**All Saints Action Network Chief Executive, part time, Social Enterprise based in Wolverhampton, Salary Circa £35,000 (FTE) Dependant on Experience.**

**The Company:**

We are a social enterprise based in the All Saints area of Wolverhampton. Our goal is to improve the quality of life for all people who live and work in the area by developing sustainable enterprises and community services to create local jobs.

We are now looking for a Chief Executive to lead in developing, resourcing and management of the organisation’s enterprises, services and assets in line with the strategic plan agreed by the Board, as well as undertaking initiatives relating to development, funding, widening participation, business planning and policy implementation.  The Chief Executive will be responsible for staff leadership and management as well as the strategic administration of the organisation in the execution of the Board’s policies.

This is a part time role, expected to be 4 days per week.

**Chief Executive Main Duties:**

* To establish new initiatives in order to create local employment opportunities and investment into the community development programme.
* Be responsible for delivering funding applications and take primary responsibility for developing new sources of funding.
* Be responsible for assessing the needs of the community and work towards meeting the needs of the community in consultation with partner agencies and the Board.
* To work as required, locally, regionally, and nationally on strategic issues
* To undertake research, publicity, marketing and promotional initiatives on issues that affect the business and the community that it serves.
* Prepare an annual business plan and monitor progress to ensure that the Company achieves its performance targets as cost effectively and efficiently as possible. Lead the implementation of an annual cycle of social accounting as a business plan review mechanism.
* To assist the Board with staff recruitment and selection
* Provide staff leadership and be responsible for the management, supervision, support and training of staff
* Prepare, gain acceptance, and monitor the implementation of the Company’s annual budget with the Finance Manager to ensure that the budget targets are met, that revenue flows are maximised and that fixed costs are minimised.
* To be accountable for implementing decisions made by the Board
* To work closely with the Board to; gain approval where necessary and communicate potential risks to the business, to keep members informed on local and national developments, to present issues relating to the organisation, report on health and safety, insurance and related matters.
* Work with and support residents, tenants and organisations/groups within the area in their own endeavours and promote equality of opportunity by providing them with information, advice and other forms of assistance.
* Maintain an understanding of and sensitivity to, the cultural difference and needs of communities in the area.
* Develop and oversee Community Forums
* To be responsible for the positive promotion of the service to all sections of the community.

**Chief Executive Necessary Skills, Qualifications and Experience:**

* Previous experience of successful organisational management at senior level.
* A relevant degree or other professional qualification preferred.
* Excellent working knowledge of Microsoft Office.
* Experience of working in partnership with other organisations to achieve results.
* Exceptional interpersonal skills and a positive attitude that makes things happen.
* Strong negotiation skills.
* Good verbal and written skills.
* Practical approach to problem solving.
* Financially astute.
* Willingness to work flexibly.

Once you have submitted your CV, please complete the comments box and tell us why you think you are the perfect candidate for this position.

While we would like to contact all our candidates, unfortunately, this is not possible so if you haven’t heard from us a week after the closing date, your application has not been successful.

We do not accept applications from recruitment agencies.

Chief Executive Wanted

**Chief Executive, part time, Social Enterprise based in Wolverhampton, Salary Circa £35,000 (FTE) Dependant on Experience.**

**Company:** All Saints Action Network (ASAN)

**Role:** Chief Executive

**Salary:** £35,000 per annum (pro rata) dependant on experience

Closing date: 9th March 2017

The Company

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This is a part time role, expected to be 4 days per week.

Chief Executive Main Duties

* To establish new social enterprises in order to create local employment opportunities and investment into the community development programme.
* Be responsible for delivering funding applications and take primary responsibility for developing new sources of funding.
* Be responsible for assessing the needs of the community and work towards meeting the needs of the community in consultation with partner agencies and the Board.
* To work as required, locally, regionally, and nationally on strategic issues
* To undertake research, publicity, marketing and promotional initiatives on issues that affect the business and the community that it serves.
* Prepare an annual business plan and monitor progress to ensure that the Company achieves its performance targets as cost effectively and efficiently as possible. Lead the implementation of an annual cycle of social accounting as a business plan review mechanism.
* To assist the Board with staff recruitment and selection
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* Good verbal and written skills.
* Practical approach to problem solving.
* Financially astute.
* Willingness to work flexibly.

[Once you have submitted your CV](http://www.hiredonline.co.uk/job/739199/chief-executive/?LinkSource=PremiumListing), please complete the comments box and tell us why you think you are the perfect candidate for this position.

While we would like to contact all our candidates, unfortunately, this is not possible so if you haven’t heard from us a week after the closing date, your application has not been successful.

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