



## JOB DESCRIPTION

**Job Title: Chief Executive Barnet Mencap**

**Location: Finchley Central – 35 Hendon Lane London N3 1RT**

**Hours: 28 hours per week**

**Reports to: Board of Trustees**

**Salary: From £63,000 FTE- dependant on experience**

### **Job Purpose:**

Barnet Mencap is a very well-established local charity which provides services and support for people with learning disabilities and/or autism, and their family carers, while also campaigning alongside them to improve their lives. The organisation aims to create a world where people with learning disabilities are valued equally, have their voices heard and are included in the community.

We are looking to appoint a new CEO to lead the organisation and ensure it continues to provide its much-valued services. The new CEO will provide strategic leadership and ensure financial sustainability - continuing to secure funding from grants, contracts and donations and always seek potential new sources of income. They will be responsible to the Board for reviewing and implementing the current Business Plan and developing future plans.

They will embed an understanding of Barnet Mencap's values across the whole organisation and have overall responsibility for staff and volunteer leadership, development, management, and administration

The new CEO will act as spokesperson for the charity and foster exceptional engagement with internal and external partners – and particularly with representatives of the Local Authority.

### **Key Responsibilities**

#### **Strategic leadership**

- Lead the development and implementation of the charity's vision, mission, and long-term strategy
- Identify and pursue opportunities for growth, innovation and increased service delivery and income generation.



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- Embed Barnet Mencap's values throughout the organisation and ensure all resources, including staff and volunteers are supported to provide the best possible service.
- Lead and oversee the Communications Strategy.

### **Governance and Compliance**

- Work closely with the Chair, Treasurer and Board of Trustees, providing timely and accurate information to support strategic decision making.
- Ensure full compliance with all legal, regulatory and ethical standards, including the Charities Commission, Companies House and General Data Protection Regulation (GDPR)
- Uphold high standards of governance and accountability across the organisation

### **Operational Management**

- To line manage the Chief Operating Officer
- To provide leadership across the whole staff team – to ensure a suitably skilled, well led and motivated workforce
- To oversee HR responsibilities and ensure compliance with Barnet Mencap's policies and procedures and compliance with employment legislation and Health and Safety Legislation
- To promote staff wellbeing and a positive approach to Equalities
- Manage risk, resources and operational planning to support Barnet Mencap's sustainability and resilience
- Be the Safeguarding Lead for the Organisation and ensure all Safeguarding Incidents are dealt with appropriately

### **Financial Management and Income Generation**

- Lead and support fundraising strategies across grants, donations, partnerships and contracts.
- Ensure financial sustainability through robust budgeting, forecasting and financial oversight
- Build and maintain strong relationships with donors, funders, and local authority partners



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- Explore and implement new income streams to diversify funding

### **Stakeholder Engagement and Advocacy**

- Act as the public face of Barnet Mencap, representing it at partnership meetings, external events, with the media and key stakeholders.
- Build and maintain strong trusted relationships with families, partners, funders and the community.
- Ensure the people with Learning Disabilities and autistic people have a voice in the community and within Barnet Mencap