



Unit 40, Enterprise House, 44-46 Terrace Road, Walton on Thames, Surrey KT12 2SD
A company limited by guarantee Registered in England and Wales No. 3138683 Registered Charity No. 1051659

Job Profile

POSITION: Chief Executive UK
RESPONSIBLE TO: Chairman and Board of Trustees
RESPONSIBLE FOR: Management Teams in 4 Area offices
LOCATION: Travel will be required throughout the UK to all 4 offices. For the majority of time the post will be based at Walton on Thames.
SALARY PACKAGE: Competitive

Effective Leadership

- Reporting to the Chairman, accountable to the Chairman and Board of Trustees, the CEO UK is the key leadership position for the whole of the UK through 4 Area offices.
- Work with the team and Board of Trustees to develop strategic and operational plans ensuring that plans remain relevant to changes in the operational and funding environment.
- Responsible for managing and inspiring staff, donors, supporters and volunteers to achieve the mission and goals of Music in Hospitals & Care.
- Implement performance management processes with staff and build a fit-for-purpose, energetic team while ensuring high quality guidance, supervision, support and nurture.
- Ongoing reviewing of staffing needs and recruiting appropriately skilled and qualified staff.
- Ensuring policies and practices are in place so that Music in Hospitals & Care is a safe, supportive and motivating place for people to work.

Finances

- Prepare annual budgets for Trustee approval.
- Ensure the timely production and distribution to Trustees of full monthly management accounts.
- Oversee and approve all operational, fundraising, program and event budgets.

Plans and Programmes

- Review the Strategic Plan and develop in conjunction with the Trustees.
- Together with Area Directors, review and develop annual Operational Plans showing the key deliverables against strategic objectives.
- Together with Area Directors, develop new initiatives and projects which advance the objectives of the charity.

Fundraising, Marketing and Communications

- Review and develop the Fundraising Strategy for the next 24 months and up to 5 years.
- Review staffing needs against agreed Fundraising Strategy and Operational Plans.
- Develop new business and revenue streams.
- Develop new relationships with funding institutions and individuals.
- Oversee the production of high quality proposals for funding to a wide range of donor organisations and individuals.
- Develop and oversee major UK-wide appeals.
- Nurture relationships with existing donors and act as main representative of Music in Hospitals & Care.
- Ensure delivery of signature Music in Hospitals & Care events, marketing and communication/profiling materials.
- Oversee all Music in Hospitals & Care's marketing campaigns. Ensure materials and communications are of high quality and aligned with the MiHC brand and its values.
- Develop a Charity Handbook with all policies and procedures in place.
- Ensure compliance with Fundraising Regulator requirements.

- Assist in drafting the Trustees' annual report and maintain close liaison with Charity's auditors, solicitors and other professional advisors.
- Preparation of agendas and papers for all Trustees' and associated meetings.
- Remain up to date with relevant legislation and ensure appropriate compliance.
- Ensure fundraising law and regulatory compliance, company and charity law and regulatory compliance, General Data Protection Regulations, safeguarding legislation and Charity accounting regulations are strictly adhered to.