Disability Sheffield
Centre for Independent Living

Job Description

Job title:	Chief Executive Officer
Office Location:	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary:	Full time equivalent salary £53,299 actual salary £42,639 for 28 hours per week per annum.
Pension:	6% employer contribution 2% employee contribution (minimum)
Hours:	28 hours per week
Contract Type:	Permanent
Reports to:	Board of Trustees
Line management:	Operations Manager, Travel Support Service Manager, Advocacy Manager, Cycling 4 All Project Manager, Sheffield Voices Project Development Worker, Finance Co-ordinator.

About Disability Sheffield

Disability Sheffield Centre for Independent Living is a 'not for profit' pan-impairment organisation driven by people who self-define as disabled people, whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties.

We support disabled adults to make their voice heard, whether through individual advocacy services or through a range of projects seeking to ensure disabled people are at the heart of all decision making across Sheffield.

Main Purpose of Job

The Chief Executive Officer (CEO) will provide effective strategic and operational leadership of Disability Sheffield, ensuring the organisation fulfils its charitable objectives and remains focused on improving the lives of disabled people. Working

closely with the Board of Trustees, Management group and wider staff team, the CEO will lead the development and delivery of the organisation's vision, mission and aims, ensuring that its work reflects the needs, rights and aspirations of disabled people, fostering co-production and promoting equality and inclusive living.

The CEO will be responsible for the overall leadership, performance and sustainability of Disability Sheffield, ensuring effective governance, financial management, compliance and the responsible use of resources. They will support and advise the Board of Trustees, lead and develop staff and volunteers, build strong partnerships across the voluntary, public and statutory sectors, and lead on maintaining and securing income generation opportunities for funding and growth. The CEO will ensure that Disability Sheffield remains a strong, effective and sustainable organisation, able to respond to the changing needs of disabled people and influence positive change across Sheffield.

Location

By default, all our posts are office based. In practice, our team work a mixture of both office based and / or home working, as agreed with their line manager. As a disabled people's user-led organisation, we are very flexible with working arrangements, and all reasonable requests will be approved. This is a 4-day role and you will need to be able to work from our Sheffield Office a minimum of twice a week.

Main Duties and Responsibilities

1. Leadership and Management

- Provide effective leadership and management of Disability Sheffield, ensuring its purpose, values and charitable objectives are delivered.
- Lead and support staff and volunteers, promoting a positive, inclusive and supportive working environment, with a strong commitment to workplace wellbeing.
- Oversee the day-to-day running of the organisation, leading the management team to ensure that services and activities are delivered effectively, including Cycling 4 All, PA Register, Sheffield Voices, Sheffield Transport Service and Information & Advocacy Programme.
- Build a culture of learning, improvement, accountability and collaboration across the organisation.
- Ensure that disabled people are at the centre of the organisation's work and through co-production have opportunities to influence decisions and service improvements.

2. Governance and Compliance

- Ensure Disability Sheffield meets its legal, regulatory and charitable responsibilities.
- Work closely with the Board of Trustees, providing clear advice, information and reports to support effective and transparent decision-making.
- Ensure that the organisation has appropriate policies, procedures and systems in place and that these are regularly reviewed.
- Identify and manage risks to the organisation, its staff, volunteers and the people it supports, including through regular monitoring and review of the organisational risk register.
- Ensure appropriate safeguarding arrangements and training are in place and that concerns are dealt with promptly and effectively.

3. Strategy and Organisational Development

- Work with the Board of Trustees to develop, review and deliver the organisation's strategic plan.
- Turn the organisation's strategic priorities into clear plans, objectives and measurable outcomes.
- Monitor progress against agreed plans and report regularly to the Board of Trustees.
- Identify opportunities to develop the organisation's services, activities and influence in response to the changing needs of disabled people.
- Lead the development and long-term sustainability of Disability Sheffield, ensuring it remains effective and relevant.
- Represent Disability Sheffield and promote its vision and work to a diverse range of external partners, funders and the wider community within Sheffield and beyond.

4. Financial Management and Sustainability

- Take overall responsibility for the financial management and sustainability of Disability Sheffield.
- Work with the Board of Trustees to prepare annual budgets and monitor income and expenditure.
- Ensure the organisation's finances and resources are managed responsibly and in line with agreed budgets, conducting regular re-profiling of the budget and monitoring of cash flow.
- Monitor financial performance, identify risks and take appropriate action to maintain financial stability.
- Identify opportunities to secure funding, including writing funding applications to build longer term financial resilience.
- Ensure the organisation's staff, resources and assets are used effectively to support its charitable objectives.
- Liaise with the Auditors and Independent Financial Examiner to ensure that annual accounts are produced.

5. Partnerships and External Relationships

- Develop and maintain strong relationships with disabled people, members, staff, volunteers, partner organisations, funders and commissioners.
- Represent Disability Sheffield at meetings, events and relevant local and regional forums.
- Work collaboratively with voluntary, public and statutory sector organisations to improve outcomes for disabled people.
- Promote the rights, inclusion and independence of disabled people and support efforts to address inequality and barriers to participation.
- Raise the profile of Disability Sheffield and communicate its work, achievements and impact effectively.

Person specification

Each of the following requirements will be assessed collectively from the application form and interview process.

Essential requirements

Leadership and strategic experience

- Significant experience of senior leadership within a voluntary, community, social enterprise, public sector or related organisation.
- A proven track record of providing strategic leadership, setting direction and translating strategy into effective delivery and positive outcomes.
- Experience of leading, supporting and developing staff teams, creating an inclusive culture in which people are valued, listened to and able to do their best work.
- Experience or knowledge of working effectively with a Board of Trustees and contributing to strong, constructive governance.
- Experience of managing organisational change, developing services and responding positively to changing needs and circumstances.

Disability, equality and inclusion

- A strong understanding of the barriers faced by disabled people and a clear commitment to promoting equality and inclusive living.
- An effective understanding of, and commitment to, the Social Model of Disability, independent living, choice, control, independence and human rights.
- A strong commitment to meaningful co-production and ensuring disabled people's voices influence decisions.

- A demonstrable commitment to equality, diversity, accessibility and inclusion, both within the organisation and in its wider work.
- The ability to build trust and credibility with disabled people, staff, trustees, partners and external stakeholders.

Organisational and financial management

- Experience of managing organisational resources effectively, including budgets, financial planning, risk and organisational sustainability.
- Knowledge and understanding of developing and maintaining effective systems, policies and processes, including safeguarding, health and safety, data protection and other relevant regulatory requirements.
- Experience of securing income through a range of sources, such as grants, contracts, partnerships, fundraising or commissioned services.
- A sound understanding of the opportunities and challenges facing charities and voluntary sector organisations.

Partnership, influence and advocacy

- Excellent communication and interpersonal skills, with the ability to communicate clearly and accessibly with a wide range of people and audiences.
- Experience of developing effective partnerships and representing an organisation confidently with commissioners, funders, statutory services, community organisations and other stakeholders.
- The ability to influence and constructively challenge decision-makers while maintaining positive and productive relationships.
- An understanding of the health, social care and wider policy environment affecting disabled people, particularly at a local level.
- A commitment to ensuring that Disability Sheffield continues to be an independent and credible voice for disabled people.

Personal qualities

- Values-led, collaborative and emotionally intelligent leadership style.
- Strong listening skills and a willingness to learn from and be led by the expertise and lived experience of disabled people.
- Able to balance strategic thinking with practical, visible and hands-on leadership appropriate to a relatively small organisation.
- Able to make sound, evidence-informed decisions while being open to challenge and different perspectives.
- Resilient, adaptable and able to lead effectively in a complex and changing environment.
- A genuine commitment to the vision and aims of Disability Sheffield.

Lived experience

- Personal experience of disability or long-term health conditions, or professional experience of working alongside disabled people and understanding the barriers they face.

Terms and Conditions of Employment

Outlined below are some of the main terms and conditions of employment relevant to all employees of the organisation

Probation
This post is subject to a probationary period of 3 months, during which your performance will be reviewed regularly.

Disclosure and Barring (DBS)
This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

Equal Opportunities
Disability Sheffield affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.
Disability Sheffield has an Equality and Diversity Policy, and all employees are expected to be aware of, and adhere to, the provisions of this policy and carry out their duties and responsibilities in accordance with this policy.