

## **JOB DESCRIPTION**

**JOB TITLE:** Chief Executive

**Job Purpose:** To develop and deliver the strategy to support the achievement of The Forum's Purpose.

The CEO reports to the Forum Trust Board's Chair and is accountable to its Board for successfully implementing the strategy through inspirational leadership, management, and development of The Forum Trust's staff, budgets, and activities.

### **Key characteristics of the role**

1. To provide creative leadership and be responsible for the management, overall direction, and quality of the Forum Trust's activities.
2. Take a lead in formulating the Trust's strategy and policy, working with the Chair and the Board.
3. To promote equality, equity, diversity, and inclusion as an employer to comply with the spirit of the law and in the Trust's activities. To ensure that staff are aware of the issues and that thinking is integrated into every aspect of the business with the Forum aiming to reach out to all audiences.
4. Developing, setting, measuring, and improving Key Performance Indicators, specifically relating to customer engagement, satisfaction, attendance, and business priorities.
5. Take a lead in the promotion of the Forum Trust and ensure effective relations at local level with appropriate bodies, societies, and the public to ensure that the Forum is accessible and a source of pride to the Community.
6. Ensure the development of new initiatives and programme ideas to deliver The Forum's Strategy.
7. To oversee the search for appropriate partnerships and nurture their development.
8. Set the highest possible standards in the provision of a distinctive quality offering at the Forum.
9. Ensure the effective recruitment, deployment, development, reward, and retention of staff.
10. Be responsible for budgetary control, ensuring that staff and resources are used effectively and economically, operating within their allocated budgets.
11. To be accountable for the upkeep of the building, ensuring it retains the quality feel essential to such a high profile venue.

### Forum Trust Chief Executive Person Specification

	Essential	Desirable
<b>Experience</b>	<p>Extensive experience in a Senior Leadership role</p> <p>Experience of managing a team</p> <p>Experience of managing projects</p> <p>Budget management and working with and managing external suppliers</p> <p>Experience of reporting to a Board of Trustees or Directors</p> <p>Track record of Partnership Working</p> <p>Experience in recruitment, goal setting and career development of staff</p> <p>Involvement in HR matters at Senior level</p> <p>Experience in events or similar industry</p>	<p>Experience of Let Property matters</p> <p>Relevant knowledge and contacts in Norwich, Norfolk and beyond</p> <p>Involvement or awareness of not-for profit or Charity Sector</p> <p>Experience of requirements of procurement and grant getting and accounting for spending</p>
<b>Skills</b>	<p>Excellent communication and people skills</p> <p>Excellent negotiating and influencing skills</p> <p>Innovator with track record of creativity</p> <p>Evidence of ability to work to tight deadlines and manage multiple tasks</p> <p>Demonstrate ability to create a vision and develop and enable teams to realise that vision</p> <p>Inspirational leader with strong people skills</p>	

<b>Personal Qualities</b>	<p>Commitment to the highest standards and passion for customer service and engagement</p> <p>Evidence of commitment and support for Equality, Equity, Diversity, and Inclusion</p> <p>Analytical, data driven and decisive</p> <p>High standards of personal integrity and honesty</p> <p>Willingness to acknowledge mistakes and to learn from them</p> <p>Commitment to working with a management team and in partnership with Board and external stakeholders</p> <p>Understanding and appreciation of working towards net-zero</p>	
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