**Chief Executive Officer (CEO)**



POST: CEO (Full Time - 37.5 hours)

REPORTS TO: Trustees

Salary: £37,886 – £42,215

**WHY THE CENTRE FOR DEAF AND HARD OF HEARING PEOPLE NEEDS THIS ROLE**

The opening line of our mission statement is as follows; ‘*Our vision is of a Bristol where everyone can participate in all aspects of life in the city, whatever their level of hearing’.*

The Centre for Deaf and Hard of Hearing People is a charity with a legacy of over 140 years. We deliver a wide range of services including assistive equipment to people who are Deaf, hard of hearing or deafened in Bristol.

Deaf and hard of hearing people are at the heart of why the Centre exists. The Bristol Deaf community has a long history of activism while numbers of hard of hearing people continue to increase each year. We are aware of the barriers that Deaf and hard of hearing people face on a daily basis, and that our society is rife with inequality. We recognise there are systemic wrongs that cause inequality and lack of opportunity. The urgent desire to change this drives our work. We recognise that, whilst many opportunities present as being for all, prejudice is a powerful barrier, and we must be proactive to overcome it. Our work is far from done and we acknowledge there is a long way to go.

We have exciting plans, and alongside an ambitious CEO, we will strive to create an exciting and innovative collection of programmes and activities that will contribute to our aims and promote equality for all deaf people.

**SUMMARY OF DUTIES:**

The CEO will work alongside the trustees to plan and review the organisational structure of the Centre for Deaf and Hard of Hearing People (CfD).

The CEO will oversee the implementation of the strategic vision for CfD and lead on the development, delivery, and evaluation of the Centre’s activities.

They will be a source of advice and expertise, supporting colleagues and trustees across the organisation to ensure projects and programmes are increasing participation, access and engagement. They will make new connections and develop new relationships outside of CfD to ensure that both existing and new programmes are successful in engaging members, as well as contributing to our broader aims.

**RESPONSIBILITIES**

* Carry out a review of current CfD activities.
* Work closely with the Board to develop a new 5-year Business Plan.
* Develop and implement strategies to support the charity’s mission, vision, values and behaviours. Ensure appropriate systems for measuring, communicating and reporting progress are established and maintained.
* Lead on developing engagement with Deaf and hard of hearing people throughout Bristol so that the CfD is truly representative of the communities we serve in Bristol at meetings and forums held by Bristol City Council and other organisations in Bristol and the South West.
* Lead on developing a structural process through which ideas for projects can be exchanged between the Deaf community and hard of hearing people.
* Network with agencies, local council service providers and other organisations where there are issues that could affect Deaf or hard of hearing people and advise them on how to improve their provisions to become more accessible and inclusive.
* Ensure the Centre meets all the requirements of its constitution and the legal requirements relating to its charitable status e.g. convening board meetings, leading Annual General Meetings and reporting to the Charity Commission.
* Manage the staff team, volunteers and the operations of the Bristol Equipment Service as necessary to ensure successful outcomes.
* Operate within agreed budgets and provide financial reporting as required by partners and funders.
* Manage the finances of the centre, working to the budget as agreed with the Board – cooperating with the Finance Committee and bookkeeper to produce regular management accounts and annual audited accounts.
* Explore new income streams and develop diverse income-generating activities to ensure the sustainability of the organisation.
* Recruit and liaise with an external fundraiser to submit applications for grants and trust funds as well as research and apply for tenders. Also seek out potential collaborations with other providers for larger funding as and when available.
* Ensure that the centre’s policies are regularly reviewed by the Board and are up to date in line with new legislation or guidance.
* Maintain safeguarding practices across the charity and uphold accountability for operations and safer recruitment processes.
* Ensure all health and safety requirements are met and monitored for office staff, lone workers and volunteers as well as visitors.
* Lead on the design and development of projects and services, seeking funding to deliver them and lead on successfully funded projects.
* Write reports on projects as required by the Board and by funders.
* Develop ways of measuring and demonstrating the impact of CfD’s work.
* Lead, develop and deliver bespoke training programs on deaf equality and disability equality.
* Liaise with other deaf organisations to raise awareness of deaf equality issues and improve services.
* Service the Board Meetings and the Finance Committee.

**THINGS WE EXPECT ALL STAFF TO DO**

* Actively seek out opportunities for development and income generation.
* Read, understand and adhere to CfD’s policies and procedures.
* Stay up to date with key developments in your specialist area.
* Be willing to occasionally work evenings and weekends.
* Participate in team-meetings and development days.
* Be willing to travel across Bristol and occasionally further afield.
* Represent CfD at local, regional and national meetings and events.

**SKILLS & EXPERIENCE REQUIRED**

**Essential Skills and Competencies** - you MUST bring with you to the role:

* In-depth understanding of and commitment to inclusion and diversity, particularly as it relates to Deaf and hard of hearing people. Your approach to equality should include a commitment to the social model of disability as well as to the linguistic model of deafness.
* Experience of a similar level of responsibility and accountability, including experience of managing a small team.
* A clear and logical approach to tasks and responsibilities.
* Ability to deliver projects within budget and on time.
* A driven and energising personal style and an ability to share your vision with the team in a way that inspires them to work with you.
* An ability to work effectively as part of a team and to develop meaningful partnerships with other collaborators.
* The ability to understand financial information, to set and monitor significant budgets.
* IT skills, with the confidence and willingness to embrace new technologies and innovations.
* Outstanding and adaptable communication skills in all formats, including British Sign Language, and the ability to communicate effectively with hard of hearing people.
* Good understanding of how to measure and evaluate the impact an organisation is having on the communities it serves.
* Ability to analyse complex documents that relate to the activities of CfD and our strategy.

**Desirable Skills, Knowledge and Experience** - you can already demonstrate or must be willing to develop:

* Experience of working paid or unpaid, in or with communities, the disability sector or in the 3rd Sector.
* Experience of brokering and developing cross-sector partnerships and facilitating collaboration amongst partners.
* Experience of leading, managing and motivating a team to achieve great things, in any sector or job role.
* Facilitation and presentation skills.

In return, you will receive:

* Competitive pay and holiday allowance
* Employee pension contributions
* A flexible working policy
* The opportunity to be part of a committed, skilled and supportive team
* A relocation package for a candidate who has to move to the Bristol area.

**TO APPLY**

Please complete the CfD application form, including a covering letter outlining why you would like to join the organisation and how your skills, knowledge and experience match the criteria in the job description and send to Faye Stewart, trustee. Email: [office@cfd.org.uk](mailto:office@centreofdeaf.com) by **12 noon on Friday 29 October.**

**Please also send us your written answer or a video in BSL answering the following: ‘What is your vision for the Centre for Deaf and Hard of Hearing People over the next 5 years? Please outline your plan to achieve this vision’.**

Your answer to this question must not be longer than 500 words or 10 minutes in BSL.

If you would like to discuss the role and the organisation, please contact Faye Stewart, trustee at [office@cfd.org.uk](mailto:office@cfd.org.uk) in the first instance.

The interviews will be a 2-stage process. The first interviews will be held on Tuesday November 23rd. We will invite a smaller number of candidates to attend a second interview on Tuesday November 30th.