



Job Description

Job Title:	Chief Executive Officer
Reports to:	Chair of the Board of Trustees
Direct reports:	Director of Fundraising and Communications, Director of Finance and Operations and the Director of Programmes
Salary:	£65,000 to £80,000 depending on experience. Negotiable
Terms:	Full-Time
Leave:	28 days holiday per annum plus bank holidays
Location:	Home Based with travel to our offices in Crawley, West Sussex.
Purpose:	The CEO will lead the management of the organisation; advise the Trustees on the strategic direction of the organisation and implement Board decisions; and promote Vision Action and its ambitions, values, and objectives in everything they do.

About Vision Action

Vision Action, formally Vision Aid Overseas, is a UK-based charity, with a focus on fighting poverty by transforming access to eye care services in lower- and middle-income countries in Africa. The charity was established in 1985. Our work focuses on the development of services for uncorrected refractive error and primary eye health. Uncorrected refractive error is the world's leading cause of avoidable visual impairment, with an estimated 670 million people affected worldwide. We develop programmes that integrate training, primary eye care, school eye health and facility developments into national and regional eye care plans, seeking always to be responsive to local need. In this way, we help children to learn and adults to earn so that they can provide for their families. Currently, the organisation has programmes operating in Ethiopia, Ghana, Zambia and Sierra Leone.

Purpose of Job:

Vision Action is seeking to appoint a new Chief Executive Officer, who will focus on ensuring that Vision Action continues to make a substantial impact in addressing uncorrected refractive error and driving forward better more equitable primary eye health globally. The CEO will lead the management of the organisation; advise the Trustees on the strategic direction of the organisation and implement Board decisions; and promote Vision Action and its ambitions, values, and objectives in everything they do.

Reporting directly to the Chair of the Board of Trustees, the post will play a critical role in the overall leadership and management of Vision Action and will be vital in securing the future success of the organisation. Vision Action is in an exciting period, with a new strategy to 2030, new programmes starting in three countries. The successful candidate will be a dynamic leader who shares Vision Action's ambition and who is inspired by the opportunity to help shape the future of the organisation and the people it serves.

KEY AREAS

Principal responsibilities

- Lead and manage the organisation, working with the Board to ensure that organisational structure and accountabilities are aligned with strategic and operational requirements, and implementing change as required.
- With the Board, develop Vision Action's strategic and operational plans.
- Provide vision and communicate a clear and inspiring strategic direction.
- Motivate and align staff and their work to Vision Action's strategy.
- Model behaviour that is an exemplar of Vision Action's values.
- Keep the focus of Vision Action's work on primary eye care.
- Represent and develop Vision Action's public profile, being a visible ambassador.
- Maximise Vision Action's social impact / Social Impact Return on Investment.
- Maximise the impact of the wider vision sector through engagement and collaboration with other organisations championing primary eye care.
- Ensure Vision Action is values and principles led and ethical in all of its activity.
- Build income streams and reserves through active engagement with fundraising and securing grants.

Management of the organisation

Working with the Board and the Senior Management Team (SMT) to ensure that Vision Action's mission is delivered, statutory and regulatory duties are observed and that strategic and operational objectives are implemented. Supporting the Chair to develop the Board and its role and working with the Director of Finance to develop the annual budget; ensure that financial management information is provided to the Board; and to monitor performance against budget and take necessary corrective action. Working with the Director of Programmes to ensure information on Vision Action's charitable activity is provided to the Board and to monitor Social Impact Return on Investment and manage the organisation and direct reports effectively, providing supervision, development and appraisals for all reports and ensure they do so for all staff.

You will be required to review and evaluate the levels of risk to ensure appropriate governance and mitigation is in place, paying particular attention to regulated activity and maintain and develop appropriate targets, KPIs, and reporting systems, to deliver high performance and ensure that relevant quality standards are met, and to hold owners to account, ensuring compliance with employment and equality legislation and good practice and ensuring that all staff, volunteers, partners, volunteers, and beneficiaries are respected and valued and that Vision Action's commitment to equality, diversity and inclusion is upheld.

Communication and ambassadorial

- Promote Vision Action's vision, mission, and objectives as one of its principal ambassadors and spokespeople.
- Work with the Director of Fundraising to represent and promote the organisation to institutional and individual funders and the public to secure further funding and build new alliances.
- Communicate the key expertise of the organisation to relevant audiences.

Vision Action's Networks

- Engage and work collectively with the wider vision sector and network.
- Optimise the relationship between Vision Action and the global vision sector.

General

- To promote all Vision Action Policies and abide by them at all times.
- To undertake any other duties as may reasonably be required taking account of the nature and scope of this job description.
- Be fully conversant and comply with the Data Protection Act 2018
- All staff should adhere to Vision Action's Equality and Diversity policy framework and will be expected to play a key role in its successful implementation.
- Comply with the Policy in support of the UK Bribery Act 2010

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.



Person Specification

Please respond directly to the criteria in your supporting statement.

Knowledge and Experience

- Experience of operating at a senior strategic leadership level within a comparable organisation. Already a trusted and respected leader you will bring a successful track record of achievement as CEO, Chief Officer or Executive Director including practical experience of working as part of a Board to shape and set strategy.
- With strong experience of inspiring and maintaining a modern, motivated and cohesive workforce you will bring a strong track record of delivering high performance, ideally with staff and volunteers. You will also have organisational leadership and delivery experience that enables you to set the agenda, monitor deliverables and provide effective oversight.
- You will understand the role that organisational culture plays and offer experience of leading and managing teams operating in different locations/countries or organisations in a way that fosters collaboration, unlocks potential and is transformative in impact.
- An understanding of Charity governance and funding would be useful, and you will most likely bring some knowledge of income generation activities including commercial, fundraising and partnerships.
- You will have an undisputed track record of persuading and influencing key stakeholders, including policy makers, politicians, partners and stakeholders.
- Ideally, you will have experience in the vision sector and come with a passion for making a difference especially to primary eye care.

Skills and Abilities

- Communication and engagement skills that inspire change in outlook and thinking. Able to present in an impactful and effective manner with different audiences.
- Outstanding leadership skills with the ability to develop and implement vision and strategic plans.
- Interpersonal and influencing skills that secure trust and confidence.
- Sharp strategic planning abilities, with the financial awareness and acumen to translate strategy into performance and to make relevant connections.
- Able to manage complexity and to operationalise business ideas and strategies.

Leadership Style and Personal Attributes

- Credible and approachable leadership style. Has presence and is both trusted and respected. Uses emotional intelligence to build connection and win loyalty from others.
- Flexible and adaptable when leading and delivering change.
- Natural collaborator and alliance-builder, who is open minded and willing to question the status quo to explore new options.
- Simplifying style, with sharp business acumen and a balanced risk appetite.
- Strong and authentic engagement with the vision sector and primary eye care issues and is personally committed to Vision Action's approaches as part of its vision, mission and values.

Application process will be a CV and cover letter that includes supporting statement along with three referees' contact information and details of your current salary.