

# Chief Executive



**Weston  
Park**

Cancer Charity

Together at every step.

## Working here

### Chief Executive

Reporting to:	Chair of Trustees
Responsible for:	All the operations of Weston Park Cancer Charity
Job location:	Hybrid working; working remotely with approximately 3-4 days a week at one of our facilities in Sheffield, including Weston Park Cancer Charity Cancer Support Centre
Hours:	Full time 37.5 hours per week
Salary:	£65,000 to £70,000
Contract length:	Permanent

## What we do

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For one in two of us, cancer will change everything. When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advice and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

## Main purpose of post

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- To lead the corporate management of the organisation;
- To implement Board decisions;
- To promote the mission, aims, values and business objectives of the Charity;
- To provide leadership and direction for the Charity.

The job description is not an exhaustive list of all duties required of the postholder.

## What you do

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### Principal tasks and responsibilities

#### Strategy & Leadership

- To keep the voice of service users and others affected by cancer at the centre of the organisation's work;
- To provide visible leadership to the Charity;
- To build the income streams and reserves of the Charity to enable it to deliver its strategic plan;
- To develop a culture of continuous improvement throughout all aspects of the Charity's work;
- To lead on the development of a strategic plan.

#### Communications & Developing Relationships

- To be the principal spokesperson for the organisation in all media;
- To maintain the Charity's public profile. To maintain good relationships with Sheffield Teaching Hospitals and other NHS bodies, Universities, charities, funders and private sector agencies as well as user and carer groups and the general public;
- Work with the fundraising and communications teams to represent and promote the organisation to funders and the general public in order to secure further funding to support the mission.

#### Planning & Organisation

- To support and service the Board providing them with timely, relevant and transparent information;
- To ensure that all members of staff understand their roles and their accountability to the Board via line management;
- To work within the annual budget, ensuring that financial management information is provided to the Board as required, to monitor performance against budget and to take necessary corrective action;
- To manage the organisation and direct reports effectively, providing supervision, support, development and annual appraisal for all direct reports and ensuring they do so for all staff.

### Governance

- To foster good working relationships and ensure systems and structures are in place for the Board of Trustees to fulfil its statutory responsibilities and exercise effective control of the Charity's affairs;
- To report to the Board on progress against key strategic objectives, providing information and answering for organisational performance;
- To ensure at all times that the Board meets its statutory and corporate responsibilities
- To ensure compliance with standards (including those of The Fundraising Regulator, Data Protection and Charity Commission);
- To ensure that methods for distributing funds by the Charity are robust and will deliver strategic priorities;
- To ensure that all staff, customers, partners, volunteers and users are respected and valued;
- Uphold the commitment of the organisation to equality, diversity and inclusion.

### Responsibility for Responsibility for patient clinical care, and client care packages

- Responsibility for patient-facing services in line with good clinical governance within the Cancer Support Centre and beyond.

### Responsibility for Financial and Physical Resources

- Take responsibility for the effective delivery of all functions within the strategic and accountability frameworks established by the Board of Trustees;
- Responsibility for the income generation for the charity (c. £1.6m p.a. increasing to £2.8m) and expenditure (c. £2.2m p.a.);
- Safe management of all the charity's assets.

### Human Resources

- Responsibility for the line-management of the Senior Leadership Team and the wider team (25-30 staff);
- Responsibility for the volunteer resource for the organisation.

### Information resources

- Ensure the charity's data and information is as secure as it can reasonably be;
- Data to be managed in line with GDPR regulations.

### Freedom to Act

- Freedom to act in line with the powers delegated by the trustees.

# Who you are

## Person specification

### Methods of Assessment:

A = Application

C = Certificate

I = Interview

R = References

T = Test

	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
Educated to a minimum of Degree level or equivalent		X	A/C
<b>KNOWLEDGE &amp; EXPERIENCE</b>			
Knowledge of cancer services and research		X	A/I/R
An understanding of the issues facing charities in the current market	X		A/I
A good understanding of the charitable sector, especially fundraising	X		A/I
Minimum of 3 years' senior management experience in the voluntary sector	X		A/I/R
<b>SKILLS</b>			
Proven leadership and management skills	X		A/I/R
Strong financial management expertise	X		A/I/R
A person and customer centred approach	X		A/I/R
Excellent communications skills across all media, conferences, meetings and one to ones	X		A/I/R
Excellent public affairs skills, working at the highest levels	X		A/I/R
Strong people management skills and knowledge of HR practice	X		A/I/R
Outstanding time management and prioritisation skills	X		A/I/R

PERSONAL QUALITIES			
Ability to motivate a senior team and defuse problems	X		A/I
Emotional intelligence and resilience	X		A/I
Adaptable, flexible and comfortable with uncertainty in an ever-changing environment	X		A/I
Empathy with the Charity's aims and objectives and a commitment to equality, diversity and inclusion	X		A/I
Efficient and reliable working practices	X		A/I
Methodical and thorough	X		A/I
Self-motivated, innovative, proactive, and target driven	X		A/I