**JOB DESCRIPTION**

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| **Title:**  | **Chief Executive Officer (CEO)** |
| **Responsible to:** | **The Management Board, reporting to the Chair of the Association**  |

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| As the CEO, you will fully manage the charity, working mainly autonomously on delivering strategic objectives whilst effectively and operationally managing the finance department, governance, human resources department, property and development department and all other aspects of the Association.  The role of CEO in Abbeyfield & Wesley is highly operational whilst also combining strategic planning and management-focused leadership. |

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| **Responsibilities**  | * Ensure the Association meets relevant regulatory requirements including those directed by the RQIA and the Department for Communities (DfC).
* Provide leadership, management, and guidance to administrative departments within the Association, which currently include Finance, Human Resources and Property and Development.
* Provide leadership, management, and guidance to the teams within Supported Sheltered Housing, the Sheltered Schemes and Palmerston Care Home.
* Develop a strategic plan with the Management Board, lead the teams on the delivery of same and provide progress reports against agreed objectives.
* Continuously monitor in-depth financial information to ensure Association finances are managed and utilised effectively and in line with regulatory and charitable standards.
* Provide guidance and support on complex personnel matters, such as high level disciplinaries, grievances and litigation.
* Ensure resident and tenant complaints are managed to completion and reported to regulatory third parties and the Management Board.
* Monitor contracts with external providers, including for example, insurance providers and maintenance contracts.
* Ensure Association policies and procedures are developed and monitored.
* Promote and ensure resident participation and consultation is undertaken, and report on findings to all key stakeholders and deliver on required actions.
* Pursue opportunities to ensure the Association is at the forefront of supporting residents and tenant within our communities.
* Undertake any other duties as required by the Management Board.
* Attend and participate in Abbeyfield NI and Abbeyfield UK meetings.
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| **Essential Criteria:** | * At least 3 years’ experience in the last 7 years in managing a team of staff to achieve corporate objectives, with experience of one or more of the following areas: finance, human resources, property management, and corporate governance.
* Experience of working in a complex operating environment which is subject to regulatory requirements.
* At least 3 years’ experience in the last 7 years of reporting to a Board as a member of a senior leadership team of an organisation with at least 50 staff.
* Experience of engaging with a range of stakeholders.
* Applicants must have a full driving licence and access to a suitable form of transport to meet the requirements of the post and the geographical spread of the Association.
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| **Desirable Criteria:** | * Third level qualification; ideally connected to aspects of the responsibilities above.
* Previous experience working in a housing association or within the wider housing sector.
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**INTERVIEWS**

It is anticipated that interviews will be held during week commencing 24th April 2023. Applicants will be shortlisted for interview based on the extent to which they meet the essential and desirable criteria if deemed necessary.

The interview will include a short presentation – applicants will be advised of the topic when short-listed for interview.

**SALARY**

The salary for the post will be in the range of £60,000 - £70,000. The salary is reviewed annually. Starting salary will normally be at the minimum of the scale but will be negotiable based on the level of experience of the successful applicant.

**LOCATION**

The successful applicant will be based at the main administrative offices Wesley Court, Carrickfergus, although will be expected to travel to other sites as necessary. The post is also considered suitable for hybrid working.

**ANNUAL LEAVE**

In addition to the 12 standard public and privilege holidays, there is an annual leave allowance of 25 days. The leave year runs from 1st January to 31st December.

**WORKING HOURS**

The successful applicant will normally be required to work 5 days each week (Monday to Friday, 9.00am to 5.00pm), totalling 37 hours. The post is challenging and busy and the successful applicant will be required to work outside normal working hours to engage with service users, attend Board Meetings and sub-committees, etc.

**WORKING TIME REGULATIONS 1998**

Due to the nature of this position, the successful applicant may be required, on occasion, to work such additional hours over and above standard hours as may be necessary to fulfil the duties of the post. No overtime payment will be made for this work, as it is considered commensurate with the role.

It is a condition of this employment that the successful applicant agrees to work such additional hours which may result in the total working hours exceeding 48 in any given week, as and when necessary. However, under the Working Time Regulations, the successful applicant is not required to work more than an average of 48 hours a week over a 17-week period. The successful applicant may choose to opt out and agree to work more than the 48-hour average weekly limit. If it is the wish of the successful applicant to opt out, Abbeyfield & Wesley’s Opt Out Agreement Form must be completed and returned. The successful applicant has the right to bring this opt out agreement to an end by giving 3 months’ written notice to that effect.

**TRAVEL**

The post will entail some travel within Northern Ireland, and for this reason the successful applicant to hold a full driving licence and access to a form of transport which will permit them to meet the requirements of the post in full. Travel may also be required to attend meetings outside Northern Ireland.

**PENSION**

In addition to salary Abbeyfield & Wesley currently offers an employer contribution pension for this role.

**PROBATION**

The post holder will serve 6 months’ probation in the new post. This will commence from the date of appointment. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. Performance will be reviewed on an ongoing basis.

**HOW TO APPLY**

To apply please forward a CV with a covering letter detailing how you meet the essential and desirable criteria. The covering letter should not exceed two A4 pages, single spaced, font size 12. It is also important that you include dates where relevant. **Applications should be submitted to the HR Manager, Kristine Graham by 3:00 pm on 4th April 2023.**

All applications must be received by the advertised closing date. Late applications will not be accepted.

Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. The postal address for applications is:

For the Attention of Kristine Graham, HR Manager, Abbeyfield & Wesley Housing Association, Central Office, 2 Wesley Court, Carrickfergus, BT38 8HS.

Applications may also be sent by email to kgraham@abbeyfieldandwesley.org.uk

**FURTHER INFORMATION**

Further information about the post or the competition process may be obtained from the CEO, Geraldine Gilpin via the HR Manager, Kristine Graham.

**EQUAL OPPORTUNITY MONITORING**

Abbeyfield & Wesley welcomes applications from all sectors of the community irrespective of age, disability, sex, gender reassignment, marital or civil partnership status, maternity and pregnancy, race, religious or similar philosophical belief, political opinion, sexual orientation, and having or not having dependants. The information requested in this form is to enable us to obtain a rounded picture of you. Personal information will not of itself be used to disqualify your application.

**Please note, that the Equal Opportunity Monitoring Form is regarded as part of your application and failure to complete and return it will result in disqualification.** The form will not be shared with the selection panel.

**NATIONALITY REQUIREMENTS**

There are no nationality restrictions for this post. However, before an offer of appointment can be made to an overseas applicant, Abbeyfield & Wesley will need to ensure that all UK visa and immigration requirements are met. If you are invited to interview, we will ask you to provide documentation confirming that you are entitled to work in the UK, under the terms of the Asylum and Immigration Act 1996. You should check whether there are any restrictions on your stay or your freedom to take or change employment before you apply for a post.

**VETTING PROCEDURES**

This post involves substantial access to vulnerable adults and children, therefore, as part of the selection process, Abbeyfield & Wesley requires an Enhanced Disclosure Check to be carried out through Access NI.

Following interview, the preferred applicant will be offered the post subject to satisfactory Enhanced Disclosure Check. This will include verification of identity and a report on the preferred applicant's full criminal history (including spent and unspent convictions), cautions, disqualifications from regulated or care positions, and any other material considered by the police to be relevant to the position applied for.

A criminal record will not necessarily be a bar to obtaining a position (if you require further information please request a copy of the Abbeyfield & Wesley Policy on Recruitment of those with a Criminal Record. Abbeyfield & Wesley have a policy on the secure handling, use, storage, retention & disposal of data, which is available upon request. You can access further information and the Access NI Code of Practice on the NI Direct Government Services website.