

Job description

Job Title: Chief Executive ADASS (Job Share - average 0.6 FTE)

Reports to: President of ADASS

Accountable to: ADASS Trustees Board and Executive Council

1. Job purpose

- Providing inspiring leadership to manage and develop ADASS, with responsibility for a sustainable and independent organisation, developing the strategic objectives and business plan, recruiting and managing staff, securing funding and informing and developing the strategic direction and work programme with the President and Trustees.
- Responsibility for all strategy, staff and budget management in ADASS, reporting to Trustees.
- While ADASS is a relatively small core team, it is an independent national charity with a clear remit working across the public sector (local government, national government, health sector etc). Therefore, the post holder is required to operate at a high strategic level, both internally and externally, and to provide strong leadership to promote the vision and achieve the aims of the Association as an independent organisation.
- The postholder will be expected to have a strong collaborative approach, seeking common purpose with partner organisations
- Responsibility for the financial viability and sound governance of the Association

2. Responsibilities

1. Provide clear strategic direction and leadership for ADASS in developing and managing the strategic objectives and business plan in support of the Association's vision and aims, as agreed by Trustees and set out in its charitable objectives.
2. Ensure credibility and impact at national and local government levels and with partners and stakeholders, acting as a spokesperson for as well as representing the Association.
3. Induct and support new Vice Presidents and Presidents, new Trustees and priority leads in their governance, policy and communications roles. Support the President as chair of the Board of Trustees in managing the dynamics of the Board. Build and agree the relationship and respective roles between the President and Chief Executive, Policy and Regional Trustee lead roles.
4. Secure future funding from a broad base of government, public sector and independent or corporate sources, including ensuring that Strategic or Operational Plans are funded and deliverable, and ensuring robust financial management arrangements for the ADASS budget on a day-to-day basis.
5. Commission work from both internal teams and external suppliers, identify the most appropriate resource, manage relationships between the supplier and clients and carry out supervision, monitoring, quality assurance and evaluation of the work/contract, working within ADASS guidelines for tendering and procurement.

6. Provide thought leadership to promote the value of and develop and manage a programme of work to support the Association's objectives of promoting, supporting and improving the understanding of social work and social care across all levels of government and other public services.
7. Maintain the staff team and recruit, lead and manage staff to maximise performance, sustain high morale and support the organisation, alongside members and partners, in the delivery of its objectives.
8. Promote the work of ADASS through effective internal and external marketing, communications, networking and the maintenance of effective partnerships and relationships with key stakeholders, including at a senior level in government, local government and across the public sector.
9. Oversee the maintenance of high-quality internal administration of the organisation and the delivery of events, seminars and other means of engaging with ADASS members and others.
10. Ensure that relevant staff team and Trustees develop strategic relationships with relevant press, media and other contacts to promote awareness of ADASS work, including making active use of social media to reach new networks and audiences.
11. Speak on behalf of the Association in the media

All the above should be undertaken with due regard to:

Health and Safety

Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant legislative directives.

Equality & Diversity

Adhere to the Association's Equality and Diversity policy in all activities and actively promote equality of opportunity wherever possible.

Compliance

Ensure duties required by statute are undertaken in accordance with policy and practice. Including (but not limited to) obligations under the Data Protection Act, General Data Protection Regulations and Freedom of Information Act, to maintain compliance with statutory responsibilities.

Vision & Values

Undertake other duties commensurate to the grade of the post, to support and contribute to the delivery of the organisation's objectives, vision and values.

Quality

Ensure all work delivered by ADASS are fit for purpose and of the highest quality, maintaining organisational standards and utilising business and project management systems

Dimensions

- Management responsibility for staff and their work programmes
- Responsible to Trustees for overall ADASS programme of work to deliver strategic objectives
- Financial responsibility for management of whole ADASS budget

- Responsible for ensuring that as a minimum ADASS core costs are covered

Job share: ways of working

ADASS is making a big commitment to equalities and diversity in establishing a job share at such a senior national level. This commitment includes an allowance for an average 3 days a week to enable good communications and handover between the partners, some cover for leave and the attendance of both job share partners at key regular events and activities such as trustee and team meetings and the Spring Seminar.

Job share partners will be expected to demonstrate equal commitment and to establish and demonstrate for trustees and staff both interchangeability for day to day and urgent business and clear lead arrangements for specific functions and issues. The precise divisions of lead arrangements and responsibilities will be dependent upon the skills and experience of each of the partners but are likely to centre around the organisations resources, internal and external communications, policy and practice and public affairs.

In line with ADASS policy, appointees who are new to the organisation will be subject to and participate in probationary reviews at 4 and 6 months.

If either partner should leave then Trustees and the remaining partner will review the role and the necessity for recruitment on a like for like basis or for amended arrangements in line with the ADASS Change Policy.