

# Job Description



**Job Title:** Chief Executive Officer  
**Reports To:** Board of Trustees  
**Location:** PATA Chequers Bridge Centre, Gloucester

## Overview of the role:

The CEO will provide the strategic leadership, vision and direction to help PATA deliver its mission to support the Early Years Education and Children's Play sectors in Gloucestershire and beyond. You will collaborate with the Board of Trustees and build partnerships with key bodies and other charities while providing leadership to the PATA staff team.

## Key roles and responsibilities:

- Provide decisive and ambitious leadership for the team and the organisation in line with its vision, mission and values.
- To keep up to date with charitable and early years and play sector issues that may affect the organisation.
- To represent PATA and its members locally and nationally, building partnerships participating in consultation processes and challenging initiatives as and when appropriate.
- To be accountable for maintaining the quality and standards of all aspects of the organisation, including PATA Managed Groups.

## Specific Duties include:

### Strategic Leadership:

- To manage and develop PATA's growth whilst retaining the core values of the organisation.
- Support the Board of Trustees in setting the strategic vision, mission, short and long term objectives and priorities.
- Support the Board to meet its responsibilities to ensure that the charity is legally compliant, well run and meets its organisational duties and responsibilities.
- Fulfil reporting requirements of the Board, providing comprehensive reports on activity and performance within the organisation.
- Identify and respond to emerging sector trends, opportunities and risks.

### Partnerships and relationships

- Develop and maintain the public facing brand for PATA, furthering our voice and reputation within the early years and play sectors and more widely within the VCSE community.
- Be the spokesperson and ambassador for the organisation, to engage and advocate for us and our members, representing our interests to stakeholders, partner organisations, policy makers and the public.
- Initiate, develop and maintain co-operative relationships with key bodies and other charities (for example GCC, Ofsted, EYA, NDNA).
- Promote awareness of issues affecting our members. To influence and advocate for policies that promote and support the sustainability of the sector.

### Organisational Management

- Oversee the financial activity of the organisation including budgeting, reporting and auditing and enable the Board of Trustees to fulfil their financial oversight role by providing timely and accurate information.
- Work closely with the Finance Manager and Treasurer to plan, monitor and deliver annual budgets, forecasts and other financial reporting.

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- Ensure all legal and regulatory requirements are in place, reviewed and monitored, with due regard to Ofsted, Safeguarding, UK GDPR, Charity Commission and Companies House. Overall responsibility for organisational Health & Safety.
- Provide general oversight of PATA's activities and operations, working with the Operations Manager to ensure smooth and effective running of the organisation.
- To have overall accountability for the policies and procedures of the organisation.
- Maintain an inclusive work environment that recruits, retains and supports quality staff and volunteers, ensuring that processes for selecting, developing, motivating and evaluating staff are fully compliant and effective.

## Experience and knowledge

This is a strategic role within PATA with accountability across all organisational areas. The CEO will be adept at multi-tasking, accustomed to handling detailed, complex concepts and problems, and capable of making well-evidenced rapid decisions.

### Essential

- Experience of leadership and management in the voluntary sector and/or the Early Years and Play sectors.
- Track record of successfully developing people, projects and partnerships
- Ability to represent the organisation and positively influence, maintain and develop relationships with the wider sector.
- Ability to lead and implement excellence in equality, diversity and inclusion.
- Proven ability to work strategically in a dynamic and changing environment.
- Highly effective communication skills with people at all levels and an ability to inspire and engage.
- Ability to build purposeful working relationships both internal and external.
- Degree level (or equivalent) qualification with a minimum of 3 years' experience in a senior leadership role.

### Desirable

- Experience of working with a Board of Trustees or Directors.
- Experience of management in the Early Years or Play sectors.
- Track record of developing services and securing funding.
- Senior level experience across a broad spectrum of activities including HR, financial management, marketing, planning, evaluation and governance.

### Administration and other requirements

- Strong IT skills and ability to self-serve re administration tasks including experience using Excel.
- Ability to travel around Gloucestershire to visit PATA Managed Groups and other meetings and events. This means that the candidate will need a current driving licence and access to transport.
- Willingness and ability to occasionally work in the evenings and weekends (Trustee meetings are held six times per year in the evening, some of which are online. They are usually not more than two hours in duration).