**Job Title: Chief Executive**

**Responsible to:** The Trustees, forming the Executive Committee of Vision North Somerset

**Main Purpose:** The provision of a comprehensive service for visually impaired people and an environmental equipment service for deaf and hard of hearing people in North Somerset

The recruitment and management of a well trained and motivated team of employees and volunteers to deliver VNS’s professional services

The procurement and management of contracts to provide appropriate professional services

Ensuring compliance with Charity Commission requirements

Ensuring compliance with legal and organisational requirements

**Key Tasks:**

**Trustees**

* Organise regular meetings of the Executive Committee and arrange for administrative support
* Attend and, as Chief Executive, make regular progress reports at Executive Committee Meetings
* Assist the VNS Chair with recruitment and training of new Trustees
* Create and oversee the delivery of a strategic plan in conjunction with Trustees
* Arrange regular formal 1-1 meetings with the VNS Chair

**Employees and Volunteers**

* The recruitment, management, supervision and mentoring of all employees of Vision North Somerset including regular team meetings
* The assessment of requirements and arrangement of employee training, in consultation with the Executive Committee
* Ensuring employee competency and discipline

**Finance**

* The monitoring of the financial position of the organisation in partnership with the Treasurer and Finance Officer
* The setting of annual budgets in partnership with Treasurer and Finance Officer
* Liaison with Accountants and support of the Finance Officer and Treasurer in delivery of the Annual Accounts

**Compliance**

* The support of the Trustees in ensuring compliance with Charity Commission requirements, including annual report and accounting under the Statement of Recommended Practice
* Ensure compliance with VNS Policies by trustees, employees and volunteers
* Ensure the implementation of all actions relating to the Health and Safety Policy
* Respond to the VNS Health and Safety Officer’s comprehensive six monthly risk assessment, implementing any required actions
* Implement the Emergency and Recovery Procedure in the event of a serious incident
* Maintain up to date knowledge of relevant legislation, procedures and research in order to ensure compliance and inform future service development. Ensure circulation as required to trustees, employees and volunteers

**Service Users**

* Promote the organisation to ensure that people can access VNS services
* Ensure the provision of an information service for visually impaired people using up to date local and national resources
* Ensure the retention of service users’ records in line with current legislation
* Arrange for regular evaluation of the current service to ensure service user satisfaction and to inform future development
* Ensure a regular newsletter is produced to keep service users and other interested parties informed of VNS services and activities

**Contracts**

* Negotiate service contracts and conduct any procurement processes to secure contracts with Health, Social Care and other organisations
* Ensure that employees are fully competent and processes are in place to deliver any contracts on budget and in a way that meets the needs of service users and the terms of the contract
* Maintain close contact with external contract managers to ensure ongoing synergy
* Keep the Trustees informed of progress via regular reports to the Executive Committee
* Ensure accurate and confidential record keeping and evaluation processes are in place to enable appropriate reports to be made to organisations commissioning the services of VNS
* Maintain close liaison with organisations commissioning the services of VNS

**Income Generation**

Seek, explore and action all income and funding opportunities

**External**

* Raise the profile of Vision North Somerset whenever possible
* Increase awareness of the needs of visually impaired people amongst sighted individuals and organisations
* Attend meetings locally or nationally to represent Vision North Somerset and promote the needs of people with sensory loss
* Actively engage with statutory and voluntary organisations working in the fields of health and social care and third sector activities