

## JOB DESCRIPTION

---

- Job Title:** Assistant Chief Executive (additional post)
- Job Location:** 20 St. Ann's Square, Manchester
- Reporting to:** The Chief Executive and the Board of Trustees
- Responsible jointly with the existing Assistant Chief Executive for**  
Care and support policy and standards  
Care and support service delivery  
Contributing to corporate governance  
Contributing to business development  
Deputising as necessary for the Chief Executive
- Hours of Work:** 35 per week normally Monday-Friday 9 am–5 pm excluding lunch. Some out of hours work may be required.
- Salary:** £37,200 per annum.
- 

## PURPOSE OF JOB (as set out in the draft contract of employment and as from time to time)

- a. As a member of the Executive Team, and under the guidance of the charity's Trustees, to promote the Charity's registered objectives, that is "the relief of the elderly in and around the City of Manchester".
  - b. As required, to lead the charity's teams responsible for the management and development of Age UK Manchester's day care, home care, residential care, advice, counselling, supporting people, and ageing well services including the preparation and monitoring of relevant business plans, and co-ordinating them with other aspects of the organisation's work.
  - c. To contribute to the generation of funds to facilitate the work of the charity through cash donations, bequests, grants, charged-for services and trading in donated goods.
  - d. To help formulate and represent the charity's policies and practices, with commissioners and other agencies, working wherever practicable with other charities with shared interests, in particular Age UK and the other members of the Age England Association.
  - e. Within all aspects, to ensure that the Code of Conduct, Equal Opportunities, Health and Safety and other policies set out in the Employee Handbook are adhered to.
- 

## TASKS

- a. **Care, Supporting People and Ageing Well activity**
  - i. To run the care and support activities of Age UK Manchester in a way that reflects the values of the organisation
  - ii. To manage, support, supervise and motivate the employees and volunteers for whom the Assistant Chief Executive is responsible so that they achieve the objectives of the Board of Trustees and the Senior Management Team.
  - iii. To help formulate a development action plan for all care, supporting people and ageing well activities and, once agreed, lead its implementation and ensure its effects are evaluated and assessed.

- iv To ensure compliance with the financial regulations of the organisation in so far as they concern the activities for which the post holder is responsible, including the provision of the information necessary for the production of timely and accurate cost centred management accounts, cash-flow statements, and analyses of operational trends.
- viii To ensure the proper handling of cash and other valuables in accordance with the procedures laid down by Age UK Manchester and the completion of the necessary returns for the care, supporting people and ageing well services.
- ix To ensure that clear and concise information is available to both actual and potential clients of Age UK Manchester's care and support services, and that regular information is obtained about the levels of satisfaction.

**b. Senior Management Team**

- i. To work with the other members of the senior management team in the vigorous pursuit of the objectives of the charity, and of its charitable and trading subsidiaries, in accordance with the policies and targets laid down by the Board of Trustees.
- ii. To provide regular reports to the Senior Management Team, with sufficient information to help ensure it is able to meet its obligations and legal responsibilities, attending and participating in meetings when required.
- iii. With regard to care and support activities, to stay informed of current and future legislation and of current best practice inside and outside the Age UK partnership and to co-ordinate the advice given to the Chief Executive and Senior Management Team concerning any appropriate amendments to policies and procedures relating to care and support or other management matters.
- iv. To support the Chief Executive and the Senior Management Team in the management of the day centre buildings and any other premises and other physical assets used for care and support activity.
- v. To be a registered counter-signatory for the purposes of the Disclosure and Barring Service processes.

**c. Business Planning and Promoting Effectiveness**

- i. To assist in the development of sensible business plans for achieving the objectives of care and support activities within the organisation.
- ii. To support the Chief Executive and the Senior Management Team in developing the personnel review and appraisal systems for all workers.
- iii. To liaise with professional advisors as needed, and to liaise with other Age UK partners and other organisations, and to attend meetings as agreed with the Chief Executive.
- iv. To give talks and make presentations on the work of Age UK Manchester as required.

**d. Other Duties**

Such other duties as may be required that are consistent with the duties and responsibilities of the post.