



Job Title:	Chief Executive Officer
Location:	Keighley, Sheffield, Doncaster
Accountable to	Chair of the Board of Trustees
Salary:	Scale 11; £60,000-70,000 per annum (FTE)
Contracted Hours:	35 Hours per week or less

Primary Purpose:

To lead, grow and develop Project 6 in the delivery of our strategic objectives and to publicly live our values. Accountable to the Board of Trustees.

Specific Duties:

Leadership

- Lead the SLT (Senior Leadership Team) to live our values and delivery effectively and efficiently on agreed priorities and objectives
- Develop the SLT into a high performing, high support/high challenge team
- Provide visible, supportive but challenging leadership to the whole organisation
- Lead and role model our commitment to diversity and inclusion
- Lead the future growth and development of the organization through business and partnership development
- Lead an organization where all our services are delivered effectively and safely in line with evidence-based practice
- To lead our endeavours to put service user voice at the heart of our work.

Governance

- Develop and deploy governance systems that enable the Chair and Board of Trustees to discharge their legal and moral duties in ensuring Project 6 meets its objectives for public benefit
- Work with the Board to agree long term strategic objectives and plans
- Lead the delivery of clear performance reports to the Board each quarter across the 4 quadrants of the Strategic Objectives.
- Ensure that the Board receives all the information, support and training it requires and support the Board's recruitment, induction and review processes as required.

Resources and Stewardship

- Lead and develop effective robust and transparent financial planning and reporting
- Develop an organisation that is efficient and cost effective with as much resource as possible deployed to the front line.
- Lead on the identification and effective management of organisational risk
- Lead on the development of a People Framework to maximize the organisations' talent and performance
- Lead endeavours to make the best use of digital technologies to empower staff and make service more accessible
- To ensure that the organisation develops a culture of continual improvement.

Quality and Compliance

- Ensure the effective implementation of quality assurance policies and procedures for the organisation including an organisational wide assurance system
- Maintain up to date knowledge of current issues / best practice/ local and national policy in relevant fields for example Substance use, Addiction Recovery, Asset-Based Community Development, Families Work and Safeguarding
- Lead the organisation in being a healthy and safe place to work and to access services by developing and owning Project 6's health and safety management system
- Strategically lead our commitment and adherence to safeguarding.

PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
A relevant degree, equivalent qualification, or significant equivalent experience at master's level	Application
Extensive practical and theoretical knowledge of the challenges facing people who have difficulties relating to drug or alcohol use	Application Assessment
Experience	
At least 5 years' experience of leading complex operational teams	Application
At least 2 years' experience of reporting to a Board	Application And Assessment
A minimum of 5 years' experience of holding a senior management position in a comparable organisation	Application
At least 2 years' experience developing and deploying a complex strategic and operational framework for externally funded service delivery in a comparable organisation	Assessment
Skills	
Ability to present effectively and be compelling to a wide range of audiences	Assessment
Track record of high effective leadership in a similar organisational context	Application And Assessment
Proven ability to network and build durable relationships with partners, funders, and other key stakeholders at all levels.	Application And Assessment
The ability to think and plan strategically across a medium and long-term time horizon.	
Values	
A firm belief that all people matter	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity, and Inclusion	Assessment
Evidence of the highest levels of honesty, probity and integrity.	Assessment