

## Potential Plus UK Job Description

**Job Title:** Deputy Chief Executive Officer

**Reporting to:** Chief Executive Officer

**Salary:** £43,000 FTE starting salary in a salary band rising to £54,000 FTE

**Hybrid-working:** flexibility to mix working in the office in Milton Keynes and at home

### Main objectives of the role

Please note: these will be confirmed on appointment and reviewed annually

- Co-lead the strategic development of Potential Plus UK
- Devise and implement a fundraising and income generation strategy
- Lead engagement and communication with the parent community
- Develop a coherent plan for empowering young people of all ages
- Represent Potential Plus UK to a range of audiences
- Quality assure services, products and resources in partnership with service managers
- Deputise for the CEO in leading all areas of the charity's work, including as Deputy Designated Safeguarding Lead

### Main responsibilities for all employees

1. To keep up to date with statutory and best practice in safeguarding and child protection procedures, ensuring that all members of the charity's community are aware of these, understand their roles and are confident to take action as needed.
2. To liaise effectively with colleagues, parents, schools, colleges and young people to secure excellent outcomes and well-being for young people with high learning potential.
3. To support and implement the strategic aims and all aspects of policies and procedures.
4. To develop best practice in the provision for all high potential learners, including the disadvantaged and disengaged, those with dual and multiple exceptionalities, and English as an additional language, and children from minority groups.
5. To model high standards of professional behaviours and attitudes at all times.
6. To identify the professional learning you need to achieve excellent outcomes, and to monitor the impact to ensure you excel in the role.

## **Main responsibilities for the Deputy Chief Executive Officer**

1. Deputise for the CEO in all aspects of current provision and future developments.
2. Create positive, mutually beneficial relationships with a growing range of partner organisations and funders.
3. Be responsible for the effective management of systems and processes.
4. Co-lead development planning, monitor and drive progress towards achieving targets.
5. Lead on two strategic objectives: Empowering Young People and Community.
6. Develop a fundraising and income generation strategy, which secures funding to ensure the charity's long-term sustainability.
7. Quality assure all provision, monitoring impact and driving excellence.
8. Co-lead the development of policies and monitor their implementation and impact.
9. In collaboration with the CEO and Trustees, ensure that the budget achieves best value for money in line with identified priorities.
10. Report to Trustees regularly, being accountable for the progress of areas of responsibility.
11. Take line management responsibility, the details of which will be confirmed on appointment.
12. Carry out any other reasonable duties as identified as part of the role.

**The successful candidate will possess some, or all, of the following:**

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li>Recent professional learning which shows a commitment to own development</li> </ul>	<ul style="list-style-type: none"> <li>Relevant professional qualifications</li> <li>Professional learning in leadership</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Knowledge of best practice and recent developments in effective provision and support for high potential learners</li> <li>Experience of being or parenting a high potential learner</li> <li>Experience of working with young people and/or families</li> <li>Leading strategy and successful change management</li> <li>Inspiring, motivating and leading others</li> <li>Prioritising a varied workload for maximum impact</li> <li>Line management</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the charity sector</li> <li>Experience of working with a neurodiverse community</li> <li>Fundraising</li> <li>Budget management</li> <li>Marketing</li> <li>Proven track record of leading high-quality workshops</li> </ul>
Qualities & skills	<ul style="list-style-type: none"> <li>A 'can do', solution-focussed attitude</li> <li>Excellent communication skills</li> <li>Modelling and securing excellence</li> <li>Ability to make events relevant, impactful and inspiring</li> <li>Ability to create excellent professional relationships with all members of a community</li> <li>Excellent collaboration skills</li> <li>Commitment to Equal Opportunities and valuing diversity</li> </ul>	<ul style="list-style-type: none"> <li>A vision and knowledge of how to promote excellence across a charity</li> <li>Ability to use technology creatively to enhance provision</li> </ul>