**CEO job description template**

**[Your charity name]** is looking for an enthusiastic and visionary leader to join our team as chief executive officer (CEO).

**Contract type:** [Permanent/Contract, Part-time/full time, details of hybrid or other flexible working options]

**Position:** Chief executive officer (CEO) **Location:** [Location] **Salary** [£/year full time or EFT]

**About us:** [Provide a brief description of your charity, its mission, and its impact. This should be engaging and informative – what is great about your charity?]

**Job description:** As the CEO of [your charity], you will be responsible for [list 5-6 key points specific to the role according to your charity’s strategic plan – the below is an example]:

1. ***Setting and implementing the charity’s vision:*** *Develop and communicate a clear vision for the charity’s growth and success and lead the team in executing the strategic plan.*
2. ***Leadership:*** *Inspire and lead a high-performing executive team, fostering a culture of collaboration, innovation, and excellence.*
3. ***Financial management:*** *Oversee financial performance, budgeting, and forecasting, ensuring sustainable growth and profitability.*
4. ***Stakeholder relations:*** *Build and maintain strong relationships with beneficiaries, partners, and the board of directors.*
5. ***Risk management:*** *Proactively assess and manage risks, ensuring the charity’s long-term stability and success.*

**Skills, experience and knowledge**

Essential

To be successful in this role, you must have [list up to a max 5 key elements – the below is an example]:

* *Proven experience as a CEO or in a similar executive leadership position.*
* *Strong strategic and operational acumen.*
* *Excellent communication and interpersonal skills.*
* *Track record of successfully leading teams and driving growth.*
* *Financial acumen and the ability to make data-driven decisions.*

Desirable [list up to a max 5 key elements]

**How to apply:** Interested candidates are invited to submit their CV and a cover letter outlining why they are suitable for the role to [Email Address] with the subject line "CEO application - [your name]." [ Other documents such as an Equality monitoring form might be requested as part of the application if that is in the charity’s recruitment process].

**Application deadline:** [Specify the application deadline]

**Interview date:** [Specify the interview date]

**Shortlisting:** [Specify when the shortlisting of candidates will be taking place]

**Appointment of the successful candidate:** [date]

**Equal opportunity employer:** [Include a statement about your commitment to diversity, equity, and inclusion. Show that this is of genuine importance to your organisation]

*Reviewed by* [*Eastside People*](https://www.acevo.org.uk/services/provider-directory/provider/eastside-people-recruitment/)