



***TOP UK mission is to promote wellbeing, resilience and autonomy of those living with phobias, obsessive-compulsive disorder (OCD) and related anxiety issues by promoting self-help.***

## **Job Description Chief Executive**

**Job title:** Chief Executive Officer

**Responsible to:** Chair and the Board of Trustees

**Responsible for:** The strategic development of the charity and its day to day running

**Based at:** Home working with some travelling.

**Hours:** 20-24 hours per week if funding is secured

**Salary:** £35,000 pro rata

**Duties:**

- To support the Trustees in developing, implementing, and reviewing the charity's Strategic business Plan.
- To organise the opening of new virtual and geographical groups including
  - Identifying appropriate geographical locations and demand for virtual groups
  - To liaise with the Clinical Director in recruiting and selecting volunteers.
  - To liaise with the Clinical Director in recruiting and allocating applicants to group.
  - Ensuring group leaders have phones and any other equipment they need
  - Support the leaders of geographical groups in finding appropriate venues
  - Securing funding for specific groups
  - Organise local campaigns to promote the opening of new groups.
- To work with the charity's Fundraiser to secure sufficient funds to maintain and develop the charity by
  - Supporting the development of a fundraising strategy
  - Working with the freelance fundraiser on implementing this strategy

- Writing funding applications as appropriate
  - Holding fundraising events.
- To promote the charity through
  - Implementing the marketing and communications plan
  - Maintaining a presence on social media
  - Holding events such as conferences
  - Maintaining a presence on national and local media with the support of Trustees, volunteers and other staff
  - Supporting the recruitment of high-profile patrons
- To monitor and evaluate the charity's performance by
  - Liaising with the administrative assistant on the numbers of groups and numbers of members
  - Liaising with the Clinical Director on the quality of group activities
  - Liaising with the Clinical Director and appropriate advisers on analysing the impact of group activities on members and providing Trustees with a written report on this at least once a year
- To assist the Finance Trustee provide effective financial administration for the charity as required.
- To support the Trustees in the development of effective governance including
  - A process for Trustee recruitment and induction
  - Maintaining the risk register
  - Supporting an ongoing programme of policy review.
  - To provide advice and support to individuals who contact the charity because of anxiety and assisting with the helpline
- To line manage the Administrative Assistant who will take responsibility for the general administration of the charity.
- To liaise with other mental health related charities looking for opportunities for collaboration.
- To support the Clinical Director in identifying opportunities to take part in research.
- To attending meetings and representing the charity as required

NB: This is a management position within TOP UK and as such you may be required to undertake additional duties not listed here but considered to be in accordance with the overall aim

Role: Your job is to run the charity and continue the work of Triumph over Phobia in its role as a provider of self-help therapy groups for those living with phobias, OCD and anxiety related issues. You will report to the Board of Trustees and will attend Board and Executive Committee meetings. You will be expected to contribute to long-term planning and organise staff team meetings as appropriate.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 qualifications equivalent to grade C / 7 in English and maths.</li> <li>• Level 3 qualifications A levels or equivalent.</li> <li>• Level 4 qualifications degree or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in marketing, communication etc.</li> <li>• Professional qualifications in areas like marketing, finance, communications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 5 years employment including at least 2 in a leadership or middle management level.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the charity sector.</li> <li>• Experience of working in a health-related organisation.</li> <li>• Experience of project management and evaluation.</li> <li>• Experience of managing virtual platforms and administration systems.</li> <li>• Experience collecting and analysing different forms of data to support evaluation.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Use of social media</li> <li>• Finance and budgeting</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of mental health issues</li> <li>• Some knowledge of charities and their governance.</li> <li>• Some experience of working with trustees.</li> <li>• Experience of fundraising.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Able to work independently</li> <li>• Honesty</li> <li>• Reliability</li> <li>• Flexibility</li> <li>• Initiative</li> <li>• Self-motivator</li> <li>• Commitment to personal and professional development</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Genuine interest in mental health</li> </ul>