



‘A world where people with a learning disability and their families are valued, listened to, treated equally and included.’

Vacancy: Chief Executive Officer

Braintree District Mencap Society is an independent charity, celebrating 62 years of supporting people with a learning disability and their families. We provide services, information, social events and general support for children and adults. Working within the community, the organisation is active across the Braintree District, including Halstead, Witham and the surrounding villages.

What we are looking for

As the Chief Executive Officer of Braintree District Mencap Society, you will oversee and lead its further development. The Board wish to appoint a visionary, tenacious, resilient and motivational person who will join the Braintree District Mencap Society team, share their commitment to the delivery of quality services, work well within the existing organisation and who demonstrates the flair to lead the Society into the future.

A proven manager ideally with some experience of working with statutory and voluntary bodies, you will have an understanding of the social care market. This could include winning and delivering on contracts, building partnerships and managing service delivery. Desirable experience would include income generation, knowledge of and empathy with people with a learning disability and experience of financial management that would help you grow the charity.

You will need your own transport and confirmation of appointment will be conditional upon a successful, enhanced DBS check.



Braintree District Mencap Society
Charles Leeks House, 7 Coggeshall Road, Braintree, Essex CM7 9DB
Tel 01376 326302
Email officemanager@braintreemencap.org.uk
braintreemencap.org.uk
Registered Charity No 237956



About Braintree District Mencap Society

Braintree District Mencap Society is an independent charity, established in 1955 and is registered with the Charity Commission. The Society is affiliated to the Royal Mencap Society who acts as a source of support and information. The organisation seeks to work in co-operation with other Mencap Societies in the county.



Charles Leeks House, the Society's headquarters/premises, was acquired in 1966 and exists to support people with a learning disability in the Braintree District. Currently the Society has one whole-time staff member, 5 part-time and 20 sessional staff. It has over 60 volunteers and a board of 11 trustees.



The vision of the Society is a world where people with a learning disability and their families are valued, listened to, treated equally and included with the opportunity to make independent choices to fulfil their ambitions with regard to what they want to do and achieve.



The Society recently commissioned an Organisation Strengths Review by the CASS Business School and the recommendations of the review are currently being reviewed.

Role description

Day to day activities

- Prepare a strategic plan and annual budget for approval of the board of trustees
- Operate within the annual budget and management structure
- Recruit and work within the senior management team
- Build relationships with politicians, the media and statutory bodies in order to advance the organisation's aims.
- Establish and monitor key indicators of the organisation's impact and financial health
- Represent the organisation at external events and publicity opportunities



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- Maintain awareness of risks and changes in the external environment and publicity opportunities
- Build an effective relationship with the chair of the trustee board
- Supply regular reports to the trustees and attend trustee and committee meetings
- Ensure that the staff and volunteers are focussed on achieving its mission and aims
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities
- Establish mechanisms for listening to the views of beneficiaries about the organisation's performance
- Deliver the organisation's business plan and help the organisation to win contracts from public bodies or develop social enterprise spin offs
- Help to ensure a sustainable income from individual, corporate, legacy and trust donations
- Represent the organisation to the media and give interviews
- Ensure HR policies are up to date



This is not an exhaustive role description and these duties may change from time to time to reflect changes in the organisations circumstances. Braintree District Mencap Society reserves the right to vary the job description in consultation with you.

Person specification



- Leadership skills, including self-motivation and tenacity
- Able to adapt interpersonal skills to communicate effectively with external parties and members, written or oral format.
- Effective listener
- Resilience when working under pressure with tight deadlines
- Financial acumen
- Ability to motivate staff and members in good times and bad
- Competent in the use of Microsoft programs





Relevant experience

Essential

- Senior management or organisational leadership

Desirable

- Working with committees or boards
- Working with people with a learning disability



Salary

£35,000 initially on a fixed three year contract

Hours

Typical working hours are from 9.00am until 5.00pm. It may be necessary to work outside of these hours or sometimes work from home.



Qualifications

An undergraduate degree or equivalent.

How to apply

Send a copy of your CV and a written statement to:
braintreemencap@gmail.com



Or post them to Janet K. Brown, Charles Leeks House, 7, Coggeshall Road, Braintree CM7 5LA

