

## DEx CEO – role and responsibilities

<b>Broad area</b>	<b>Specific responsibility</b>	<b>Estimated time per month</b>
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 paid team members to ensure up to date contracts and service agreements are in place	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 eg. social media, etc	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
	Gather content from families, children and other people supported by DEx for use in all communications	Equivalent to half a day per month

	Could have volunteer(s) do this, would need to support and ensure DPA/GDPR compliance	
	Update social media pages (Facebook, Instagram and LinkedIn)  Also support volunteers with this	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
	Develop and oversea communications strategy – as we don't have an organisational strategy yet, this is on hold  DEx's core work at the moment is very inward-facing, so best to limit communications to more general information about the organisation	N/A
Fundraising	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	Minimal once strategy in place  1 or 2 days work to develop a plan for funding DEx's new strategy
	Deliver all trust & foundation fundraising  Support and coordinate activity by volunteers to support this	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.</p> <p>Ensure we have adequate centralised records of supporters for fundraising and other purposes (GDPR compliant).</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>
	<p>Explore and invest in new or under-developed areas of fundraising for DEx</p>	<p>Very much depends on opportunity, strategy and whether it's seen as a priority!</p>