



# BEACON

Wolverhampton Road East, Sedgley, WV4 6AZ

<b>Job Title:</b>	Corporate Services and Performance Director
<b>Salary:</b>	Competitive
<b>Responsible to:</b>	Chief Executive
<b>Location:</b>	Beacon Centre and across the charities geographic operating footprint
<b>Hours of Work:</b>	37.5 hours per week. Flexible working will be required

## Overview

Beacon was established in 1875 with its charitable aim : ***To promote the relief of visually impaired persons***

Working with its stakeholders, Beacon has developed Ambition 2025 as its long term Vision, the strategic objectives are:

1. Ensure core products and services stay relevant and respond to changing needs and demands.
2. Maximise the opportunities afforded by technology developments.
3. Grow the business in terms of turnover, products and services and operating area.
4. Resilience and strengthen the income base.
5. Raise the profile of the issue (sight loss) and its impact on society.

With the Chief Executive and the Executive Leadership Team (ELT), you will be responsible for developing, implementing and evaluating and achieving The Ambition 2025 Vision. Building on the organisations people, systems and assets, you will be part of the team that ensures the long-term performance and sustainability of the charity. As Corporate Services and Performance Director you will oversee the company's finances, IT, data, performance and quality management systems and the legal prescribed requirements for the company and its subsidiaries to operate effectively within the law. You will also have responsibility for general administration and the maintenance of the company's physical as well monetary assets.

## Main responsibilities of the role

1. Provide corporate leadership and direction.
2. Consult with and influence key external stakeholders and where appropriate deputise for the CEO.
3. Develop and implement with ELT a KPI Framework with reporting systems for your directorate.
4. Work with ELT to define the organisational competencies and culture required to implement the aims of the charity and the Ambition 2025 Vision and embed this across your Directorate.
5. With the CEO and ELT lead on the development and successful implementation of the company's strategic, business and financial plans.
6. Implement change management activities across your directorate and support managers to execute this across their teams.
7. Ensure overall effective fiscal management contributing towards the financial growth of the charity, including cost savings, efficient business processes with regular financial and performance reports to ELT and Trustees.
8. Support the development of the organisations services reporting as appropriate to Council of Management, Finance & General Purposes Committee and the CIC Board on performance and progress including growth and financial projections.
9. Provide financial and business information for ELT and the wider management team, enabling informed and considered decisions around services, customers, resources, growth and performance to be taken.

10. Ensure back office functions support the charity and its subsidiaries, that are current, relevant and enable the business to deliver its operational objectives.
11. Functional strategies, policies, processes and guidance are up to date and are in line with best practice and current legislation.
12. Oversee the submission of all statutory returns and that legal requirements are up to date.
13. Ensure that the company's assets and resources are used efficiently and effectively.
14. Where appropriate provide professional advice to the Board, ELT and staff as required.
15. Carry out all other duties as maybe reasonably assigned from time to time and with the level of this Job Description.

### **Experience and Knowledge**

1. A motivated self starter that identifies opportunities and understands the role of energy and leadership
2. Track record of senior management in a dynamic, fast paced and challenging environment.
3. Track record of successful treasury management, with ACMA or equivalent qualifications, and experience of overseeing complex budgets and producing finance reports to inform the strategic and operational decision-making process.
4. Recent demonstrable experience of overseeing the utilisation of a range of operational data which informs business development and growth.
5. Experience of investment management as well as charitable and social enterprise activity.
6. Experience of developing and leading teams to deliver effective and efficient services that are responsive to the needs of communities, commissioners and a range of funders.
7. Record of leading and implementing organisational change.
8. Proven experience of staff management, including management of performance and the ability to inspire and empower staff to perform at their highest level.
9. Recent experience of implementing effective quality assurance processes.
10. Proven entrepreneurial abilities and demonstrable experience of leading business planning processes from vision to implementation to evaluation.
11. Evidence of ability to bring a considered and informed view to strategic partnerships.
12. Evidence of negotiating outcomes and deliverables at a strategic level with commissioners and funders.
13. Demonstrate empathy and understanding with Beacon's vision and values and with citizens who have sight loss impairment.
14. Evidence of a commitment to ongoing personal development and training.
15. Digitally literate and familiar with a range of software packages including, specialist finance packages e.g Sage, Pegasus, with proven ability to produce accounting reports of varying complexity to suit the audience.

### **Performance Management**

In line with the current staff appraisal process, you will agree in consultation with your line manager, a set of business objectives and a Personal Development Plan.