



Job Description

Role:	Chief Executive Officer
Salary:	Up to £60,000, Automatic enrolment workplace scheme
Place of work:	Flexible working arrangements, including a home/hybrid model.
Responsible to:	Board of Trustees

Are you ready to make a profound difference in the lives of older people in Surrey? Executive Recruit and Age UK Surrey is seeking a dynamic and visionary Chief Executive Officer to lead our dedicated team and drive our mission forward. This is a unique opportunity for individuals seeking their first CEO role or seasoned professionals looking to contribute their expertise to a cause they are passionate about.

About Age UK Surrey:

Age UK Surrey is a vital lifeline for older people in our community, providing essential services and support to enhance their quality of life. From companionship to practical assistance, we are committed to ensuring that every older person in Surrey feels valued, respected, and empowered.

Key Responsibilities:

As the CEO of Age UK Surrey, you will play a pivotal role in shaping our strategic direction and ensuring the effective delivery of our services, retail business and community centre.

Your responsibilities will include:

1. Collaborating with the Board to develop a comprehensive 3-year Strategic Plan and annual Business Plans and Budgets.
2. Overseeing the execution of the Business Plan within established timelines and budgets.
3. Building and maintaining strong relationships with the Board and other stakeholders.
4. Leading, motivating, and evaluating the senior management team and staff.

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5. Cultivating a culture of excellence and dedication among staff and volunteers.
6. Establishing and nurturing partnerships with external stakeholders, including funders, supporters, and local authorities.
7. Ensuring diverse and sustainable income streams to support our activities.
8. Monitoring and reporting on key performance indicators and financial health.
9. Ensuring compliance with all legal and regulatory requirements.
10. Acting as a representative of AUKS to the media and wider community.

Desired Qualifications: We are seeking candidates with the following qualifications and attributes:

1. Practical operational experience and financial acumen.
2. Exceptional communication skills and IT literacy.
3. Previous senior management experience in the charity or not-for-profit sector (desirable).
4. A commitment to best practices and continuous improvement.
5. Strong empathy and compassion for older people.
6. Strategic vision and the ability to inspire and motivate others.
7. Excellent interpersonal skills and a collaborative mindset.

If you are passionate about making a positive impact in the lives of older people and possess the skills and qualities we are looking for, we invite you to apply for this rewarding opportunity.

To apply, please submit your CV and a covering letter outlining your suitability for the role to Emily.formby@executiverecruitment.co.uk by 15th March 2024. For further information or an informal discussion about the role, please contact Emily Formby at 0333 241 240.

Join us in our mission to empower older people in Surrey and make a difference that truly matters. Age UK Surrey awaits your leadership.

At Age UK Surrey, we are committed to promoting Equality, Diversity, and Inclusion (EDI) in all aspects of our work. We embrace and celebrate the diverse backgrounds, perspectives, and experiences of our staff, volunteers, and service users. We actively encourage applications from individuals of all ages, genders, ethnicities, abilities, and backgrounds. Join us in fostering a culture of inclusivity and belonging as we work together to empower older people in Surrey. Apply now and be a part of our inclusive community!