

JOB DESCRIPTION

POST: Chief Executive

TENURE: Permanent

HOURS: Full-time or Part-time (minimum 0.6 FTE)

SALARY: In the range £48,000 - £55,000 p.a. depending on experience. Pro rata for Part-time

BASE: Susan Kennedy Centre, Ashington

RESPONSIBLE TO: The Board of Trustees

REPORTS TO: Chair of the Board

JOB PURPOSE

To provide inspirational leadership, vision and organisational oversight to ensure the Charity continues to provide an excellent range of trauma-informed services tailored to meet the needs of the people of Northumberland affected directly, or indirectly, by the effects of substance misuse.

KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP and DIRECTION

Working with the Chair and Trustees:

- ✓ Bring forward timely proposals for policy, strategic and annual plans ensuring alignment with the charity's Mission, Vision, Values and charitable objects and which will ensure the long-term viability, sustainability and impact of the Charity.
- ✓ Ensure that the Vision, Mission, Values and charitable objects are regularly reviewed, involving partner organisations, beneficiaries, staff and volunteers, as appropriate.
- ✓ Identify opportunities for innovation, partnership working and service development that will enable the Charity to develop, adapt or change its service offer to address the changing needs of the Northumberland population.
- ✓ Enable a process for the board to develop its skills and potential.

FINANCIAL LEADERSHIP AND SUSTAINABILITY

- ✓ Provide strategic oversight of financial management, planning, forecasting and reserves.
- ✓ Lead income generation and sustainability strategies, including commissioning negotiations, tendering, fundraising and diversification.
- ✓ Ensure financial stability in line with the charity's financial plans, Reserves policy and risk appetite.
- ✓ Ensure the board is provided with timely, accurate and up-to-date financial information to enable it to budget with confidence, monitor in-year performance and manage risks.
- ✓ Ensure that funds are used judiciously for their stated purposes and that regular audits are undertaken.

PEOPLE LEADERSHIP and CULTURE

- ✓ Provide visible leadership to inspire, support and develop managers and staff to enable them to contribute fully to the organisation's success and delivery of its Strategic and Annual Plans.
- ✓ Engage all staff in the processes and practices underpinning the Investors in People standards and the continued accreditation at Platinum level.
- ✓ Ensure recruitment, HR policies, performance management and professional development reflect best practice and ESCAPE values.
- ✓ Lead on succession planning throughout the organisation from operational to board level.
- ✓ Ensure the full value of the contribution that volunteers make to the organisation is recognised and valued, and that effective working relationships between staff and volunteers are in place.

OPERATIONAL MANAGEMENT and QUALITY

- ✓ Draw up annual proposals for staffing, structures and other requirements for consideration by the board as part of the annual budget setting process.
- ✓ Oversee effective delivery and promotion of ESCAPE's trauma-informed service model, including CRAFT, ACEs, SPACE, mutual aid networks etc.
- ✓ Ensure services remain safe, high quality, person-centred and responsive to the differing needs across the communities of Northumberland.
- ✓ Maintain effective systems for monitoring outcomes, impact, performance and beneficiaries' experience.
- ✓ Ensure buildings are kept well-maintained, provide a safe working environment and comply with relevant regulations.
- ✓ Ensure that appropriate technical and administrative systems are in place and reviewed regularly to enable the organisation to function efficiently and effectively.

STAKEHOLDER ENGAGEMENT

- ✓ Regularly review the range of stakeholders that ESCAPE interacts with so as to reflect the current and likely future aims and ambitions of ESCAPE.
- ✓ Build and maintain mutually effective and beneficial relationships with statutory and non-statutory stakeholders to facilitate collaboration and mutual benefit.
- ✓ Arrange regular and ad hoc communications activities and events planned to appeal across the range of stakeholders, to promote their understanding of ESCAPE's role and to encourage their involvement.
- ✓ Actively participate in relevant national, regional and County-wide networks, support groups etc and liaise with key influential individuals to raise the profile of the need to invest in services to support families and carers affected by the addictive behaviours of their loved ones.

GOVERNANCE AND COMPLIANCE

- ✓ Make proposals to the board to ensure that the organisation complies with all necessary legal, regulatory and charitable requirements eg health and safety, employment rights, and ensure compliance with legislation concerning all safeguarding issues for adults and children.
- ✓ Ensure all policies, procedures, internal controls and risk management systems eg legal, regulatory and charitable requirements agreed by the board are robust, consistently

implemented and reported upon to the board and elsewhere as necessary at agreed intervals.

- ✓ Provide the board and its sub-structure with the various resources and support needed to ensure effective governance, reporting and assurance mechanisms.

SAFEGUARDING LEADERSHIP

- ✓ Hold ultimate organisational responsibility for safeguarding adults, children and young people, ensuring all board-approved policies and processes adhere strictly to current legislative requirements.
- ✓ Embed a 'Making Safeguarding Personal' approach, ensuring the rights, wishes and lived experiences of adults, children and young people remain central to all practice.
- ✓ Foster a robust safeguarding environment through high-quality training, regular supervision and proactive incident management to ensure staff are competent and supported.
- ✓ Oversee safer recruitment and whistleblowing frameworks, ensuring robust procedures for managing allegations and promoting a transparent 'Speak Up' culture.
- ✓ Deliver transparent reporting and strategic risk insights to the Board and statutory partners to maintain rigorous oversight and informed decision-making.
- ✓ Drive multi-agency collaboration and lead the integration of findings from statutory reviews (SARS/ CSRs) into continuous organisational learning and improvement.

EXTERNAL RELATIONS and INFLUENCE

- ✓ Act as the chief ambassador for ESCAPE, protecting and enhancing the charity's reputation.
- ✓ Maintain and develop effective partnerships with statutory and non-statutory bodies, networks and communities.
- ✓ Influence policy and practice related to addiction, family support and trauma-informed support.
- ✓ Use appropriate media sources to publicise ESCAPE's activities and achievements, ensuring that all communications, marketing and engagement activities reflect ESCAPE's values and plans.

REPORTING AND ACCOUNTABILITY

- ✓ Make quarterly performance reports, and others as may be required, against the Annual Plan, as required by the board.
- ✓ Provide reports to funders in the manner and on timescales which they require.

The above list of Responsibilities is intended to provide a broad overview of the key areas of responsibility, not an exhaustive list of all tasks.

The Chief Executive is expected to maintain confidentiality, respect professional boundaries and have a commitment to continuous professional development. They will promote equality, diversity, inclusion and anti-discriminatory practice.

JLMA

28/4/2026 V3