



## Job Vacancy

### Head of Operations for Tendring Specialist Stroke Services

Tendring Specialist Stroke Services (TSSS) are recruiting an experienced leader to deliver the aims of the charity. TSSS provides rehabilitation support to those with a neurological condition. Our main centre is in Holland on Sea Essex in the Stroke Therapy and Rehabilitation (STAR) building. STAR is also a hub for community events and activities. Professionals within the charity provide neurological support services across the community. TSSS is also supported by a team of volunteers.

#### Key Responsibilities

- Work closely with the Trustee Board to develop the long-term strategy, budget and business plan for the charity.
- Prepare a strategic plan and annual budget.
- Provide reports to the Trustee Board and other bodies.
- Be the Public Relations face of the service.
- Operate within the financial envelope to deliver rehabilitation to those with neurological conditions.
- Work with partners, contractors, specialists and statutory sector bodies to deliver the aims of the organisation.
- Maintain and develop contractual arrangements with funding bodies.
- Deliver on Key Performance Indicators, report writing and managing performance.
- Represent the organisation professionally, at external and public events, seeking opportunities to maximise exposure and support for the charity.
- Maintain awareness of risks and opportunities in the external environment and act to protect and develop the charity.
- Build effective working relationships with the Board and staff team to deliver the aims of the charity.
- Ensure the charity fulfils its legal, statutory and regulatory responsibilities.
- Establish mechanisms to gain feedback from beneficiaries of the charity to develop service improvement.
- Manage the charities resources effectively, growing income and generating revenue from these assets.
- Develop the organisational business plan and work to win contracts from public bodies and funding bodies.
- Manage staff and ensure good Human Relations practice is maintained.

- Ensure working hours are flexible to meet the needs of the charity, this may mean working some evenings and weekends.
- Motivate the team to deliver a high standard of work for the charity.
- Any other duties as reasonably required.

### **Person Specification**

- Experience in leadership and management skills.
- Maintain personal drive and ambition to motivate staff and volunteers.
- Possess proven financial acumen.
- Be willing to gain an understanding of neurological developments in rehabilitation and work towards improving this with key stakeholders.
- Strive to be a positive ambassador for the charity, to encourage support and attract funding.
- Be driven towards a clear and achievable vision for the future of the charity.
- Be adaptable to meet the needs of the Charity and changing funding climates.
- Established interpersonal skills utilised in developing relationships with a range of partners.
- Hold excellent communication skills including the ability to deliver professional presentations to a range of stakeholders.
- Competent computer skills and willingness to learn new systems.
- Have the ability to work in a high-level role within an established charity.
- Hold a full UK Driving Licence.

### **Qualifications**

- Educated to Degree level or equivalent
- Continued Professional Development

### **Benefits**

- Flexible working
- Paid annual leave allowance
- Being part of a team of professionals
- Leading a small successful Charity into the future

### **Hours:**

32 hours per week @ £23 per hour

### **Application**

If you would like to apply, please send a cover letter outlining why you would be suitable for this post and include a current CV to [ailleen\\_hankin@tendringstroke.org.uk](mailto:ailleen_hankin@tendringstroke.org.uk)

**Closing Date: Thursday 2<sup>nd</sup> January 2025**