



## Role Profile

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**Job Title:** Executive Lead

**Employed by:** Lindisfarne RTP

**Responsible to:** Board

**Responsible for:** Providing leadership the post has responsibility for the organisation's administration and financial management. Working closely with the board of trustees, the post-holder will develop the organisation's long-term strategy, budget and business plan and ensure it complies with the law and regulations.

**Budget:** Approx. £50,000 pro rata

**Hours:** 0.6 FTE (initially)

**Location:** Church House, St John's Terrace, North Shields, NE29 6HS

### **Job Summary:**

The Executive Lead serves as Chief Operating Executive of Lindisfarne RTP and will work in partnership with the Dean of Lindisfarne RTP (the Academic Lead) and the Board, who are together responsible for the success of the organisation. Together, the Board, the Executive Lead and the Dean of Lindisfarne RTP assure relevance to the Church and community, the accomplishment of Lindisfarne's mission and vision, and the accountability of Lindisfarne RTP to its diverse constituents.

The Board delegates responsibility for management and day-to-day operations to the Executive Lead, and for Academic Programmes to the Dean of Lindisfarne RTP. They are authorised to carry out these responsibilities in accordance with the direction and policies established by the Board. The Executive Lead provides direction and support to the Board as it carries out its governance functions.

### **Accountabilities**

#### **1. Mission, policy and planning**

- a) Helps the Board determine and deliver Lindisfarne RTP's values, mission, vision, and short- and long-term goals ensuring a sustainable future.
- b) Drives and delivers business development activities to support the growth of the organisation.

- c) Helps the Board monitor and evaluate Lindisfarne RTP's performance, effectiveness and results and through its work, its social and economic impact.
- d) Keeps the Board fully informed on the condition of Lindisfarne RTP and on all the important factors and developments influencing it:

## **2. Management and administration**

- a) Provides general oversight of all Lindisfarne RTP's activities and assures a smoothly functioning, efficient organisation.
- b) Works in partnership with the Dean of Lindisfarne RTP to support the development and delivery of inspiring learning for all participants. Learns from their theological expertise to support the innovation of new and ambitious solutions to meet the changing needs of those Lindisfarne RTP serves.
- c) Assures a work environment that recruits, retains and supports quality staff and associates. Assures process for selecting, development, motivating, and evaluating all personnel.
- d) Recommends staffing and financing to the Board of Directors. Negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- e) Specifies accountabilities for management personnel and consultants and evaluates performance regularly.

## **3. Financing**

- a) Promotes programmes and services that are produced in a cost-effective manner, employing economy while maintaining a high level of quality.
- b) Oversees the fiscal activities of the organisation including budgeting, reporting, audit and investment/debt management.
- c) Works with Board to ensure financing to support short- and long-term goals.
- d) Assures an effective fund development programme by serving as the chief developer, including income generation plans, pursuit of business development opportunities and protocols for effective decision making in line with Lindisfarne RTP values.

## **4. Business and Community relations**

- a) Facilitates the integration of Lindisfarne RTP into the fabric of its communities.
- b) With the Dean of Lindisfarne RTP acts as an advocate, on behalf of its commissioners, for issues relevant to education, its participants, services and constituencies.
- c) Listens to commissioners, participants, associates, and the community in order to improve services and generate social and economic impact.
- d) With the Board and the Dean of Lindisfarne RTP, initiates, develops, and maintains both cooperative and collaborative relationships with key stakeholders, commissioners and constituencies to innovate new solutions for a changing world.

## **5. Governance**

- a) Works with the Board Chair to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- b) Manages the Board's due diligence process to assure timely attention to core issues.
- c) Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulation.

## **Person Profile:**

Lindisfarne RTP is founded within the Christian faith and we expect the post-holder to share the values inherent with this Christian ethos and have empathy with and respect for its theological position and beliefs. Core to our values is respect for human relationships and we would expect in an Executive Lead a depth of emotional intelligence that inspires human growth and collaborative practices. We would welcome applications from practicing Christians.

## **Physical Demands/Working Conditions:**

The Executive Lead will be competent in:

- handling detailed, complex concepts and problems, balancing multiple tasks simultaneously and making timely decisions regarding administrative issues.
- cultivating a supportive culture of growth both internally (with its Board, staff, associates, structure and systems) and externally with stakeholders, communities, commissioners and participants.
- developing smooth and constructive relationships with executive colleagues, outside agencies, organisations and individuals.
- delegating professionally, holding accountabilities and ensuring effective performance management and development.
- planning and meeting deadlines, maintaining a flexible work schedule to meet the demands of executive management.
- conveying a credible professional and positive image and attitude regarding Lindisfarne RTP and the education and social sectors.
- exemplifying a commitment to continued professional growth and development.

## **Qualifications and experience:**

A Bachelor's Degree is required with a depth of experience in a leadership position. You will have worked in environments that require a collaborative approach against competing agendas and have the capacity to hold and deliver against the collective goals on behalf of many. As such, you will demonstrate critical competencies in four broad categories:

Commitment to results: The Executive Lead is a systems thinker who is client focused and goal driven, holding and driving forward collective goals on behalf of stakeholders, commissioners and partners. This individual identifies relevant information and helps transform this information into individual, organisational and collective knowledge and learning. The Executive Lead is action oriented and innovative. S/he translates broad goals into achievable steps. S/he anticipates and solves problems and takes advantage of opportunities, is a self-starter and team player, with a dynamic can-do attitude.

Business acumen: As Lindisfarne RTP's leader, this position requires an individual with knowledge of and experience in both strategic and operational management and administration. The position requires demonstrated experience in integrating and coordinating diverse areas of management.

- Knowledge in the following areas is required: human resources, finance; oral and written communications; planning and evaluation; and governance.

- Some experience in education/training and social sector management and governance, and Church relations is preferred.
- A high level of interpersonal skills is required to make formal, persuasive presentations to groups and to deal effectively with people from all segments of our communities.
- The individual must be comfortable with diversity and respectful of a wide range of faiths, beliefs and experiences.

Leading change: The Executive Lead possesses the skills and implements the functions of a leader. S/he shares Lindisfarne’s values, mission and vision. S/he consistently displays integrity, models behaviour, develops people, and builds teams. This individual deals effectively with demanding situations and designs and implements interventions.

Inspiration: At the heart of Lindisfarne RTP’s success is people with a shared sense of values and vision. The Executive Lead manages continuity, growth, change and transition and inspires a culture which promotes the attainment of collective goals, ambitions and innovation. This individual is driven by their ability to enable others. S/he inspires impact and action for Lindisfarne RTP, its commissioners, participants and communities.

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