

Being there for *you* and *your family* 

# **JOB DESCRIPTION**

JOB TITLE:

**Chief Executive** 

ACCOUNTABLE TO: The Chairman and through the Chairman to the Board of Trustees

RESPONSIBLE FOR: All Staff employed within LOROS, its subsidiaries and specifically for members of the Senior Management Committee and staff reporting directly to the postholder.

LOCATION: The hospice whose catchment area is primarily Leicester, Leicestershire and Rutland.

JOB PURPOSE: To take the strategic and operational responsibility for the day-to-day running of LOROS as a whole.

# Job Summary:

- To ensure that the aims and charitable objectives of LOROS are met by focusing on and addressing the care and support needs of patients, clients, their families, carers and friends, and the wider community.
- To work with the Board of Trustees to articulate, plan and to review regularly the organisation's vision and mission statements, values and behaviours, strategic plans and budgets all to ensure that it implements and monitors its plans and achieves targets.
- To ensure that the organisation operates on a sound financial basis and that it has in place and adopts appropriate financial systems, regulations and processes in order that LOROS may meets its legal, statutory and regulatory responsibilities and that it is able to raise and generate the income that is required.
- To provide effective, motivational and empowering leadership throughout the organisation and to be responsible for the leadership, management and administration of the organisation in the execution of the decisions, policies

and plans of the Board of Trustees.

- To ensure that LOROS maintains the right numbers and skills mix of staff and volunteers who are engaged and well informed about LOROS' aims and aspirations. Also ensure that there are appropriate systems in place for objective setting, performance management, and personal and professional development.
- To ensure that LOROS' policies are being adhered to and are regularly reviewed and updated in line with current legislation and quality standard requirements.
- To facilitate the development of strategy in conjunction with both the Senior Team and the Board, to provide effective reporting on the activities of the organisation. To work with the Chairman to ensure that the Board of Trustees receives appropriate and timely advice and information on all relevant matters and so enable the members of the Board to fulfill their governance responsibilities.
- To ensure that the good reputation of the organisation is protected and to ensure that all activities undertaken in LOROS' name are consistent with its overall ethos, values, aims and objectives.
- To build proactively and to sustain productive working relationships with a range of external bodies, organisations and key influencers to develop and to maintain the organisation's reputation and services and to influence decisionmakers in the interests of LOROS and of its service users.
- To actively promote the work of the hospice to build and sustain awareness of LOROS' services and activities and of the needs of service users and stakeholders.

# MAIN TASKS:

# Working with the Board of Trustees - the postholder will:

- Initiate and facilitate the development of strategy for approval by the Board including with reference to the threats and opportunities presented by the external environment.
- Ensure appropriate presentation and reporting to the Board on the progress of the organisation against its programme plans, on its financial matters and budgets, on its achievement of performance indicators and on all other matters relevant to the discharge by the Board of its responsibilities.
- Support the Board fully on a day-to-day basis in its collective responsibility to
  operate with financial regularity and propriety, proposing the budget and
  spending priorities reflecting the operational needs and circumstances to meet
  statutory responsibilities and service demands.
- Develop policy proposals for discussion and decision.

- Support the Chairman in ensuring the continuing engagement and involvement of all members of the Board.
- Monitor, as appropriate, and advise on the composition of the Board of Trustees and of any sub-committees, and on the process of training and development, ensuring that the Board of Trustees collectively possesses the qualities required properly to discharge its responsibilities.
- Ensure that there is an annual calendar of meetings of the Board and as appropriate of the companies and that all meetings are duly called, held and minuted.
- To act as Company Secretary and fulfill all associated duties.

# Leading and Managing the Organisation - the postholder will:

- Provide corporate and strategic leadership working effectively with the Board of Trustees and with the Senior Management Committee promoting good working relationships and effective coordination throughout the organisation.
- Work to develop the capacity, direction and reputation of LOROS and work flexibly with staff, volunteers and other stakeholders to ensure that the aims and objectives of the organisation are delivered.
- Lead the development of the organisation's strategy and business planning both short-term and long-range and provide budgets to support strategic business goals.
- Have responsibility for the Standards of Service provided, quality assurance and compliance requirements.
- Provide leadership to the employees that the postholder directly manages, inspiring, developing and empowering them to perform to their best and appraise their work through the agreeing and monitoring of annual performance objectives.
- Develop a high personal profile and reputation with external partners and stakeholders, forming effective relationships at the most senior level and reflecting the values of LOROS in all that they do.
- Enable the Charity to articulate its Vision, Mission and Values and ensure that these are applied consistently across the organisation.
- Ensure that appropriate delegation is in place and that all managers and staff understand the extent of their respective authority.
- Negotiate, as required, and deliver contracts for resources and services in accordance with the organisation's plans, aims and values.
- Ensure that the organisation has the resources necessary (human, material, facilities, equipment, IT and financial) to operate effectively and efficiently and

to meet the demands of agreed plans.

## **Review and Control - the postholder will:**

- Be responsible to the Board of Trustees for the overall financial health of the organisation, ensuring that incoming resources are maximised and that expenditure is controlled in line with budgets as approved by the Board and that adequate levels of reserves are maintained.
- Ensure that there is an effective risk management process in place including a comprehensive risk register such that all risks to which the organisation may be exposed are identified, evaluated and that adequate controls are put in place to reduce, mitigate or to eliminate these risks.
- Ensure that the organisation properly discharges its legal and statutory responsibilities and ensure that LOROS fulfills its corporate administrative responsibilities with regards to the Companies Acts, Companies House, Charity Commission and Care Quality Commission.
- That all activities meet with the policy requirements for quality management, health and safety, environmental considerations, employment law and general duty of care.

#### **GENERAL:**

- All staff is subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.
- To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.
- All staff is subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed	Date
Postholder	

Signed	Date
Line Manager	



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## VISION

(Our long term aspiration for our society)

Everyone with an incurable illness has the right to excellent care. This should value and respect their uniqueness and their own choices. People should be enabled to live and die with dignity and with appropriate and compassionate support for them and their loved ones. **MISSION** 

(Our goals and activities in working towards our Vision)

LOROS is a charity whose aim is to enhance the quality of life of adult patients with cancer, progressive neurological conditions and end-stage organ failure for whom curative treatment is no longer possible. Patients are treated at the hospice and in the community based upon clinical need, regardless of background and the ability to pay.

LOROS specialises in holistic, multidisciplinary care, focused on the whole person and including family and carers. The care given takes into account the patients' physical, psychological, social and spiritual needs as well as their own choices. Family members are supported in adjusting to loss and bereavement.

LOROS contributes to the education and training of its own and other health and social care professionals and of volunteers. The charity is also committed to research in order to improve the understanding and practice of palliative care.