

JOB DESCRIPTION

Job Title: Chief Executive (CEO)

Reports to: Chair of the Board of Trustees

Job Overview: To provide inspirational leadership to motivate and engage our employees, volunteers, partners and supporters in our mission to improve the lives of those suffering with complex mental health issues. To direct the day-to-day operations of the charity, diversify our funding, represent the charity to external stakeholders and to deliver a fit for purpose business plan within agreed budgets and timescales.

Hours: 37 hours per week

Salary: £60-65,000

Job Location: CAPE, 3 Montpelier Avenue, London W5 2XP

Direct Reports: x 5

Duties and Responsibilities:

Strategic Management

1. Oversee all aspects of the organisation's planning and development (inclusive of CAPE's Trading arm CSL) alongside the Board of Trustees and put into operation via annual work plans, with built-in performance and impact measures.
2. Provide accountability to and support the Board of Trustees by ensuring the Charity is compliant with relevant policies, legal/statutory compliance and Charity Commission requirements.
3. Oversee the development of organisational systems, procedures, and policies in line with the mission, values, and vision of the organisation.
4. Oversee and implement performance standards, good practice, quality management and an organisational commitment to excellence.

Income Generation and Development

5. Oversee all aspects of income generation and relationships to manage both Trustees and staff to assist with fundraising efforts.
6. Develop and deliver a fundraising strategy with robust and deliverable plans to bring in sustainable income that supports the strategic direction of the organisation.



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7. Develop and deliver on new sources of income and diversify the funding streams, including the development of CAPE's trading arm.

Lobbying/Advocacy/Public Profile/Representation

8. Represent CAPE effectively on other bodies as appropriate and advocate for those with complex mental health issues at local and national levels.
9. Promote the services to external audiences to raise our profile locally, and nationally.

Operational oversight and development

10. Oversee all operational and business activities to ensure they are delivered to a high standard and in line with organisational values and objectives.
11. Ensure effective financial management, working with the Finance Assistant and CAPE Treasurer to ensure that the development of the income and expenditure budgets for all aspects of CAPE work are presented to the Board for approval annually and ensure 3–5-year projections are undertaken.
12. Ensure effective risk management processes are in place and compliance with all relevant audit requirements
13. Ensure all necessary safeguarding arrangements are in place and work with the Clinical Lead to develop fit for purpose policies and procedures to assess clinical risk.
14. Oversee and work with the Clinical Lead in the development of existing and new services based on the needs of those with complex mental ill health in line with strategic plans, ensuring that they are trauma responsive and that services reflect the best of current and developing practice, analysing trends to develop plans that ensure continuity of effective specialist services to clients.
15. Oversee effective liaison and work with statutory, private, and voluntary sectors to create beneficial partnerships which increase the support available to clients at all levels.
16. Support Line Managers in the development of the organisational staff team to build a high-performing team including undertaking direct supervision of Clinical Lead, IT Function, Finance Function, Trading Arm and Co-Production.



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17. Oversee HR and other compliance systems and processes, working with Line Managers to ensure that they are in line with current legislation and that practices reflect the culture and ethos of CAPE.

18. Lead and oversee new projects and programs as they arise.

19. To carry out any other reasonable duties commensurate with the role.

CAPE is a dynamic charity, therefore changes in the core duties and responsibilities of the role may evolve as the organisation develops. These guidelines are not a term or condition of contract.

Experience

5 years' experience in senior management or organisational leadership is essential.

Experience of Statutory and Trust fundraising is essential to this role.

Experience of working with committees or boards would be advantageous.

Approved by Trustee Board: 28/11/2023