

Job Description

Job Title: Chief Executive Officer (CEO)

Responsible to: Board of Trustees

Responsible for: Senior Management Team, Community Gardens Coordinator

Job purpose

The CEO provides overall strategic, financial and operational leadership. They are responsible for ensuring the charity delivers high-quality, person-centred, asset-based support that improves health, wellbeing, independence, and community connection.

The CEO is accountable to the Board of Trustees and supported by a Senior Management team including Finance Manager, Registered Care Manager, HR Manager, Day Service Manager, Housing Support Manager and Youth Service Manager.

Principal Duties and Responsibilities

Strategic Leadership

- Lead the development and delivery of the organisation's long-term strategy, ensuring alignment with its values, charitable objectives and community purpose.
- Drive innovation in asset-based community development, prevention, and wellbeing-focused models of care.
- Maintain and strengthen relationships with local authority commissioning services, NHS partners, and local system leaders.
- Ensure the organisation remains a trusted local employer and service provider rooted in community need.

Operational Management

- Oversee delivery of home care, day care, housing with care services, outreach programs including Greening St Anthony's, ensuring regulatory compliance and continuous improvement.

- Maintain the organisation's CQC Outstanding performance through robust quality assurance, safeguarding, and governance systems.
- Ensure compliance with health and safety, environmental standards, housing legislation, data protection, cyber security and contractual requirements.
- Lead organisational resilience, business continuity, and risk management.
- Provide line management and infrastructure support to the Bostey, our sister charity.

Financial and Commercial Leadership

- Oversee financial planning, budgeting and long-term stability.
- Manage diverse income streams including local authority contracts and tendered opportunities, rental income and increasing private income streams.
- Lead tender submissions and commercial negotiations to secure future contracts.
- Ensure effective management of buildings, including maintenance, compliance, and asset planning.
- Maintaining good relationships with building freeholders.

People, Culture and Values

- Champion a culture of dignity, respect, inclusion and empowerment.
- Uphold commitments as a real living wage employer, disability confident employer and white ribbon supporter organisation.
- Provide visible, compassionate leadership, ensuring high management, wellbeing and retention.
- Ensure effective HR policies, workforce planning, and leadership development.

Governance and Compliance

- Work closely with the Board of Trustees, providing timely, accurate information and strategic advice.

- Ensure compliance with charity law, company law, CQC regulations, and contractual obligations.
- Lead workplace safety by ensuring compliance with health and safety regulations.
- Maintain accreditations including CHAS, SHINE, Cyber Essentials and Disability Confident Employer.

External Relations and Advocacy

- Act as the organisation's ambassador with commissioners, partners, regulators, and community stakeholders.
- Promote the organisation's values, achievements and impact.
- Influence local policy and system development in adult social care, prevention and community wellbeing.

Other

- Participation and delivery of training which falls into the areas of expertise.
- To promote and implement St Anthony of Padua Community Association equality principles in all aspects of employment and service delivery in line with company procedures, ethos and values.
- To adhere to safeguarding principles and associated legislations raising concerns as appropriate in conjunction with the role.

This job description is a guide to the principal responsibilities of the role and is not intended to be an exhaustive list of duties. Therefore, it will always be subject to review considering changes to the role and the work of the organisation.