**Job Description**

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| **Job Title:** | Deputy Chief Executive Officer |
| **Reports to:** | Chief Executive Officer |
| **Location:** | Basepoint Business Centre, Yeoford Way, Exeter, Devon |
| **Working hours:** | 36.25 hours per week (1 fte)) |
| **Salary:** | £40,064 |

**Job Purpose:**

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| To work in close partnership with the Chief Executive, providing leadership and ensuring that internal governance, planning, policies and systems enhance organisational capability and capacity, by setting performance expectations, and monitoring and evaluating performance outcomes  To contribute to the development and implementation of strategic plan and Business Development Strategy and to steer Devon Communities Together in achieving its Vision and Mission statements and Key Social Aims.  To deputise for the Chief Executive during periods of absence, and in relation to specific matters as delegated from time to time by the Chief Executive, ensuring a consistency of approach and decisions which align with organisational objectives  To generate sufficient income to cover the overall cost of the post and contribute significantly to the financial position of the organisation. |

**Principle Duties and Responsibilities:**

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| The Deputy Chief Executive will maintain a strong pipeline of business opportunities, writing and submitting significant high quality bids on a regular basis, ensure contract bidding, and grant application processes make the most effective use of partnerships and resources.  The Deputy Chief Executive will lead DCT’s operational delivery and help develop and drive the Business Development Strategy, as a member of the Executive Team.  The Deputy Chief Executive is responsible for the management of operations with the necessary planning, information and ICT functions to support the delivery of the frontline services.  The Deputy Chief Executive will ensure we give confidence to our commissioners and wider stakeholders around our operational performance whilst engaging staff in contributing to our ongoing development.  As a senior leader, the Deputy Chief Executive will be expected to act as a role model for DCT values and provide high quality and visible leadership to all staff.  The Deputy Chief Executive :   1. Leads on the creation and adoption by the Board of Trustees of a Business Development Strategy and following adoption take responsibility for the updating and implementation of the strategy. 2. Writes bids and funding applications to secure new funding, such as grant applications and tender responses to procurement exercises, including those for the outsourcing of public sector services. 3. Keeps abreast of opportunities for contract and grant income through horizon scanning and recommends to the Chief Executive appropriate opportunities for development, identifying resource implications, income potential and likelihood of success. 4. Together with the Service Delivery Lead, be accountable for the operational activity of the organisation, which includes the delivery of quality, efficiency and productivity targets. 5. Be accountable for IT systems development, ensuring quality and cost effectiveness requirements are balanced and delivered. 6. Works with the CEO to develop and sustain appropriate partnerships and consortia with key organisations from the public, private and social purpose sectors that lead to business opportunities. 7. Uses knowledge and understanding of the strategic environment to inform business development, to influence potential commissioners and where appropriate to assist in the co-design of services.   8. Takes ownership of the Enterprise Marketing & Communication sub-committee of the Trustee Board (EMC)  9. Chairs the Staff Business Development Group (BDG), which acts as a sounding board for new ideas and to maintain a project development pipeline. Ensures consistency with the aims of the organisation and synergy of developments.  10. Is an ambassador for Devon Communities Together and influences agendas in order to enable Devon Communities Together to play a key role in the development of local services and initiatives.  11. Uses presentation and negotiation skills to demonstrate proposals to potential funders and commissioners and secure the most advantageous conditions for Devon Communities Together.  12. Evaluates all funding applications submitted, both successful and unsuccessful and ensure future practice is guided by lessons learned.  13. On the successful award of a contract or grant, oversees the procurement process and works with the Service Delivery Lead and operational staff to ensure a smooth handover into service delivery.  14. Other Duties: Attends the quarterly meetings of the Board of Trustees and presents the Business Development Report and other reports as required and participates in the discussions and decision-making processes of the Board providing advice and information as required. Attends Executive Team meetings, staff or other meetings as required and deputises for the Chief Executive and undertakes any other duties relevant to the job purpose as requested.  In delivery of these functions, the post holder will directly line manage a number of staff: |

**Structure Chart:**

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| CEO  Deputy CEO  Service Delivery Lead  Finance Manager  Project Management  HR & Support Services Manager |

**Person Specification:**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Management** | Line management responsibility  Ability to work on own, managing your time to meet deadlines |  | Application form / References / Interview / |
| **Experience** | * Significant and relevant proven track record of securing grant funding, winning new contracts and developing new sources of income. * Track record of successful bid development * Record of building successful partnerships for joint bidding and delivery. * Experience of working at a senior level within a similar organisation. * Experience of project management – managing staff/budgets/ impact evaluation. | * Knowledge of Theory of Change/ Logic Model impact evaluation systems * Experience of working within the voluntary/community sector * Experience of working with communities/organisations across Devon | Application Form  Interview/  References |
| **Practical Skills** | * High level of written communication * Excellent time management * Ability to build good relationships * Excellent verbal communication and negotiation skills * Proven leadership experience and ability to motivate others. * Ability to present clearly to a variety of audiences – use of appropriate aids and technology. | * Ability to use IT design software to develop visually appealing documents * Facilitating/chairing meetings – scheduling meetings | Application Form/  Interview/ Practical Test |
| **Strategic Thinking** | * Excellent analytical skills able to interpret information, assess resource implications, cost versus benefit and percentage likelihood. * Knowledge and experience of national and local policy environment including an understanding of how local government, the health sector and other public agencies operate including their strategic objectives and current challenges. | * Developing/implementing fundraising strategies. * Developing/ implementing resource management strategies * Strategic partnership development | Application Form/  Interview |
| **Education and Training** | * Educated to degree level and/or holding a recognised business qualification * IT literate to a high level in Microsoft Office software packages. | * Formal Project Management qualification * Formal ICT qualification | Application Form/  Interview |
| **Specialist Knowledge** | * Experience and knowledge of commissioning and procurement processes * Knowledge of the voluntary and community sector within Devon so that partnership opportunities can be secured for DCT. * Knowledge of the challenges facing communities across Devon and the opportunities this presents to build strong, resilient, communities. | * Knowledge of Asset -based Community Development * Knowledge of Design Led Methodology * Knowledge of local government neighbourhood & community planning | Application Form/  Interview |
| **Personal Attributes** | * Ability to think creatively, to identify new areas of opportunity. * Energetic and self-motivated, able to take the initiative and drive activity. * A completer/finisher * Highly organised and able to manage competing priorities. * Meticulous – to ensure error free, high quality work. * Excellent Team Worker able to work across different teams of Trustees / Chief Executive and staff. * Calm, flexible and able to work under pressure. * Persuasive - able to gain the co-operation of others. * Good listener – inviting, welcoming and responding positively to feedback. * Able to work flexible hours to help meet critical deadlines * Able to present a professional image as an ambassador for the organisation. | * Good communicator with press/media | Application Form/  Interview |
| **Equality, Diversity & Inclusion** | * Understanding of and commitment to the principles of equality, diversity and inclusion. |  | Application Form/  Interview |