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**Deputy CEO**

Job pack

Thank you for your interest in working at Bexley Deaf Centre.

This job pack should give you everything you need to know about how to apply for this role and what it means to work for us.

In this pack you’ll find:

* An overview of Bexley Deaf Centre
* An overview of the role
* The job description
* The person specification
* Terms and conditions
* Staff benefits

**Want to chat about this role?**

If you have any further questions about the role or would like to discuss anything in this pack further, please contact Tania Bushell by emailing [tania@bexleydeafcentre.co.uk](mailto:tania@bexleydeafcentre.co.uk) or calling 01322 351122

**Overview of Bexley Deaf Centre**

Bexley Deaf Centre (BDC) is a well-established charity which has been serving the borough since 1994. We are an accredited centre for teaching British Sign Language (BSL) with Signature, currently offering levels 1 and 2.

Over 450 Bexley residents have attended these courses over the past 10 years.

BDC also delivers other crucial services throughout the borough, including:

* Hearing aid repairs and maintenance for residents (including home visits)
* Advocacy for Deaf & hard of hearing residents
* Befriending and social clubs which require specialist support and differs from traditional befriending schemes
* Deaf Awareness Training (over 35 businesses to date) to upskill and support colleagues working in Bexley
* BSL Workshops to over 3,800 Bexley School children who will grow up understanding how to communicate with deaf people and how to accept and include them
* BDC advocates the use of Interpreters for people who are Deaf BSL users and are currently involved in a local project to get better access to GP services and to make sure more health and public information is provided in BSL.
* Deaf Job Club – which supports members to find employment

All BDC staff are confident in communicating in British Sign Language, with most qualified to BSL Level 2 or above. Our charity is accessed on average more than 10,500 times every year.

Our income is generated via local government/NHS grants, private funder grants, fundraising and from our BSL and deaf awareness courses.

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**Responsible to:** CEO

**Hours of work:** 24 Hours per week (4 x 6 hour shifts)

**Areas covered:** Bexley Borough

**Office Base:** Bexley Deaf Centre, 20 Whitehall Lane,

Slade Green, DA8 2DH

**Salary:** £22,464 pro rata (£32,760 fte)

**Length of contract:** 2 yearsfrom August 2023

**Funding provided by: South East London Integrated Care Board. It is our intention to seek further funding from them towards the end of the contract to continue the role.**

Following a period of intense strategic planning and redesign of services, we are seeking a deputy CEO to join our Senior Leadership Team to help us to realise our ambitions for the future and to continue to support the deaf and hard of hearing people of Bexley.

We are looking for a range of management and leadership skills along with determination and a real desire to deliver our strategic vision and help to take Bexley Deaf Centre to the next level.

The position would suit career progression if you have experience of project management or leading service delivery, or if you may have been a CEO in the past and are looking to be part of a leadership team without overall responsibility.

**This role is advertised at a rate of pay that is dependent on previous experience and progression in training.**

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Description automatically generated with medium confidence Job description**

**Key roles and responsibilities**

* Support the strategic development of the organisation to ensure its management and services to clients reflect and align with Bexley Deaf Centre’s equality, diversity and inclusion strategy
* Coordinate and oversee activities, procedures and systems in line with policies and practices
* Participate in organisational initiatives as appropriate and contribute to the work of associated committees and advisory boards.
* Lead on research, campaigns and fundraising

**Financial Management**

* Contribute to decisions on allocation of resources
* Undertake training in understanding and creating budgets

**Staff Management**

* To work alongside and support the Operations Manager
* Attend regular meetings of the senior leadership team
* Attend regular meetings of all paid staff and volunteers
* Help to create a positive working environment in which equality and diversity are well-managed, dignity at work is upheld and staff are supported to do their best
* In accordance with Bexley Deaf Centre’s procedures, assist the CEO in implementing employment policies and procedures
* Encourage good teamwork and lines of communication between all member of staff

**Administration**

* Oversee and monitor effective and efficient administrative systems in partnership with the CEO
* Maintain complaints procedures in accordance with Bexley Deaf Centre guidelines
* In partnership with the CEO, lead on health and safety – monitoring an effective health and safety policy with regard to staff, equipment and premises with statutory requirements

**Trustee Board**

* Attend meetings of the organisation’s trustee board as required
* Help with the preparation of the annual report

**Public relations**

* Promote the work of Bexley Deaf Centre at every opportunity
* Maintain contacts with all stakeholders
* Represent the charity to local funders and partners

**Service development**

* Have direct experience or a good understanding of deaf culture and deaf awareness
* Experience of project management
* Have the ability to manage a team
* Understand and work well with volunteers and paid staff

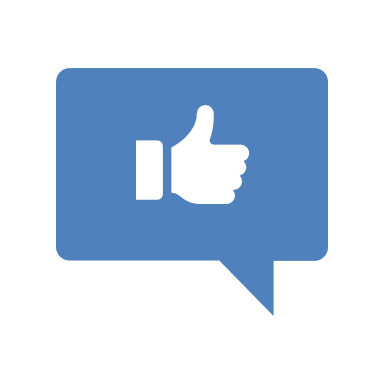
**Other duties and responsibilities**

* Carry out other tasks that may be within the scope of the post to ensure the effective delivery and development of the service

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Description automatically generated with medium confidence **Person specification**

1. The ability to commit to, and work within, the aims, principals and policies of the organisation
2. Able to sign to British Sign Language level 2 or higher
3. Ability to create a positive working environment in which equality and diversity are well managed, dignity at work is upheld and staff are empowered and motivated to do their best
4. Proven ability of monitoring and maintaining service delivery against agreed targets
5. Excellent communication skills, verbal, BSL and written
6. Ability to analyse and interpret complex information and statistics in order to produce and present clear reports verbally and in writing
7. Able to ensure best use of IT systems and packages in the provision of services, reporting and service-wide communication
8. Ability to lead and contribute to a team, including prioritising own work and that of others, and take decisions in the day to day running of a busy service area
9. Ability to plan and manage projects including budgets
10. Commitment to continuing professional development
11. Must be willing to travel throughout Bexley borough and beyond when required



**Staff benefits**

* Workplace pension scheme
* Annual leave of 5.6 weeks, plus additional time off at Christmas plus public bank holidays
* Flexible approach to working arrangements
* Health and wellbeing – access to employee assistance programme
* Work travel mileage rate paid at 45p per mile
* Commitment to ongoing development – training workshops and personal development opportunities

**In accordance with Bexley Deaf Centre policy we may need the successful candidate to be screened by the DBS. However, a criminal record may not necessarily exclude you from being able to take up the job.**

**We welcome applications from candidates who will be using Access to Work.**

