



Job Description

Job Title Chief Executive Officer

Salary: £75K-£80K

Titan Partnership is a growing charity that is complex in its structure and financial reporting. This is reflected in the competitive salary on offer to a suitably qualified and experienced candidate.

Annual leave: 24 days annual leave plus bank holidays and concessionary days

Sick leave: As per company policy

Pension: Competitive pension scheme

Hours of work: 36.5 per week (Full-time) Permanent Contract

Job Purpose

The Chief Executive will be responsible for providing exceptional leadership, developing, and implementing Titan Partnership's strategic and operational plans, leading on partnership and business development, and being an effective advocate for the charity and its beneficiaries. You will be responsible for ensuring financial control and sustainability and ensuring effective governance across all aspects of the organisation. This postholder reports to the Chair and the Titan Executive Committee.

Key Responsibilities; *(please note that these are in no particular priority order)*

Leadership, Management & Strategic Planning

- Be the face and voice of the charity - its principal ambassador
- Lead, support and motivate all staff to maintain their loyalty and commitment to the charity's aims, objectives, and ambitions
- Seek out, develop, and maintain effective working relationships with all relevant organisations and individuals to promote the work of the charity and facilitate the implementation of its strategic objectives
- Lead by example, demonstrating a willingness for active involvement in operational matters and instilling a culture of professionalism and inclusion
- Review and revise the strategic plan, annual delivery plan, and annual budget for approval by the Executive Committee



- Take executive responsibility for effective, sustainable and robust financial planning, management reporting, and operate within the annual agreed budget and regulatory compliance
- Establish and monitor key indicators of the organisation's impact and financial health
- Oversee Titan's HR function including management of staff, recruitment, retention, and the performance appraisal process
- Oversee Titan's Operations function including policies, insurances, office management and infrastructure

Governance

- Build an effective working relationship with the Chair and Trustees of the Titan Executive Committee
- Work with the Executive Commitment to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, implementing changes as necessary
- Attend all Executive Committee meetings and sub-committee meetings providing detailed reports on matters of interest and concern regarding the charity's activities
- Review and update scope and content to meet all legal, regulatory, and best practice requirements
- Ensure that the charity complies with statutory requirements in all areas of operation including Safeguarding, Data Protection, and Health and Safety
- Ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of Titan's Risk Register

Finance & Business Development

- Lead on business development and the pipeline of funded projects, assisting the organisation to win contracts from various funding bodies by placing emphasis on the bid-writing function
- Maximise current and potential income generation opportunities including grant funding, fundraising and sponsorship
- Oversee the management and delivery of all key funded projects
- Fully utilise your network of contacts and partners to create business and income opportunities for Titan

Initial Teacher Training (ITT) & CPD

- Oversee and support the new, nationally implemented ITT re-accreditation process in line with DfE guidelines and timeframes in order to grow Titan in accordance with the Strategic Plan 2022-2025
- Oversee and support the development of important ITT focused partnerships, locally, regionally, and nationally



- Oversee the development and delivery of the current Titan Initial Teacher Training provision, including its School Centred ITT, School Direct, Assessment Only Route and Teaching Apprenticeship End Point Assessments
- Oversee the development and implementation of focused CPD opportunities for members and non-members in line with Titan's key priorities

Member and Stakeholder Management

- Enhance and further develop effective relationships with Titan members and non-members
- Ensure the effective management, stability, and sustainability of the current Titan membership base
- Build and maintain effective relationships with key stakeholders, local and regional employers, and local authority representatives in order to advance Titan's aims and objectives
- Establish mechanisms for listening to the views of beneficiaries on the organisation's performance
- Oversee the development, production, and delivery of the Titan Membership Offer
- Oversee the effective delivery of the annual Titan activities and events calendar

Marketing & Communication

- Oversee the development, implementation and review of the Marketing and Communications Strategy and Action Plan
- Be the key representative and ambassador for Titan Represent at external events and for publicity/media opportunities

Northwest Network Sharing Panel

- Oversee the further development and delivery of the Northwest Network Sharing Panel
- Oversee the Fair Access referrals process ensuring that the Northwest network is compliant with the School Admissions Code and Birmingham City Council Fair Access Protocol.

General

- Carry out any other duties as commensurate with the post

**Safeguarding**

Titan is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Equality, Diversity & Inclusion

Titan is committed to providing equality of opportunity at all stages of the recruitment and selection process, ensuring that candidates are treated fairly and lawfully throughout the process.

Titan is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, dynamic working arrangements and services to support all our team.

Please complete the attached Equal Opportunities Monitoring Form which assists us in being an Equal Opportunities Employer.