

LymeForward Community Interest Company

Job Description

Chief Executive Officer

Job title:	Chief Executive Officer
Status:	Permanent contract
Hours:	24 hours per week – flexible and averaged over duration of contract
Salary:	£28,860 pa pro rata (£15 per hour)
Location:	Lyme Regis & Charmouth
Managed by:	Nominated Director of LymeForward CIC
Accountable to:	LymeForward CIC Chair and Board of Directors

LymeForward:

LymeForward is a Community Interest Company (CIC) that acts as the Local Area Partnership (LAP) for Lyme Regis and the surrounding area. It contributes social benefit through engaging individually with, and bringing together, local people, community organisations and service providers in order to strengthen collaboration in providing and improving local facilities and services that make a real difference to people's lives.

About this role

LymeForward is a small organisation in need of a strong, passionate and empowering leader to meet the following priorities:

- Consolidate current opportunities for community engagement in the Lyme Regis and Charmouth area
- Secure LymeForward's financial future
- Look towards LymeForward's strategic growth and expansion of digital, social media, virtual meeting platforms and telephone support services
- Oversee the smooth-running of day-to-day operations, supporting processes such as IT, quality, finance, governance and communications while driving development and evidence-based change

- Prepare or oversee all reports for the Board and all committees and ensure that all legal and constitutional requirements are met.

We are seeing a CEO who will:

- Be the public Face of LymeForward, excellent communicator and effective champion for the local community, understanding and representing their needs
- Provide clear and inspirational leadership and high performance to motivate and work alongside others (including funders, staff, volunteers and external partners/organisations) in order to enable LymeForward to achieve its vision, mission and strategy
- Ensure the LymeForward is an organisation that embraces diversity, equity and inclusion through every aspect of its governance, staffing and distribution of resources
- Act with integrity and in full accordance with our values and behaviours framework

Key Objectives for the Role

Working closely with the Directors, the CEO will provide the leadership to fulfil LymeForward's vision, mission and strategy by providing strategic plans and ensuring financial security and effective human resources are in place in order to develop and maintain the organisation's work and good reputation. At an operational level the postholder will be responsible for efficient and effective management and administration of resources and for delivering our business plan priorities in response to emerging community needs and changing circumstances.

Main responsibilities:

Leading and Managing

1. Work with the Directors to define an optimal strategy for LymeForward
2. Provide executive leadership for LymeForward
3. Create long-term financial security by identifying and leading on income generation opportunities
4. Support the Directors to fulfil their governance responsibilities
5. Manage and ensure the welfare of staff and volunteers
6. Ensure legal compliance and maintenance of proper data systems

7. Establish robust internal and external communications systems, strong social media relationships, online marketing presence and optimise website visibility and content

Coordination and Project Delivery

- To ensure the fulfilment of objectives listed in LymeForward's Grant Agreements with various Funders
- To maintain the overall coordination and oversight of the work of activity groups determined LymeForward's Business Plan, establishing new groups where appropriate
- To progress activities and projects as required by the Board of Directors

Development and Monitoring of LymeForward

- To build links with other groups and agencies, sharing relevant information with LymeForward members and the wider community as appropriate
- To liaise with interested groups and individuals to set up new services as required within the LymeForward framework
- To identify local expertise which may assist with projects
- To maintain oversight of the recruitment and support of volunteers with a view to groups becoming self-sufficient and sustainable
- To prepare reports as required for funders, members' meetings, committees and the Directors

Public Relations

- To act as first point of contact for Lyme Regis LAP
- To help raise public awareness on issues relevant to the community
- To foster excellent relationships with supporters, funders and partners at all levels, across all sectors to grow LymeForward's public profile, brand, income and reputation.
- To develop and sustain a communications / marketing strategy and plan for LymeForward

Financial Management and Income Generation

- Hold overall responsibility for the financial and operational management of LymeForward, submitting regular reports against budget to the Directors
- Ensure appropriate financial policies, procedures and systems are in place and adhered to, in order to ensure the organisation is run on a strong financial basis

- To identify grant opportunities, communicating these to LymeForward members and other relevant bodies

General

- To maintain management oversight of the day-to-day administration and financial arrangements of LymeForward and its projects
- To support the Directors in their duty to ensure compliance with the LymeForward Articles of Association, CIC Regulations, Companies House and legal obligations (including ensuring the maintenance of an accurate list of current LymeForward members)
- To act as line manager for any other LymeForward staff
- Work with the Directors, including regular supervision and annual appraisal; help to identify your own job-related development and training needs
- Undertake your role in a professional manner and maintain a high-quality standard of work in accordance with the objectives, values and ethos of LymeForward

Person Specification

Skills & Experience	Essential / Desirable
Experience in developing and implementing organisational strategy	E
Experience of financial and business planning	E
Track record of leading and running charitable organisations (and/or departments/teams)	D
Ability to cultivate and sustain effective relationships at all levels, with a wide range of partners and individuals	E
Track record of successful relationship fundraising (preferably with charitable trusts / major donors)	E
Exceptional people, project and team management skills	E
Sound financial management skills and attention to detail	E
Effective communication skills with people at all levels (verbal and written)	E
Good awareness of the social media landscape, virtual meeting platforms and producing news briefings	E

Commercial acumen, with the ability of identify and develop new evidence-based opportunities based on	D
Proficient working knowledge of IT packages incl. MS Office applications, databases and the internet	E
Ability to work as part of a small team, and able to work on own initiative – prioritising workload, manage time and meet deadlines	E
Commitment to, and understanding of, LymeForward CIC vision, mission and values	E
Personal Qualities	
Passion for local community development and well-being	E
A hands-on, highly motivated individual with considerable drive, energy and a determination to succeed	E
Outstanding interpersonal and communication skills	E
Trustworthy, non-judgemental, empathetic, integrity, proactive, self-motivated and hardworking	E
Inspirational and motivational team leader	E