basis in accordance with the Company's priorities and ensure implementation and monitoring of these plans.
- Act as spokesperson to ensure at all times the promotion of a positive and professional image of the Company.
- Ensure opportunities for improvement in services are continuously identified, assessed, implemented, and evaluated.
- Maintain awareness of external environment risks and changes that affect the Company.
- Deliver the Company's strategic and business plan and play a lead role in helping the Company win contracts from public bodies.

Leading and Managing the Company

- Ensure that the Company has the resources (human, material, and financial) in order to achieve its aims and objectives.
- Ensure the development and progress of each employee is reviewed and documented in accordance with Company policies and procedures.
- Ensure Company staff are focused on achieving its mission and aims through regular team and 1:1 meetings
- Ensure the Company fulfils its legal, statutory, and regulatory responsibilities.
- Promote and foster good communications and working relationships throughout the Company.
- Ensure that systems exist to foster staff development and welfare.
- Ensure that expenditure is in line with the annual budget as approved by the Board.
- Lead the funding and marketing strategies of the Company.
- Establish and monitor key indicators of the Company's impact and financial health.

External Responsibilities

- Represent the Company and build good relationships at all levels (including network partners, statutory bodies, local and central government agencies, and third-party sector organisations).
- Represent the Company at external events and publicity opportunities.

Other Duties

- Undertake any training, as deemed appropriate by the Board, for the effective operation of the post.
- Promote equality of opportunity.
- Undertake such other reasonable duties as deemed necessary by the Board including mentoring and coaching staff



Working Practices

- Represent Down Business Centre Limited as a credible ambassador and build relationships and networks.
- Operate at all times in a way that is consistent with Down Business Centre's philosophy, values and legal responsibilities in general, including health and safety legislation and guidance, and specifically the Equal Opportunities Policy.
- Promote the aims, principals, policies, interests and wellbeing of the Company and protect its integrity and reputation.
- Keep abreast of legislation, and national & local policies and concerns that may be relevant to our work.
- Take personal responsibility for skills and standards, ensuring that essential training and development needs are met.
- Any other reasonable duties consistent with the responsibilities of the post as requested by the Board of Trustees.

The job description is a general outline of the post as it is currently perceived by Down Business Centre Limited. This job description is not intended to be restrictive or definitive and will be modified to meet the requirements of the evolving needs of the services we provide. The responsibilities of the post will change in line with continuous improvements as Down Business Centre aims to meet its vision, strategic planning and best response to the needs of clients accessing our services.



Chief Executive Officer – Person Specification

Qualifications	• A recognised 4th level qualification in Business Management / Leadership or related discipline. • 3 years' experience in a senior management role, working in a statutory / voluntary / community sector Centre with funding experience and staff management.
Experience	• Proven experience of working closely with a non-executive trustee board. • Proven experience of budget management. • Proven experience managing and developing a high performing team
Skills and Abilities	• Able to demonstrate excellent interpersonal and assessment skills. • Personal drive and energy to achieve. • Able to influence external strategies and build strong relationships with outside bodies. • A professional approach and ability to work independently. • Team working skills with flexible and adaptable 'can do' attitude to work. • Ability to communicate complex information in a range of formats. • Ability to analyse and provide creative solutions to problems.
Knowledge	• A practical understanding of the issues and challenges facing people as they seek to set up their own businesses and those of existing business owners seeking to sustain and grow their enterprises.
Other	• Full driving licence and access to a car for business purposes or access to a form of transport that will meet the travel requirements of the post. • Ability to work evenings and weekends if required.

Down Business Centre is an Equal Opportunities Employer.