

DEx CEO – role and responsibilities

Broad area	Specific responsibility	Estimated time per month
Governance	Oversight and delivery of strategy - there currently isn't one!	Minimal once a strategy is in place Several days' work in the short term for setting out new strategy
	Setting annual budget	Up to 2 days per year
	Review and update of budget forecast monthly	Half a day per month at most
	Prepare Board papers and attendance at Board meetings	Half a day per month (1 day every two months)
	Ensure organisational compliance with legal responsibilities e.g. DPA/GDPR, policies up to date etc. - we currently aren't compliant across several key areas	Minimal once policies in place as would need annual review (c. 1 day per year) Several days' work in the short term for improving compliance and putting policies and procedures in place
	Write the Trustees' Annual Report and oversee the I.E. process	A few days per year
Safeguarding	Act as Deputy Safeguarding lead	N/A
	Set policy and procedures around safeguarding and ensure they're followed	Minimal once in place 1 day in the short term to put in place
Impact measurement	Lead on impact measurement for the organisation inc. Annual family survey	A few days per year

	Write impact reports for funders as required	Equivalent to half a day per month at most
People management (paid)	Contract management for: Service Manager, Administrator, Finance Manager, Music Mike? - we currently don't have up to date contracts and service agreements on file: chasing up Ann for these	Equivalent to 1 day per month
	Support Service Manager with contract management for Delivery team	Minimal
	Oversee and deliver any paid recruitment process	As required – also minimal and dependent on needs
People management (volunteers)	Promote volunteering opportunities and recruit volunteers	Equivalent to half a day per month at most
	Coordinate responses, share with Service Manager as required, and keep track of current volunteers and those on file	Equivalent to half a day per month at most
	Oversee volunteering policies and procedures - these are messy or non-existent at the moment	Minimal once in place A day or two in the short term to set up
	Manage any volunteers within remit e.g. social media, Elisa?	Equivalent to half a day per month
Communications	Manage and update all website content - needs a refresh in the short term	Equivalent to half a day per month once updated 1 or 2 days' work to update in the short term

	<p>Gather content from families, children and other people supported by DEx for use in all communications</p> <p>Could have volunteer(s) do this, would need to support and ensure DPA/GDPR compliance</p>	Equivalent to half a day per month
	<p>Update social media pages (Facebook, Instagram and LinkedIn)</p> <p>Also support volunteers with this</p>	Equivalent to 1 day per month, depending on proactive/reactive content
	Write and send out monthly DEx newsletter	1 day per month
	Oversee hello@ inbox, triaging emails as required to Admin and Service Manager, or responding myself, depending on the emails	Up to 1 day per month, depending on traffic
	<p>Develop and oversea communications strategy – as we don't have an organisational strategy yet, this is on hold</p> <p>DEx's core work at the moment is very inward-facing, so best to limit communications to more general information about the organisation</p>	N/A
Fundraising	<p>Set DEx's fundraising strategy and ensure its delivery – as we don't have an organisational strategy, this is limited to finding funding for our current delivery</p>	<p>Minimal once strategy in place</p> <p>1 or 2 days work to develop a plan for funding DEx's new strategy</p>

	<p>Deliver all trust & foundation fundraising</p> <p>Support and coordinate activity by volunteers to support this</p>	Up to 2 days per month (depends on how many there might be in the pipeline)
	<p>Deliver all fundraising support and recruitment by individuals, including thanking them – really difficult at the moment without a database or historical data</p>	<p>Once we have a better system in place this would be equivalent to 1 day per month</p> <p>Several days in the short term to work with the new database providers to set something up</p>
	Explore and invest in new or under-developed areas of fundraising for DEx	Very much depends on opportunity, strategy and whether it's seen as a priority!