

# Could you be our new CEO?



[www.adhdandautism.org](http://www.adhdandautism.org)

**Hours:**  
32 hours per week.

**Salary:**  
£46,941 - £49,504 pro-rata (£55-58K FTE)

**Location:**  
CAAS offices in Eastcote with some Home Working



Centre for ADHD  
& Autism Support



Centre for ADHD & Autism Support (CAAS) is an established and respected charity based in Eastcote, North West London, which specialises in supporting young people and adults with ADHD or who are autistic, and their families through a range of 40+ services.

With an energised Board full of strategic ambition, and a team with a deep understanding of the community we support, we are seeking an inspiring, dynamic and visionary individual to join us as our new **Chief Executive Officer** to build on our success and take CAAS to the next level.

You can find CAAS's latest, strategy, annual report and accounts here:

<https://adhdandautism.org/about/policies-and-information/>

If you would like to have an informal conversation about the role please contact Lynne Laverty, Managing Director for Autism at [autism@adhdandautism.org](mailto:autism@adhdandautism.org).

To apply, email a copy of your CV and a letter in support of your application to  
Lynne on [autism@adhdandautism.org](mailto:autism@adhdandautism.org)

Closing Date: Friday 20th May at 5pm

# Chief Executive Officer



## Centre for ADHD & Autism Support

2<sup>nd</sup> Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity No: 1193799

### Job Description

Post Title:	Chief Executive Officer (CEO)
Hours:	32 hours per week (Flexible evenings and weekend work may be required)
Salary:	£46,941 - £49,504 pro-rata (£55-58K FTE)
Accountability:	Reports to the Board of Trustees.
Location:	Based at Television House, 269 Field End Road, Eastcote, HA4 9XA

### 1. Introduction

Centre for ADHD & Autism Support (CAAS) is an established and respected charity based in Eastcote, North West London, which specialises in supporting young people and adults with ADHD or who are autistic, and their families through a range of 40+ services. With an energised Board full of strategic ambition, and a team with a deep understanding of the community we support, we are seeking an inspiring, dynamic and visionary individual to join us as our new **Chief Executive Officer** to build on our success and take CAAS to the next level.

As CEO, you will have the confidence and the expertise to deliver on our vision of changing perceptions to reduce stigma and break down barriers, bringing strategic leadership experience, a high level of organisational ability, self-motivation and self-discipline. You will have a passion for extending our reach and will demonstrate experience in managing budgets and effective business planning. This will add value to what already exists and position us to achieve even greater success in the future.

Supported by the Director of Services who maintains responsibility for services you will be responsible for our Finance and Fundraising and Marketing/Comms team - all of whom are used to operating in a relatively autonomous and collaborative way – HR, and Board of Trustees liaison and reporting.

You will act as the lead Ambassador for the charity, raising its profile amongst supporters and stakeholders. Leading and empowering staff whilst fully embracing diversity and inclusion and instilling a culture of professionalism. As the face and voice of the charity, you will successfully build the future sustainability and viability of the charity, ensuring that it remains relevant to the neurodivergent community it serves.

Liaising with our committed Board of Trustees, you will develop the charity's strategic vision, taking ownership and ultimate responsibility for the delivery of the strategy, major decision making and reporting the implementation and monitoring of business plans and the achievement of the required financial and quality outcomes.

### Job Description – CEO

You will have substantial experience of working at the Executive or Senior Management level that requires an organisation-wide strategic perspective and a successful track record of leading, motivating and managing high-performing teams and achieving improvements in efficiency and effectiveness.

## 2. Key Responsibilities

### Strategic Leadership

- Provide strong leadership, direction and vision to CAAS in line with our values, mission and strategic aims.
- Deliver the strategy and outcomes set out by the Board of Trustees.
- Work with the Trustee Board to develop the organisation's strategy, resources and services so that services are relevant and financially sustainable
- Supply regular reports to the trustee board and attend trustee meetings.
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities.
- Implement and oversee all policies and practices relating to the management of staff and service delivery.

### Operational Leadership

- Ensure risk is effectively managed through the organisation and reported to the Board.
- Maintain awareness of risks and changes in the external environment that affect the organisation.
- Lead the organisation to respond proactively to changes in the external environment.
- Take overall responsibility for CAAS management and administration within the governance and accountability framework established by the Board of Trustees.
- Ensure the effective day to day management of CAAS in accordance.
- Manage and oversee management information systems.
- Ensure compliance with GDPR and all related regulations and relevant policies including compliance with the requirements of the Information Commissioner's Office.
- As Health and Safety Lead, ensure that health and safety policies for staff, all premises and equipment are agreed upon, maintained and comply with statutory requirements.

### Financial

- Ensure long-term sustainability through effective annual budget planning, preparation and monitoring.
- Responsible for delivering the financial plan and yearly budgets, working with Board to ensure continued financial viability and strength of CAAS.
- Ensure adequate resources for CAAS through sound financial management and effective budgeting.
- Responsible for service agreements, negotiating contracts and agreements as appropriate, in consultation with the Board.
- Responsible for the production of accurate, timely reports to the Trustees.
- Ensure a comprehensive audit is conducted annually and presented in the TAR, ensuring compliance with legislation and the charity Commission.
- Lead, support and work with the Fundraiser to secure adequate funding/resources for CAAS.

- Ensure the development and implementation of a fundraising strategy in line with the organisation's plans.
- Report to funders as required.
- Monitor and sign off monthly payroll and pensions and ensure timely payments are made to staff.

### External Relationship and Communication

- Champion CAAS's mission, strategy, policies, values and activities with funders, donors, sponsors and other partners as appropriate.
- Be a spokesperson and ambassador for CAAS, to raise our profile with local government, the NHS, our partners, corporate sponsors and the general public.
- Represent CAAS at external events and publicity opportunities.
- Work with the Marketing and Communications Lead, to explore marketing and promotional opportunities that strengthen the charity's reputation.
- Work with the Marketing and Communications Lead, developing strong links with local and national companies, charitable trusts and individuals to maximise the success of fundraising campaigns.

### Staff

- Create a positive working environment that attracts and retains staff thereby continuously improving the stability and capability of the charity.
- Maintain a visible presence, to lead and inspire a culture of kindness and learning, with full oversight of staff well-being.
- Effectively manage the Director of Services, Financial Controller, Fundraiser and Marketing and Communications Lead.
- Ensure CAAS staff and volunteers are focused on achieving its mission, values and aims.
- Responsible for recruitment and induction of new staff.
- With the guidance of Guardian Recruitment, ensure all HR processes (such as recruitment, development and training, staff appraisals) are conducted in line with policies and good practice and undertake reviews of policies and processes as necessary.
- Ensure equality of opportunity, fairness and diversity in all aspects of CAAS's work.

### Other

- To carry out other tasks appropriate to the post and as agreed with the Board of Trustees.
- To actively participate and undertake in training and development of self and employees as required.

*Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.*

## Person Specification

### Essential

- Proven experience in successfully leading a charitable / not for profit organisation, effectively developing and implementing strategy.
- Significant experience in the voluntary sector (preferably working in the field of neurodiversity).
- Demonstrable experience in operational management, including HR, financial and governance.
- Strong leadership skills – ethical and team focussed – with the ability to inspire, delegate and deliver effectively through others.
- A commitment to the aims and ethos of CAAS, and a desire to bring about positive change in the lives of ADHD/autistic individuals and their families.
- A commitment to diversity and inclusivity and non-discriminatory practice.
- Experience in being the face/ambassador for an organisation.
- Flexible regarding hours of work, able to work occasional evenings and weekends.

### Desirable

- Knowledge of the needs of ADHD/autistic individuals and their families.

## Equal Opportunities

CAAS is committed to building an organisation that reflects its communities and in which people have different experiences, backgrounds and perspectives. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality. Therefore, we welcome applications from all suitably qualified people, regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other differences.

CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.

## To Apply

Send an application form with a covering letter via email to Lynne on [autism@adhdandautism.org](mailto:autism@adhdandautism.org) by 5pm on Friday 20<sup>th</sup> May.