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| chief executive OFFICER |

**RESPONSIBLE TO** DECT Board

**RESPONSIBLE FOR** All staff

# SUMMARY

Responsible for all activities of the Dynamic Earth Charitable Trust and Dynamic Earth Enterprises Ltd including the profit and loss, administration and financial management of the business. Working closely with the board of trustees, developing the organisation’s long-term strategy, budget and business plan, ensuring it complies with the law and regulations. Acting as ambassador for the organisation the chief executive provides the public face for campaigns and building relationships with stakeholders in politics, the media and business. The CEO plays a key role in motivating and engaging volunteers, staff, beneficiaries and prospective donors.

**MAIN DUTIES**

As leader of the executive team, you will attend core team meetings and participate in the management of all business activities and programmes. Both personally and through managers of functional areas you will lead and monitor the development and implementation of concepts, programmes and activities, specifically:

* Provide inspirational leadership throughout the organisation.
* Develop the organisational culture and overall vision.
* Prepare a strategic plan and annual budget for approval by the board of trustees.
* Operate within the annual budget and ensure management and HR procedures policies are current.
* Appoint, lead and work with the senior management team.
* Build relationships with politicians, the media and government officials in order to advance the organisation’s aims.
* Establish and monitor key indicators of the organisation’s impact and financial health.
* Represent the organisation at external events and publicity opportunities.
* Maintain awareness of risks and changes in the external environment that affect the organisation.
* Build an effective working relationship with the Chair of the DECT Board.
* Supply regular reports to the DECT Board and attend trustee and sub-committee meetings.
* Ensure the organisation’s staff and volunteers are focused on achieving its mission and vision.
* Ensure the organisation fulfils its legal, statutory and regulatory responsibilities.
* Establish mechanisms for listening and responding to the views of stakeholders on the organisation’s performance.
* Deliver the organisation’s business plan.
* Ensure a sustainable income from individual, corporate, legacy and trust donations to support the continuous development of the centre’s ambition and vision.
* Represent the organisation to the media and give interviews.

**Key skills**

* **Leadership skills:** A key role of the chief executive is to motivate staff and volunteers. She/he will have personal drive and passion for the Centre’s mission to create an environment that promotes high performance and positive morale.
* **Advocacy skills:** The Chief Executive will often be the public face of the organisation and should be able effectively to promote its achievements vision and mission.
* **Excellent interpersonal skills:** The Chief Executive needs to be able build relationships with a variety of people, from beneficiaries and staff members to senior corporate executives and opinion formers.
* **Financial acumen:** The Chief Executive has to set and operate a budget and, increasingly, develop social enterprise activities, to ensure the Centre’s financial wellbeing.

**Qualifications/Experience**

* Bachelor’s degree or master's degree/MBA in a relevant discipline or equivalent acquired experience.
* Experience in a senior management position.
* Experience of financial management and budget responsibility commensurate with the scale of the Centre’s operations.
* Ability to build consensus and relationships among trustees, executives, and the workforce.
* Understanding of human resources and personnel management.
* Experience with corporate governance.
* Excellent negotiation skills.
* Ability to understand new issues quickly and make wise decisions.
* Ability to inspire confidence and create trust.
* Ability to work under pressure, plan personal workload effectively, and delegate.