

# Stepney Bank Stables – Job Description

## Chief Executive Officer

<b>Job Title</b>	Chief Executive Officer (CEO)
<b>The purpose of the job</b>	<p>The CEO, alongside the trustees, provides leadership for the organisation and its effective governance.</p> <p>Working closely with the board of trustees the postholder will develop the strategy, business plan and budget of the organisation and ensure it complies with the law and regulations.</p> <p>The CEO is the public face of the organisation, responsible for building relationships with key stakeholders, leading and inspiring the staff team and engaging with volunteers, beneficiaries, and supporters.</p>
<b>Responsible to</b>	The board of trustees via the chair of trustees
<b>Responsible for</b>	All Stepney Bank Stables staff (directly or indirectly through the management team)
<b>Location</b>	Stepney Bank Stables, Stepney Bank, Newcastle upon Tyne, and other locations as might be required
<b>Salary</b>	£40k - £45k
<b>Hours of work</b>	37.5 hours per week (with time in lieu where the postholder works additional hours)
<b>Annual Leave</b>	33 days per annum including bank holidays

The CEO job description is informed by the values of Stepney Bank Stables. The CEO plays a key part in bringing these values to life.

## **Values**

- We help people achieve their full potential
- Our staff, volunteers and participants are at the heart of everything we do
- Everyone is treated with kindness, respect, dignity, and compassion
- We work with integrity, honesty, and trust
- We endeavour to make our services inclusive to all
- We are friendly, welcoming, and accessible
- We are always learning and striving for excellence

## **Main Tasks**

1. Work with the trustees to ensure the correct governance of the charity and develop the vision of the organisation.
2. Prepare a sustainable business plan that articulates the key strategic objectives of the organisation.
3. Prepare an annual budget for the organisation and operate within the annual budget.
4. Responsibility for the day to day operational management and service delivery of Stepney Bank Stables, and the establishment of a monitoring and impact reporting framework.
5. Build a strong, value based culture, and a cohesive staff and volunteer team to deliver the services of Stepney Bank Stables.
6. Build relationships with external agencies to advance the aims of Stepney Bank Stables.
7. Develop and manage the charitable fundraising plan and bid submission process.
8. Build an effective working relationship with the chair of trustees, supply reports to the board and participate actively in board meetings.
9. Develop and maintain a customer feedback system and report the results to board.
10. Responsibility for compliance with all relevant legislation, regulations, and guidance in relation to the work of Stepney Bank Stables.

## **Key results**

### **Governance**

1. Work collaboratively with trustees to develop a clear understanding of the respective roles of trustees and staff and how these roles work together effectively.
2. Facilitate the building of a dynamic and effective board and Chief Executive Officer team.
3. Use the board of trustees as the CEO's critical friend where appropriate.
4. Maximise board time and key strategic decision-making through the provision of reports and other information.
5. Understanding of, and adherence to, Charity Commission guidance as it relates to effective charity governance.
6. Receive supervision and appraisal from the chair of trustees as necessary.

### **The vision of the charity**

1. To work with trustees in developing the vision of Stepney Bank Stables and the associated business plan that articulates the strategic objectives of the charity.
2. Carry out research and development activities in pursuit of the achievement of the charity business plan.
3. Develop constructive relationships with other businesses and organisations where such relationships benefit the strategic objectives of the charity.
4. Lead on the development and facilitation of staff, and trustee development and learning events.
5. Lead on the process of funding applications that support the work of Stepney Bank Stables.

### **Operational management**

1. Responsibility for safe, effective, and high quality service delivery.
2. Management of operational resources and capacity requirements to deliver services effectively.
3. Responsibility for the safeguarding of children and young people accessing the services of Stepney Bank Stables.
4. Responsibility for the welfare of horses owned by Stepney Bank Stables.

5. Responsibility for the buying and selling of horses required for the operational running of the stables.
6. Responsibility for service delivery and quality objectives as agreed with the board of trustees.
7. Ensure that the services of Stepney Bank Stables are available and accessible to all members of the community.
8. Lead the development of the brand of Stepney Bank Stables and the promotion and marketing of its services
9. Develop, maintain, and review organisational policies and procedures in conjunction with the board of trustees.
10. Ensure Stepney Bank Stables is safe, welcoming, and well maintained for all.

### **People management**

1. Build a strong and cohesive staff team that delivers the aims and objectives of the charity.
2. Maintain staff and volunteer records in accordance with legal practice.
3. Manage staff through the setting of clear objectives, connected to the business plan, enabling staff to connect their jobs to the strategy of the organisation.
4. Implement and manage an effective staff training programme.
5. Ensure the safe and effective recruitment of staff in accordance with the Stepney Bank Stables recruitment policy.
6. Implement and manage an effective staff appraisal system.
7. Take advice from the paid for employment advice service as necessary
8. Work to develop staff health and welfare resources
9. Participate in personal learning and development to further develop senior leadership skills.

## **Resource and financial management**

1. Develop the annual budget for approval by trustees.
2. Monitor the financial position of the charity and provide financial reports to trustees as required.
3. Ensure systems and procedures are in place that minimise the risk of fraud and error.
4. Receive financial monitoring visits from trustees.
5. Work with the charity's independent examiners in producing the annual accounts
6. Ensure auto enrolment and other pension arrangements are in place.
7. Comply with all HMRC requirements as an employer.

## **Regulatory compliance**

1. Ensure adherence to British Horse Society Standards
2. Put in place health and safety policies that ensure the safety of staff, service users and the public.
3. Ensure "right to work" measures are in place.
4. Ensure compliance with the requirements of the General Data Protection Regulation in terms of data processing, data security and the issuing of privacy notices as necessary.
5. Ensure robust recording and audit systems are in place to meet regulatory compliance and scrutiny.

## **Other duties**

The role of CEO is dynamic, operating in an ever-changing environment and therefore the list of duties contained in this job description is not exhaustive. The postholder is expected to carry out any other duties to meet new requirements as they arise.

Signed: Simon Campbell



Date: 22 September 2021

Chair of trustees