**JOB DESCRIPTION**

**Job Title:** Acting Chief Executive Officer (CEO)  
(covering maternity leave)

**Reports To:** Chair of Trustees

**Location:** Shrewsbury, with significant travel across Shropshire, Telford & Wrekin, and Mid Wales

**Working Hours:** Part Time up to 3 days per week (full time equivalent is 37.5 hours per week)

Hours will usually be worked between 8am and 6pm to meet the needs of the organisation. Evening and weekend work will be required at times, e.g. to attend networking events, or to support charity events.

**Salary:** Up to £50,000 pro rata

**Contract:** This role is to cover the maternity leave of the CEO and is expected to be from May 2020 for approximately one year

**Main Purpose of the Role:**

The role of the Acting Chief Executive Officer (CEO) will be to deliver leadership and governance to the Lingen Davies board and its strategic programme during the period of maternity leave of the current post holder.

The role will encompass the role of Lingen Davies board secretary, governance lead and operational accountable officer.

The role will be accountable for oversight of the operations, fundraising, and health engagement teams.
Job description

Key responsibilities during the period of maternity leave:

1. Governance & Support to the Lingen Davies Cancer Fund Board
   - Provide Executive Officer support to the Lingen Davies Cancer Fund Board, ensuring good governance is maintained and links between the Board and staff teams are effective. This includes:
     - Advising the Board on all matters relating to the Charity Commission and its oversight of Lingen Davies.
     - Ensuring the Board continues to meet its requirements.
     - Maintaining an up to date knowledge of charity governance and a working knowledge of charity law.
   - Ensuring overall administrative support is provided to the Board and Sub-Committees, including:
     - Preparation of timely Agendas and Reports and monitoring of actions and overseeing outputs.
     - Arrangement of meetings of the Board and its Sub Groups in liaison with their Chairmen.
     - Attendance at all Board meetings including Sub-Groups.
     - Dealing with all correspondence arising from Board and Sub-Group meetings, (including complaints), where necessary in liaison with the Chair of Trustees.
     - Assisting the Board in seeking the appointment of new trustees.
     - Preparation of business cases as requested by the Chair of Trustees
     - Critical appraisal of applications and business cases from other organisations.
     - Act under the terms and conditions of delegated authority set and agreed from time to time by the Board of Trustees

2. Leadership, Strategy and Operational Management
   - Ensure overall progress against the operational plan and strategic direction, reporting to the Board as required
   - Oversee the implementation of the LD Health Engagement project
   - Foster and ensure effective teamwork within the Charity and with the Board and undertake regular reviews with them
• Have line management oversight of the Charity Team (including Operations Manager, Development Manager, Health Engagement Officer etc)
• Be responsible for day to day management of HR Processes and procedures as they relate to staff and volunteers of the Charity
• Be the principal professional advisor to the Chair and the Board
• Support the staff team to deliver major events and initiatives as required

3. **External Relationship Building**
• Represent the Board at events and act as spokesperson for the Charity as required
• Maintain key stakeholder relationships with SaTH and other external service partners (e.g. outsourced Payroll, HR etc)
• Ensure the Charity maintains a presence in the business community via networking events
• Ensure the Charity is appropriately represented on relevant external committees and working groups

4. **Financial Oversight.**
• Ensure overall progress against appeal target and budgets
• Have oversight of the financial arrangements of the Charity, working closely with the Treasurer
• Lead on the writing of the Annual Report.
• Have oversight of any grant application process

Any other duties that may be commensurate with the role. The postholder is expected to exercise professional judgment for additional tasks required to deliver the overall aim of the Charity, seeking input from the Board where required.
Person specification

- Hold a nationally recognised higher level qualification in charitable organisational delivery, financial management or board governance (or similar); or a qualification as company secretary; or have significant successful equivalent experience
- Be a member of a nationally recognised body (Desirable)
- Strong relationship management and verbal and written communication skills, with the ability to relate to people at all levels
- Experience of managing staff
- Experience of strategic and operational planning
- Experience of planning, executing and evaluating projects
- Ability to produce a range of high quality written and numeric material for both external and internal audiences (e.g. proposals, budgets, presentations)
- Knowledge and understanding of the issues, challenges and opportunities facing the charity and / or social enterprise sector
- Knowledge and understanding of the issues, challenges and opportunities facing the health sector, in particular cancer care (Desirable)

Personal attributes

- Able to identify priorities and self-organise a busy workload
- Resourceful and adaptable
- Friendly, positive and professional
- A team player, with a willingness to support the overall activities of the charity
- Commitment to ongoing learning and personal development
- Computer/IT proficiency
- Enthusiastic about the value and contribution of the charity sector in civil society
- A genuine desire to make a positive difference to lives affected by cancer in Shropshire, Telford & Wrekin, and Mid Wales
- A willingness to working within the Lingen Davies Values:
  - Ambitious and Committed
  - Honest and Resourceful
  - Experienced and Progressive
  - Friendly and Supportive
  - Proud to be part of our amazing community