Chief Executive Officer

# Job Description and Specification

**Job Title**: Chief Executive Officer

**Reports to**: Trustees of Evergreen Care UK

**Salary**: £48,750 - £57,500 (pro rata, per annum)

**Hours**: Full-time (40 hours per week)

**Contract**: Permanent

**Location**: Wilmington, DA2

Evergreen Care UK seeks a visionary CEO to lead our charity into its next chapter. The successful candidate will have a strong track record of strategic leadership and a deep commitment to addressing the challenges of loneliness and isolation among older adults.

**Duties and Responsibilities**

# Leadership

* Embody Evergreen’s values, inspiring others to follow.
* Guide the charity’s strategy and growth over the next decade.
* Inspire and motivate staff and volunteers to maintain excellent standards of care.
* Forge strategic partnerships and act as an ambassador for Evergreen Care UK.

# Management and Compliance

* Lead recruitment, training, and performance management for staff.
* Manage the leadership team and step in to support operations when needed.
* Oversee resource allocation and ensure the effectiveness of our work.
* Uphold health, safety, and safeguarding standards.
* Keep Trustees informed and ensure compliance with governing bodies.

# Financial Management

* Prepare budgets, forecasts, and financial reports.
* Manage fundraising and develop relationships with funding partners.
* Oversee the preparation of annual reports and financial statements.

# Communications

* Ensure brand consistency and alignment with Evergreen’s ethos.
* Develop and execute media and marketing strategies to raise the charity’s profile.
* Strengthen communication channels with stakeholders and staff.

**Person Specification**

# Qualifications

* Honours degree or equivalent.
* Commitment to ongoing personal development.

# Experience

* Proven record of strategic planning and achieving targets.
* Successful financial planning and budget management.
* Experience in building relationships with external stakeholders.
* Familiarity with Adult Social Care and team leadership.

# Knowledge and Skills

* Deep understanding of the impact of loneliness and isolation.
* Strategic thinker with a clear vision.
* Excellent communication, problem-solving, and leadership skills.

# Personal Qualities

* A commitment to the Christian ethos and values of Evergreen Care UK.
* Passion for improving the lives of older adults.
* Personal resilience and adaptability.

# How to Apply

To apply, please submit your CV to **operations@evergreencareuk.org** by 12:00 PM on Monday 3rd February 2025.

For a confidential discussion, please contact **Gordon Raggett, Chair of Trustees**, at **gordonraggett@gmail.com**.

**Note**: Applications will be reviewed on an ongoing basis. We reserve the right to close the role early if a suitable candidate is found, so please apply promptly.