

Chief Executive Officer Recruitment pack



Background

MACS (Microphthalmia, Anophthalmia & Coloboma Support) is seeking to appoint someone to the position of permanent Chief Executive Officer for the first time in the charity's history. MACS is an organisation that offers acceptance and inspires trust, gives support, and provides opportunity to our near 2,000 members based all over the UK. We provide support to anyone affected by microphthalmia (small eyes), anophthalmia (absence of the eye) or coloboma (deformed eyes), which – between them – account for only 80-90 births per year and account for 25% of all childhood blindness.

Completely volunteer ran from 1994-2013, our peer support network offers a range of services to our members and since 2013 we have improved our organisation structure to include much valued staff, as well as our irreplaceable volunteers. We're looking to appoint a motivated and ambitious leader who can build on our [Confident and Connected strategy](#) for 2018-2022, making it all happen and taking the organisation to the next stage of our development. Our perfect candidate will have experience in generating funds, in managing people, in delivering projects, and in working collaboratively at senior level; they'll also love meeting people, taking on new challenges, working with a diverse member-base, and making real changes in peoples' lives.

If you're someone who is excited by the prospect of providing support to visually impaired children and their families, and those affected by visible differences, ensuring that they never feel alone, then we want to hear from you. Please see the application information below and get in touch if you have any questions!

Application Information

MACS values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from suitably skilled candidates from all backgrounds. If you need this application pack in any other format, please don't hesitate to contact us.

Applications for this role should include a tailored CV (of no more than 2 pages) and covering letter (of no more than 1 page) outlining why you think you are suitable for this role and how you meet the essential criteria set out within the person specification. Applications should be sent to the chair, Robbie Crow, at chair@macs.org.uk **no later than 12.00 on Monday, 15th April 2019.**

Shortlisted candidates will be invited to have an initial phone interview with the Chair during the week of 22nd April. Interviews for successful candidates, post phone interviews, will be at Park Hall Hotel in Chorley, nr Preston, on 2nd & 3rd May 2019. Reasonable interview expenses will be met.

Any questions?

Please contact the Chair, Robbie Crow, on chair@macs.org.uk or call 07885 261003.

Microphthalmia, Anophthalmia & Coloboma Support

Supporting children born without eyes and with underdeveloped eyes

Tel: 0800 644 6017 (General Enquiries) | **Tel:** 0800 169 8088 (Family Support) | **Web:** www.macs.org.uk

Registered Address: MACS, Suite 472, Kemp House, 152 City Road, London, EC1V 2NX

Registered charity no: 1161897



Job Description – Chief Executive Officer

Reports to: Board of Trustees via the Chair

Salary: c.£50,000 FTE per annum, depending on experience.

Hours: Full or part time hours considered

Term: Permanent (after a 6-month probation period)

Based: Home based with regular travel to London.

Proposed start: August 2019

Management responsibility scope: 6 staff and c.30 volunteers, located nationally.

Key Responsibilities

1. To provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of trustees
2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters

Duties and tasks to fulfil the key responsibilities

1. To provide leadership to the charity and to be responsible for the management and administration of the charity within the strategic and accountability frameworks laid down by the board of trustees.

1.1 Leadership

- 1.1.1 To lead, inspire and motivate staff and volunteers
- 1.1.2 To assist the board in agreeing the values, ethos, vision and mission of the charity
- 1.1.3 To lead the review and development of a medium- to long-term strategy for the charity within its objects, vision, and mission, and to obtain the approval of the board
- 1.1.4 To develop the work of the charity in order to achieve the agreed strategic plan and its objects, vision and mission and thus to ensure that the charity is focused on achieving the strategic priorities
- 1.1.5 To ensure that the charity's values, ethos and policies are relevant, fair and consistently implemented
- 1.1.6 To develop an organisation that is constantly seeking ways to learn and to improve its performance
- 1.1.7 To develop and maintain an environment that attracts and retains the best staff and volunteers

1.2 Management

- 1.2.1 To be accountable to the board for the proper and effective management of the charity
- 1.2.2 To run the charity efficiently and effectively by ensuring that the charity has an appropriate management structure and management systems in order to fulfil its strategic objectives and to carry out its work
- 1.2.3 To ensure that all management policies and decisions support the agreed vision, mission, values, philosophy and strategic priorities of the charity
- 1.2.4 To ensure that business, operational and annual plans to underpin the strategic plan are developed, agreed and implemented

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- 1.2.5 To identify appropriate methods for monitoring the performance of the charity and to report back to the trustees on the performance of the charity against its strategy, its business, operational and annual plans, and against the annual budget as approved by the board
- 1.2.6 To ensure that the recruitment, management, training and development of staff reflect good employment practice and are directed towards achieving the charity's objectives
- 1.2.7 To ensure that the charity is aware of best practice and that it constantly works to achieve this within the constraints laid down by the trustees and resources available

1.3 Finance and risk

- 1.3.1 To be responsible overall for the financial health of the charity including developing, overseeing and monitoring an effective programme of income generation
- 1.3.2 To ensure that the major risks to which the charity is exposed are reviewed regularly by the board and the executive team, systems have been established to mitigate these risks, and a risk analysis is automatically carried out when taking on new work or proposing new work to the board
- 1.3.3 To ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)

1.4 External and internal relations

- 1.4.1 To foster good communications throughout the charity and externally
- 1.4.2 To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders
- 1.4.3 To set up mechanisms for listening to the views of current and future beneficiaries on the performance of the charity, as well as on areas for future development
- 1.4.4 To scan the external environment for changes that may affect the charity, to advise the trustees proactively and to take necessary action

1.5 Legal and regulatory compliance

- 1.5.1 To ensure that the charity fulfils all its legal, statutory and regulatory responsibilities

2. Together with the chair, to enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and to ensure that the board receives timely advice and appropriate information on all relevant matters.

2.1 Strategy and planning

- 2.1.1 In partnership with the chair, to ensure that the trustees set the values, ethos, vision, mission, strategic objectives and strategic priorities for the charity
- 2.1.2 To design, develop and oversee impactful services and programmes, drawing on insight from: trustees; members (through consultation); staff; partnership working with other charities and companies and through research; wider emerging themes in the sector; and funders

2.2 Ensuring high-quality governance

- 2.2.1 Draw the board's attention to matters that it should consider and decide
- 2.2.2 To ensure that the board receives all necessary advice, guidance and information on matters relating to current performance, the short- and long-term future of the charity, regulatory and legal compliance, and other appropriate issues; and making sure that such advice, guidance and information are timely, honest, balanced and relevant

- 2.2.3 To ensure that the staff understand and support the governance role of the board and that there is a positive and constructive working relationship between the board and the executive
- 2.2.4 To ensure with the chair that the board of trustees reviews regularly the charity's governing instruments and governance structure, and to assist with the board's assessment of its own performance
- 2.2.5 In partnership with the chair, to ensure that the board's delegated authority is recorded in writing and understood fully by staff and volunteers, and that all agreed reporting procedures are followed
- 2.2.6 To work closely with the board to ensure that the board has on it the skills it requires to govern the charity well, and that the board has access to relevant external professional advice and expertise
- 2.2.7 To assist the chair in ensuring that there is a systematic, open and fair procedure for the recruitment or co-option of trustees, future chairs of the board and future chief executives
- 2.2.8 To work with the chair to ensure that all members of the board receive appropriate induction, advice, information and training (both individual and collective), thus getting the best thinking and involvement of each member of the board

2.3 Board meetings

- 2.3.1 To ensure that the board is given the information it needs to perform its duties
- 2.3.2 In partnership with the chair, to develop an annual programme of board and committee meetings and board away-days
- 2.3.3 In partnership with the chair, to ensure that the right and appropriate items reach board agendas and that high-quality papers support each item on the agenda
- 2.3.4 To assist the chair in ensuring that the board focuses on its governance role by making sure that the board agenda and papers do not draw the board away from governance and into unnecessary detail and management issues
- 2.3.5 To report regularly to the board of trustees on the performance of the charity, progress towards the strategic priorities and the achievement of board policies
- 2.3.6 To submit high-level policy proposals for the approval of the board or assist the board in the development of these policies, and to be responsible for the efficient and effective achievement of these policies
- 2.3.7 To implement board decisions

2.4 Relationships with the chair of trustees

- 2.4.1 To have regular one-to-one meetings with the chair at which the chair and chief executive can talk openly, discuss progress and problems, agree expectations of each other, plan the board's annual programme together and prepare together for meetings
- 2.4.2 In close consultation with the chair, to agree respective roles in representing the charity and acting as spokesperson at public functions, public meetings and to the press/media

Person Specification

Essential

1. Experience of working at executive level or similar within an organisation
2. Experience of creating, implementing, and evaluating strategic plans and annual budgets
3. Experience of direct line management of staff
4. Experience of working collaboratively with a board of trustees
5. Experience of managing cross-functional projects
6. Experience of positively engaging with and motivating stakeholders

Desirable

1. Knowledge & experience of visual impairment (either professionally or personally)
2. Experience of writing successful fundraising bids
3. Experience of sitting on a board of trustees