



CHIEF EXECUTIVE OFFICER (CEO)

JOB DESCRIPTION

Job Purpose

The Chief Executive Officer (CEO) is the key employee of DBE Services. In keeping with the vision of the company, they have strategic oversight of all areas of work and management responsibility for its staff and operations. They are responsible for ensuring that the services offered by the company are delivered to a high quality and for the development, sustainability and growth of the company. They are also responsible for providing an integrating vision for the company's work and for leading it, under the Board of Directors' guidance, in responding to new challenges and opportunities. They are responsible for building and maintaining relationships with key partners and stakeholders.

Specific Responsibilities

Governance

1. To act as Company Secretary and to ensure that DBE Services is compliant with company law and the conduct of the business of the Board of Directors is undertaken professionally, to a high standard, and to the satisfaction of the Chair and Directors.
2. To advise the Chair on matters within the Board's responsibilities.
3. To draft policies and procedures for the Board.
4. To implement all policies and procedures of the Board.
5. To attend all meetings of the Board of Directors and the Management Group of Diocesan Directors of Education, providing minutes, agendas and other relevant documentation for these meetings.
6. To provide a report of the work of DBE Services at each Board meeting and Management Group meeting.

Management and Finance

DBE SERVICES LTD, Registered address: Diocesan Offices, Clayton House, Walker Business Park,
Blackburn, BB1 2QE
A partnership between the Dioceses of Blackburn, Carlisle, Chester, Liverpool Manchester & York

7. Direct the company in keeping with the vision outlined for the company by the Board of Directors.
8. Partner with high-level officers to grow the company, strengthen it and ensure its sustainability.
9. To have management responsibility for all staff employed by the company, all staffing and employment matters and to conduct annual appraisals of those staff.
10. Oversee quality control throughout the company, establishing goals for each area of work to meet the overall strategic plan.
11. Work closely with the accounts and finance team to prepare annual budgets, complete the company risk register, create internal audit processes and facilitate and support the external audit process.
12. To ensure financial controls are in place and ensure that all the requirements of Company Law, Tax Law and other regulatory and legal compliance are implemented.
13. To have management responsibility for any consultants/companies employed by the company to undertake specific tasks.
14. To ensure that the company's staff operate effectively, with strong mutual support, understanding and communication, and to have a particular concern for the welfare and professional development of staff.

Strategy

15. To produce and implement a strategic plan that meets the company's vision.
16. To maintain an overview of developments in all areas of work undertaken by the company.
17. To take a lead in responding creatively to new income-generating opportunities or challenges affecting the company's work, including those that may arise from Government policy and the expansion of the company's work into dioceses not initially involved with DBE Services and with community schools and academies.
18. To ensure that any expansion of the company to include new DBE members, under the direction of the Board, is managed effectively.

Co-operation and Partnership

19. To have a particular responsibility for the company's relationship with the Diocesan Boards of Education and their staff in all partner dioceses.

DBE SERVICES LTD, Registered address: Diocesan Offices, Clayton House, Walker Business Park,
Blackburn, BB1 2QE
A partnership between the Dioceses of Blackburn, Carlisle, Chester, Liverpool Manchester & York

20. To ensure that the company develops and maintains good working relationships with other key partner organisations, including the National Society, the DfE, local authorities and other providers of education services, including other dioceses and denominations involved in the provision of schools.
21. To ensure that the company's relationship with Church of England schools reflects and sustains the partnership between those schools and their Diocesan Boards of Education and strengthens the part played by those schools in the mission of their Diocese.

Communications

22. To ensure that the company communicates consistently and effectively with those to whom it offers services, particularly Headteachers, Chairs of Governing Bodies and DBE officers.
23. To proactively seek to advertise the company's services within the region, partnering with Diocesan Boards of Education.

General

24. To undertake other responsibilities as agreed with the Board or its Chair.
25. The post requires attendance at the company's office in Blackburn as well as travel throughout the area that it serves.