International Care Network

Chief Executive Officer

Job Description

The CEO of ICN carries the overall responsibility for the running of the organisation. This includes:

* Commitment to the mission and vision of ICN
* Accountability to trustees
* Leadership of staff
* Management of money and other resources
* Ensuring adherence to policies and procedures, both our own and those imposed by law, by regulators and by contractual agreements.
* Developing and adapting as needs and vision change
* Fronting ICN to outside organisations
* Giving appropriate spiritual leadership

Mission and Vision

The CEO needs to understand our vision, be able to articulate it to staff and other stakeholders, and to inspire commitment to it.

Accountability to trustees

The CEO is accountable to Trustees for the progress of the organisation. This means:

* Reporting on a regular basis, as the trustees require, and also keeping them informed of other specific matters of substance, or general matters of CEO and/or staff thinking, concerns or trends, or emergency matters that may arise between scheduled meetings.
* Ensuring that trustees are briefed for the agenda for regular meetings
* Liaising regularly with the Chair of trustees, and with other trustees as opportunity affords
* Using the expertise of trustees in matters that arise within ICN
* Directing the organisation in accordance with the express wishes of the Trustees.

Leadership of staff

The CEO is supported by a small team of managers who lead departments within ICN. Managers are appointed jointly by the CEO and Trustees, and they have accountability both to the CEO and to trustees.

Other, non-managerial, staff are appointed by the CEO and the relevant manager, and have an accountability both to the manager and CEO.

Disciplinary matters, and ultimately the sanction of dismissal, are similar: managers from both CEO and trustees; other staff from CEO and manager.

The CEO carries the ultimate responsibility for appraisals, supervisions, staff development and encouragement, training, team building and communication.

Management of money and other resources

However much the financial matters may be delegated, the CEO needs to know the finances, and to ensure that the budget set by the trustees is followed.

The CEO bears responsibility for fundraising.

Similarly, the CEO bears responsibility for the premises, fixtures and equipment owned or used by ICN.

Policies and procedures

ICN’s own Policies and Procedures are set by the Trustees. The CEO must ensure that they are known to, understood by, and followed by staff.

The same applies to legislation and regulation that affects the work and the workplace (such as Health and Safety, though not limited to that), and to conditions that may be necessary for the fulfilment of a contract.

Development and adaptation

The CEO needs to be attentive to the changing environment: among our refugee base and their needs, in politics, in the ability to raise funds, in public perceptions. The CEO, together with the management, and as appropriate with the whole team, needs therefore to think, pray, consult and make appropriate proposals for ICN to alter course as circumstances demand, in line with the Trust Deed.

External relationships

The CEO bears particular responsibility for relationships with other organisations. While many contacts may be delegated to other staff, the staff concerned act for the CEO, and so the CEO needs to be aware of the broad outlines of contacts made by other staff.

Spiritual leadership

ICN is founded on an understanding of the call of God, and the response of prayer has always been a vital part of the work. The CEO must facilitate the staff to pray.