



## ALK Positive Lung Cancer (UK)

### Chief Executive Officer

#### Job Description, Person Specification and Terms of Employment

##### **Overview of the position**

The Chief Executive Officer will provide leadership for the charity and be responsible for its administration and financial management. You will work closely with the Board of Trustees and, in particular, the Chair and Treasurer, to implement the vision of the Charity and to develop the long-term strategy and business plan.

This appointment is a major step in the development and sustainability of the Charity and its transition from a wholly volunteer-led organisation. We see the Chief Executive Officer as being both Chief Executive Officer and General Manager as the post holder will be very much hands on.

##### **Key duties and responsibilities**

###### ***Leadership***

- Be the face and voice of ALK Positive UK - its principal ambassador.
- Develop effective working relationships with relevant external organisations to promote the work of the charity and facilitate its vision and strategic objectives.
- Build the community of ALK-positive patients.
- Attend conferences, as determined by the Board of Trustees

###### ***Strategy***

- Work with the Board of Trustees to develop and implement a long-term strategy and business plan.
- Identify strategic risks and opportunities and implement associated change.
- Seek out opportunities for innovation to ensure that the Charity remains at the forefront of positive change for patients with ALK-positive lung cancer.

###### ***Partnership and Business Development***

- Lead the promotion of the Charity's work by raising its profile and reach in the health and pharmaceutical sectors.
- Seek out, develop and nurture beneficial partnerships with supporters and stakeholders.
- Work towards the achievement of long-term sustainability by developing the Charity's business model to ensure income is maximized through fundraising, grants and earned income.

###### ***Advocacy and influencing***

- Be a passionate advocate in advancing the Charity's mission of supporting patients to maintain their health & wellbeing and independence.

###### ***Operations***

- Be responsible for the implementation of the Charity's organisational plans.
- Manage all operational functions including administration, finance, fundraising, marketing, communications and IT
- Ensure that the Charity's services, contracts and projects are delivered to the highest standard with due regard for timescales, targets and budgets.
- Be responsible for the custody, maintenance and efficient use of the charity's assets.
- Ensure compliance with the Charity's policies.

##### ***Financial Management and Control***

- Liaise with the Board of Trustees to develop and lead the implementation of the Charity's financial plans, including setting budgets, formulating income generation strategies and overseeing fundraising.
- Manage the operation of the Charity's Xero accounting software ensuring that the Charity remains in good financial health, identifying risks and taking appropriate action.
- Oversee production of management accounts and annual reports with the Treasurer.

#### ***Governance and Compliance***

- Organise, attend and record all Trustees meetings. Prepare a written report in advance of each meeting detailing matters of interest and concern. In consultation with the Chair, prepare the agenda and minutes.
- Advise the Trustees of the requirements of the Charity Commission and submit the appropriate accounts and annual returns.
- Support the recruitment, induction and training of new Trustees.
- Maintain effective operational policies and processes in all the Charity's functions. Review and update scope and content to meet legal, regulatory and best practice needs.
- Ensure the Charity complies with best practice in all areas of operation.
- Ensure that collection of personal information complies with current Data Protection regulations.

#### **Person Specification**

##### **Essential skills and experience**

- A passionate commitment towards improving the lives of patients.
- A sound knowledge and experience of the healthcare system/pharmaceutical industry/NHS
- A proven track record of delivering results at senior management level.
- Outstanding communication, presentation and interpersonal skills, and ability to engage with and influence a wide range of stakeholders.
- A committed "networker".
- A strong team player with a 'can do' attitude and the ability to follow direction from the Trustees.
- Excellent IT skills and comfortable with numbers
- Car driver.

##### **Desirable skills and experience**

- A proven track record in financial management and income generation.
- Excellent knowledge of charity governance, policies and statutory requirements.
- Experience of working with a Board of Trustees/Directors
- Working knowledge of the voluntary sector and its key challenges
- Knowledge and understanding of support groups.

#### **Terms of Employment**

**Position:** Chief Executive Officer

**Reporting to:** The Chair

**Type of contract:** Fixed Term for 2 years (employment or contract)

**Hours:** average 20 hours per week, which can be worked flexibly

**Salary:** £25,000 per annum (£50K FTE)

**Employer pension contribution:** 5% of salary if directly employed.

**Annual leave entitlement:** 20 days equivalent

**Location:** Working from home. There is a requirement to attend conferences and meetings both in the UK and Europe requiring overnight stays.

**Car:** Travel costs will be reimbursed at the rate of 40p per mile.

**Probation Period:** 6 months

**Notice period:** Three months (1 month during probation period)