The Circle

33 Rockingham Lane

Sheffield

S1 4FW

0114 2536750

[info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk)

www.disabilitysheffield.org.uk

Dear Applicant

**Chief Executive**

Thank you for your interest in the above position with Disability Sheffield. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. You should provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions or would like an informal chat about the post please email [emily.morton@disabilitysheffield.org.uk](mailto:emily.morton@disabilitysheffield.org.uk)

Your completed application should be returned to us by **9am, Monday 31st October 2022**

Late applications and CVs will not be accepted.

Interviews will be held **on Friday 11th November**

Please email your completed application form to: [emily.morton@disabilitysheffield.org.uk](mailto:emily.morton@disabilitysheffield.org.uk)

Or post to:

Emily Morton, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

We have a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards,

Emily Morton

Current Chief Executive

**Job Details**

**Job Title** Chief Executive

**Office Location** The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

**Salary**  £40,000 - £42,000 depending on experience

**Pension** 6% employer contribution

**Hours** 35 hrs per week

**Contract** Permanent

**Accountable For** The staff team

**Accountable To** The Board of Trustees

**Job Description**

**Main Purpose of Job**

We are looking to recruit a new Chief Executive to continue to develop Disability Sheffield’s reputation as the leading disabled people’s organisation in Sheffield building on our growth over the last 5 years.

You will be leading a team of passionate staff and volunteers working with disabled people to challenge inequalities and striving to make Sheffield a more inclusive City.

**Location**

The role is ordinarily office based though there is flexibility to be part office, part home-based. The role will also include the willingness to travel locally and nationally.

**Key Work Areas and Tasks**

* Reviewing and updating the organisations strategic plan for the next 3 to 5 years.
* Proposing to the Board strategies for steady improvement in impact and outcomes for Disability Sheffield.
* Generating income through establishing and maintaining sustainable sources of funds, and attracting grants, in support of the objectives of Disability Sheffield.
* Leading the effective positioning of DS as a central player in advancing the interests of disabled people across Sheffield.
* Building relationships with external partners including representing DS at external meetings, networks and events, both personally and through planning of appropriate actions for Board members and staff.
* Building relationships with other disabled organisation’s and networks across the region and country in order to strengthen the collective voice of disabled people.
* Effective delivery of ongoing services to agreed standards and budget.
* Keeping in close touch with current developments in legislation and thinking related to disability issues, and communicating and developing policies and practices within DS.
* Recruiting leading managing and monitoring performance of DS staff to achieve and improve in line with DS objectives.
* To be responsible for designing and maintaining systems and arrangements for financial control, IT support and governance that enable DS to operate cost effectively year on year.

**Specific responsibilities**

* Securing funding for projects that support DS objectives.
* Planning and delivering local activities that produce income for the organisation.
* Monitoring and reporting to the Board on income expenditure and cashflow.
* Proposing actions for the long term sustainable financial health of the organisation.
* Operating an effective payroll system.
* Designing and maintaining effective financial systems and policies.
* Leading on the maintenance and development of effective IT systems and arrangements.
* Operating a risk management system that identifies and monitors risks and issues, and producing regular reports to the board.
* Developing and maintaining quality control policies and arrangements to recognised quality standards.
* Providing the Board with an effective support service for due diligence and governance.
* Providing information on Finance and Funding for reports to the Board.
* Effective design and delivery of projects in line with DS objectives and budget.
* Monitoring and evaluation of DS activity.
* Maintaining staff HR policies and advising the board on issues and desirable adjustments.
* Providing basic information on outcomes, expenditure and issues arising from projects and service delivery for reports to the Board.
* Ensuring that DS complies with relevant health and safety requirements.
* Ensure that all duties and functions are carried out in accordance with the organisation’s policies and procedures.
* To undertake any other duties which fall within the scope of the post.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Board of Trustees may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

**Person Specification**

All of the following requirements will be assessed from a combination of information provided from the application form, interview, and references:

**Essential**

1. An understanding and knowledge of the Social Model of disability, the Independent Living Movement, and a commitment to the disability rights movement.
2. The ability to commit to and work within the aims, principles and policies of Disability Sheffield.
3. Proven ability to devise and implement strategic development and resource plans, particularly in the areas of service development, staff development and the management of change.
4. An Understanding of the Voluntary and Community Sector.
5. Knowledge of the strategic and policy environment in which Disabled Peoples organisations operate.
6. A good up to date understanding of equality and diversity and its application to service delivery, business development and the recruitment and management of staff and volunteers.
7. Demonstrate track record of financial management and budgetary control, and ability to set and monitor a budget within the scope of the organisations priorities.
8. Track record of successful income generation through fundraising, commissioning and other activities.
9. Capability of influencing external change.
10. Ability to earn and maintain the trust of those people with whom Disability Sheffield works, especially funding bodies and donors, including identifying partnership or other collaborate opportunities.
11. Understanding of the role of quality standards in ensuring effective service delivery.
12. Ability to ensure key day to day decisions are appropriately delegated and ensure smooth running of the organisation.
13. Willingness and ability to travel both within Sheffield and nationally.
14. Eligibility to work in the UK.

**Desirable requirements**

1. Personal experience of disability through self or family.
2. Experience of a Disabled People’s controlled and led organisation.