

# Chief Executive Officer

## Job Description

Gloucestershire Counselling Service (GCS) is a highly valued and reputable charity providing Counselling and Training Services to the communities of Gloucestershire. We are looking to recruit a Chief Executive Officer to provide leadership for the organisation in consultation with the Senior Leadership Team (SLT) and contribute to the strategic direction of the Charity. This includes providing the management, planning, and day-to-day operational direction for GCS's activities and responsible to the Board of Trustees. This post will continue to develop and deliver the organisation's strategy and business plan in conjunction with the Board of Trustees, and in accordance with the governing documents, legal and regulatory guidelines.

<b>Reporting to</b>	The Board of Trustees (Directors of GCS).
<b>Located at</b>	Alma House, Stroud
<b>Remuneration</b>	£55,000 per annum
<b>Hours</b>	We envisage this post being between 28 – 35 hours per week. Flexible and hybrid working arrangements an option.
<b>Term</b>	Permanent

## Role Overview

- To provide leadership in ensuring that GCS offers a high level of service to clients of the Counselling Service and Students on the Training Courses.
- To lead the SLT to deliver and shape the strategic aims of the organisation and represent the organisation to the Board of Trustees.
- To operate within the structures, policies and procedures of GCS and to initiate, encourage, develop and lead in the further development of those structures, policies and procedures.
- To promote and represent GCS locally and nationally and continue to strengthen existing relationships and build new ones.

## Main Responsibilities

- To provide leadership across the organisation that supports and re-enforces the values of GCS.
- To work with the SLT in the preparation of annual budgets, targets and to ensure the delivery of GCS Services in line with agreed performance and financial targets.
- To ensure that the fundraising strategy supports the aspiration and capability of the organisation. This includes responsibility for fundraising activity and overseeing applications for grants and bids for contracts are made appropriately.

- To ensure that there is a sufficiently strong and balanced organisational and administrative structure and resources in GCS to meet its objectives.
- To ensure that adequate planning, monitoring and quality assurance policies and procedures are in place within GCS.
- To ensure that responsibility for Counselling and Training Services are clearly, appropriately and accountably managed within GCS.
- To effectively line manage the SLT ensuring a culture of inclusivity across all staff and taking into account the development needs of individuals and teams.
- To ensure that effective systems of communication exist within the organisation which create a culture of openness and transparency.
- To organise, chair/facilitate and attend meetings as required designed to foster good communication, practice, and performance throughout the organisation.

### Responsibilities with the Senior Leadership Team

- To lead, support and collaborate with the Board of Trustees and SLT in the development of the stated objects, articles and values of the organisation.
- To collaborate with the Board and SLT on the development, implementation and review of the organisation's Strategic Plan
- To identify areas of potential risk to the organisation, work with the SLT to develop policies, training, and/or frameworks to address these.
- To ensure that the organisation can demonstrate the value of the services provided and the impact of its work, including the preparation of quarterly reports and KPIs for the Board of Trustees highlighting impact, areas of concern, and development needs against the agreed strategy.

### Responsibilities for Personnel Management

- To ensure that appropriate personnel policies, procedures and conditions of service are implemented, maintained and embedded for all appointed staff.
- To ensure that all who work for GCS, whether in a paid or voluntary capacity, are given regular support, development and supervision, including annual appraisal.
- To meet with the SLT on a regular basis and provide feedback to Trustees.
- To oversee staff appointment panels, participate as appropriate and ensure effective new staff onboarding.

### Responsibilities for Service Development

- To lead and encourage a pro-active approach to the development of the organisation, in line with GCS aims and objectives and agreed strategy.
- To co-ordinate all areas of development of the Services taking into account end user feedback.
- Continue to cultivate and nurture the supportive, honest and creative organisational culture.

- Support the organisational governance including for data and GDPR, confidentiality, health and safety as examples.

### Responsibilities with External Relations

- To represent GCS to external stakeholders including professional and accrediting bodies.
- To develop the organisations marketing strategy, including representing GCS to external stakeholders such as funding bodies, local councils, the media and professional/accrediting bodies maximising the opportunities to raise the profile of GCS.

### Person Specification

The Chief Executive will need sensitivity to and awareness of the work of GCS, and the impact of the work on staff within the organisation. We are seeking a person who will have commitment to the organisation and its approach, who can think strategically and creatively, work effectively as a member of a team, and who has excellent communication and interpersonal skills.

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| <b>Qualifications</b>             | <ul style="list-style-type: none"><li>• Educated to degree level or equivalent. (A)</li><li>• Postgraduate qualification in leadership / management. (A)</li></ul>  |
| <b>Experience &amp; Knowledge</b> | <ul style="list-style-type: none"><li>• Experience of leadership and management and project delivery in the voluntary, private, or statutory sectors. (A, Int)</li><li>• Experience of creating, delivering and reporting against strategic goals and business plans. (A, Int)</li><li>• Awareness of, and commitment to the counselling and training services provided by the organisation. (A, Int)</li><li>• Experience of implementing decisions in relation to Ethical Frameworks. (Int)</li><li>• Knowledge and interest in the Counselling landscape – locally and nationally. (Int)</li><li>• Knowledge of commissioning in the NHS/tendering. (A)</li><li>• Experience/knowledge of fundraising. (A/Int)</li><li>• Appreciate where clinical governance and business boundaries lie. (Int)</li></ul> |

**Skills  
Attitudes &  
Abilities**

- Excellent communication and advocacy skills – written, oral and presentational. (A, Int)
- Ability to raise the profile and broaden the reach of the organisation to a range of audiences. (A, Int)
- A self-motivator with the capacity to work on own initiative as well as being part of a team. (A, Int)
- Ability to prepare reports, facilitate decision making and manage contested issues. (A, Int)
- Ability to develop business plans and oversee budgets. (A, Int)
- The ability to manage own time and to prioritise work effectively. (A, Int)
- Office IT skills. (A)
- A professional and organised approach. (Int)
- Able to work collaboratively whilst demonstrating leadership. (Int)
- Confident communication style. (Int)

Assessing the Person Specification: A – Application Form / Ass - Assessment / Int – Interview