## Sibs Chief Executive Officer Job Description

**Job Title** Chief Executive Officer

**Responsible to** Sibs Board of Trustees

**Location**  Home-based

**Hours of work** 35 hours per week

**Contract** Permanent

**Salary**  £39,000 – £41,000

### Job purpose

To have overall responsibility for running the charity including its strategy, fundraising, staff management, and reputation.

### Sibs’ purpose

Sibs exists to improve the quality of life of people who grow up with a brother or sister with a lifelong disability or serious medical condition. We also aim to advance the education of professional workers, policy makers, service providers and the general public into the needs of siblings. We promote and disseminate research and models of good practice in sibling support.

Sibs provides information and support for siblings of all ages, and parents and carers of young siblings. We do this by phone, email, online and written resources, workshops and conferences.

We work with professionals and service providers to influence them to provide services to siblings, and to enhance their skills in supporting siblings, providing them with training, consultancy, phone, email and online information.

Sibs works with researchers, practitioners and siblings to:

* find out about the needs of siblings,
* collect evidence of best practice in sibling support,
* and raise awareness of sibling issues through presentations and the media.

### Main duties and responsibilities

1. Implement the current business plan, and develop the next three-year business plan for Sibs
2. Fundraise for Sibs and develop good relationships with funders
3. Ensure that Sibs’ finances are managed in accordance with the Charity Commission regulations
4. Work with the Board of Trustees in ensuring that Sibs discharges its constitutional and legal objectives and achieves its long-term aims
5. Recruit, lead and inspire staff towards the achievement of Sibs’ long-term objectives
6. Be responsible for the implementation of Sibs’ policies and procedures
7. Be the public face of Sibs
8. Develop and articulate policy around sibling issues and Sibs’ campaigns and commission research into sibling issues
9. Ensure that Sibs is presented in an appropriate manner to its stakeholders
10. Deliver support to people who use Sibs, and provide occasional consultancy and training, in conjunction with Sibs’ staff

### Person specification

**Leadership**

1. Experience of leadership and strategic planning and able to generate ideas for strategic, operational and organisational development
2. Able to solve problems and make effective decisions
3. Able to command the respect and confidence of Sibs Board of Trustees
4. Experience of and ability to develop and motivate a staff team
5. Able to ensure Sibs’ management and HR policies and procedures are up to date

**Fundraising and finance**

1. Experience of fundraising and able to develop strong working relationships with funders
2. Experience of and ability to develop budgets and manage finances

**Campaigning and policy**

1. A thorough understanding of the issues facing siblings of disabled people across the lifespan
2. Knowledge of the health, education and social care sectors for children, young people and adults and of current legislation and government initiatives relevant to siblings and their families
3. Experience of issue-based policy development
4. Experience of and ability to present to public audiences and the media
5. Able to represent Sibs to organisations and the general public, and to develop rapport and communicate powerfully and effectively with a wide range of people and organisations

**Other**

1. Able and willing to travel throughout the UK
2. A Disclosure and Barring Service (DBS) check is required for this job

The post holder must espouse the values and philosophy of Sibs as an ethically, environmentally and socially aware organisation, and be passionate about representing the needs of siblings of disabled people.

The post holder will work from home and good broadband at home will be essential.

Sibs has an annualised hours work system with six weeks holiday leave for all staff.

After three months employment new staff are automatically enrolled into the NEST work pension scheme. If preferred, Sibs will make the pension contribution into a personal pension plan. Sibs’ contribution to this plan will be the equivalent of the postholder’s contribution (as a percentage of gross salary) up to a maximum of 5%.