



Job Description

Job Title:	Chief Executive Officer
Reports to:	Chair of the Board of Trustees
Direct reports:	Director of Finance and Operations, Fundraising Manager and the Global Programmes Manager
Terms:	Full-Time
Location:	Ghana <i>(With the ability to travel internationally to country programmes in Ethiopia, Sierra Leone and Zambia and to the UK)</i>
Purpose:	The CEO will lead the management of the organisation and international team; advise the Trustees on the strategic direction of the organisation and implement Board decisions; and promote Vision Action and its vision, values, and objectives.

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. 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 with a support office in the UK.

Overview of the Role:

Vision Action is seeking to appoint a new Chief Executive Officer, who will focus on ensuring that the organisation 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; playing 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 that the new CEO will play a pivotal role in. 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. The priority is to raise awareness of the Charity with key stakeholders, lead all fundraising and external communications and ensure programme excellence.

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.
- Develop Vision Action's strategic and operational plans for regular review by Trustees.
- Actively secure diverse sources of funding and income generation (including corporates and HNWIs), identifying and cultivating new opportunities for Vision Action and securing 6-7 figure grants.

- Develop a sustainability plan with contingency reserves.
- Build and develop relationships and key networks.
- Provide vision and communicate a clear and inspiring strategic direction.
- Motivate and align staff and their work to Vision Action's strategy.
- Represent and develop Vision Action's public profile, being a visible ambassador.
- 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 its activity.

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 and Operations to develop the annual budget; ensure that financial management information is provided; and to monitor performance against budget and take necessary corrective action.
- Working with the Global Programmes Manager to ensure information on Vision Action's charitable activity is shared with the Board and to monitor Social Impact Return on Investment. Manage the organisation and direct reports effectively, providing supervision, development and appraisals 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, ensuring compliance with employment and equality legislation and good practice. You will ensure that all staff, volunteers, partners, and beneficiaries are respected and valued and that Vision Action's commitment to equality, diversity and inclusion is upheld.

Communications

- Promote Vision Action's vision, mission, and objectives as one of its principal ambassadors and spokespeople, engaging and working with the wider sector.
- Work with the Fundraising Manager to 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.
- Attend networking events and meetings (in-country and internationally).
- Optimise the relationship between Vision Action and the global vision sector.

General

- To promote all Vision Action Policies and always abide by them.
- To undertake any other duties as may reasonably be required taking account of the nature and scope of this job description.
- Be prepared to learn and understand and ensure compliance with the UK Data Protection Act 2018, the UK Bribery Act 2010 and Vision Action's Equality and Diversity policy framework.

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 Africa
- of delivering high performance, ideally with staff and volunteers both in-country and internationally. You will also have organisational leadership and delivery experience that enables you to set the agenda, monitor deliverables and provide effective oversight.
- 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 is essential, and you will bring knowledge of and a successful track record in income generation activities (especially within Africa) including commercial, fundraising and partnerships.
- Should have an undisputed track record of persuading and influencing key stakeholders, including policy makers, politicians and partners.
- Ideally, have experience in the vision sector and come with a passion for making a difference especially to primary eye care, with demonstrated sympathy for people with a disability.

Skills and Abilities

- Communication and engagement skills that inspire change in outlook and thinking.
- Outstanding leadership skills with the ability to develop and implement vision and strategic plans.
- Highly effective decision-making skills with excellent analytical and problem-solving abilities.
- 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.
- Demonstrated ability to work effectively across different cultures and age groups.

Leadership Style and Personal Attributes

- Credible and approachable leadership style. Has presence and is both trusted and respected. 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.
- Lead by example, actively championing diversity, equity and inclusion, throughout the organisation. By demonstrating a commitment to DEI in both words and actions, you will set the tone for a culture that values difference and promotes inclusivity.

Qualifications:

- A master's degree in: International Relations, Business Administration, Public Health or related fields.
- At least 10+ years of experience in the civil society/non-governmental sector.

- 5 years minimum of Senior Leadership experience required.
- Strong understanding of financial management, business ethics and grant cycle management, required.
- Experience in international operations, public health or eye health strongly preferred.
- Ability to lead, manage and motivate a team of professionals (staff and volunteers).
- Fluency in English.

This position is for those with current residency and right to work in Ghana.

Proof of qualifications and experiences will need to be verified for candidates who reach the interview stage.

Application process will be a CV and a 2-page (max) Supporting Statement which directly responds to the above Person Specification criteria.

Please also include the professional contact emails of three referees' and details of your current salary.

Please email recruitment@visionaction.org.uk by 6th September 2024.

If you have any questions, please contact Chair Designate Tony Hulton at chairdesignate@visionaction.org.uk before 23rd August 2024.