

CAIA PARK PARTNERSHIP LTD

JOB DESCRIPTION

JOB TITLE: Chief Officer

RESPONSIBLE TO: Board of Trustees

GENERAL OBJECTIVES:

To be responsible for the leadership, strategic development, management and financial control of Caia Park Partnership and for its associated trading company (Wrexham Community Enterprises), through the proper management of the organisation's resources, compliance with legal requirements and with good practice in all aspects of its work.

To work closely with the Chair and the Board of Trustees, advising the Board on the development and implementation of the organisation's policies and strategies.

To generate income for the organisation in order to secure its sustainability.

To represent Caia Park Partnership in order to promote the work of the organisation at a local, regional and national level.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Strategic management

Together with the Board of Trustees to be responsible for the short, medium and long term strategic planning for the Caia Park Partnership

To lead on major contract and service level agreement negotiations with funding bodies.

To lead on business planning, drafting the annual Operational Plan and identifying key objectives in conjunction with the Board of Trustees.

To lead on the development of specific organisational strategies e.g. ICT strategy and Marketing strategy.

To develop and maintain links with a range of external partners from the private, public and third sectors at local, regional and national levels

Operational Planning

To be responsible, with the support of the Senior Management Team for;

- The operational planning and management of Caia Park Partnership including project management, financial management, the management of premises, and staff management.
- The devising of effective monitoring and evaluation systems, in order to measure

outcomes and performance across the organisation.

- Regular Health and Safety and Data Protection reviews to ensure all are in line with legislative requirements.
- Coordination of the operational planning and performance management systems for all teams within the Caia Park Partnership.
- Customer service, dealing with complaints and ensuring continuous improvement in the service provided.
- Recruitment and briefing of consultants, setting objectives, overseeing the projects and ensuring work is delivered on time.

Additional Duties and Responsibilities

To act as Company Secretary to the Board of Trustees and to the subsidiary company Wrexham Community Enterprises.

| To take overall responsibility for the production of the annual report and accounts.

| To take overall responsibility for the servicing of the meetings of the Board of Trustees and the annual general meeting of members.

| In line with legal requirements, to ensure that relevant reports including annual returns are submitted to Companies House and the Charity Commission within the specified timescales.

Human Resources

To provide oversight in updating and drafting Policies and ensuring compliance with employment legislation

Guide and support staff as required in relation to managing performance, disciplinary and procedures, dealing with redundancies and any other employment issues that may arise.

Take overall responsibility for recruitment and selection practice and appointments within the Caia Park Partnership.

Generating Income

To be responsible to the Board of Trustees for the Caia Park Partnership Funding Strategy including budget planning and monitoring.

To proactively seek and identify funding opportunities which secure income for Caia Park Partnership.

To draft tenders and funding bids in order to secure income for the organisation.

To lead on major contract negotiations with current and potential funders.

To delegate appropriately to ensure CPP adheres to the requirements of various funders by devising systems and procedures, providing project evaluations, monitoring and statistical information and drafting reports as required.

Building Maintenance

To be responsible, with the support of the Senior Management Team for;

- The maintenance and security of Caia Park Partnership buildings and premises.
- The promotion and development of the efficient use of the building, minimising costs and maximising income.

Health and Safety

To be responsible, with the support of the Senior Management Team for;

- Health and Safety issues ensuring that all legislation is adhered to in relation to employees, visitors and the management of public buildings.

Staff Management

To manage and support a range of staff including Senior Managers, taking responsibility for day to day management and also recruitment, induction, supervision and appraisal.

Marketing and Communications

To be responsible, with the support of the Senior Management Team for;

- Developing consultation mechanisms ensuring regular communication with service users in order to inform service reviews.
- Liaise, advertise and market with various media on behalf of the Caia Park Partnership, drafting press releases and participating in interviews for radio and TV in order to promote the work of the organisation to a wider audience.

OTHER DUTIES (COMMON TO ALL POSTS):

To ensure that equality is integral to the Partnership's work and to ensure that the needs of all marginalised groups are fully recognised in all aspects of its work.

To take all necessary steps to be familiar with the Partnership's Health and Safety Procedures, taking due regard for the health and safety of yourself, colleagues and visitors to the Partnership.

To work within the policies and procedures of the Partnership.

To work with other Partnership team members, to attend staff meetings, supervision, trustee meetings and other activities as appropriate.

To produce a work plan, provide progress reports and to undertake monitoring as required.

To undertake training as appropriate.

To maintain confidentiality at all times.

To undertake other duties as required that are in line with the main duties and responsibilities of the post.