

1. DETAILS OF POST

- Title – Roundabout Deputy CEO
- Qualifications – MA (or equivalent) in Dramatherapy
- Days – 3 days a week
- Salary – £45,000 per annum pro rata
- 2 year fixed term contract
- Holidays – 6 weeks pro rata plus proportion of bank holidays
- Other benefits:
 - Fortnightly external clinical supervision
 - Monthly managerial co-supervision
 - Access to mentoring for senior managers
- Responsible to Roundabout CEO
- Accountable to Roundabout's Board of Trustees

2. DESCRIPTION OF POST

This is a new post at a senior level. The Deputy CEO will be working alongside Deborah Haythorne, Roundabout's CEO. The scope of the role is very varied, reflecting the numerous projects and client groups Roundabout works with. It is a three-day managerial role, with hybrid working between office and home.

Roundabout offers a genuinely compassionate culture, where everyone's experience makes an invaluable contribution.

The Deputy CEO will be integral to shaping Roundabout's future, building on the exceptional legacy created by Roundabout's groundbreaking 40 years of practice. Our CEO, senior manager and administrators will be there to provide the Deputy CEO with the help and support they need to make a success of the role.

The Deputy CEO will share Roundabout's values, and have an enterprising spirit and a love for partnership building. They will play a crucial role as an advocate and spokesperson for the charity.

2.1 Responsibilities Relating to Roundabout's Programme of Dramatherapy Projects

Roundabout's Deputy CEO will:

- Work as part of Roundabout's senior management team, supporting and enhancing our capacity to manage our clinical services.
- Supervise a proportion of Roundabout's clinical team. (The clinical supervision of all Roundabout's dramatherapists is at the heart of Roundabout, and the cornerstone of its success.)

- Be involved in all aspects of Roundabout's projects, with clients ranging from primary aged children to older adults.
- Have particular responsibility for Roundabout's work with vulnerable adults.
- Be active in the implementation of Roundabout's commitment to equality, diversity and inclusion, and safeguarding.
- Be one of Roundabout's Designated Safeguarding Leads.
- Develop new Dramatherapy work through responding to enquiries, establishing new contacts and identifying gaps in Roundabout's service delivery.
- Work with the Senior Management Team and the therapy team on the ongoing development of Roundabout's evaluation and monitoring, and dissemination of the results.
- Take the lead in the development of research with Roundabout and keep abreast of developments in the statutory and voluntary sector on issues relevant to Roundabout's work.
- Be a Roundabout spokesperson on the dissemination of information regarding Roundabout's work, which may include presenting at conferences, attending meetings with other professionals, running workshops and giving talks.

Wider Managerial Responsibilities

Roundabout's Deputy CEO will:

- Provide quarterly reports to the Roundabout Trustee Board and CEO.
- Attend quarterly Trustee meetings, and other sub-committee meetings, as required.
- Be part of Roundabout's fundraising activities, working with the relevant administrators in exploring prospective funders.
- Provide suitable clinical content for Roundabout's social media presence
- Be involved in the recruitment, interviewing and induction of new members of the clinical, admin and managerial teams.
- Be Roundabout's Health and Safety lead.
- Have line management responsibilities for part of Roundabout's administration team.
- Provide input on keeping policies up to date and legally compliant.

Financial Responsibilities

Roundabout's Deputy CEO will:

- Work with the CEO to prepare financial reports and budgets.
- Check invoices received and make bank payments, jointly with Roundabout's CEO
- Be part of discussions around the setting of fee rates for our work, and for our self-employed team
- Be involved in arranging and agreeing contracts for external services.

Generic responsibilities of all staff

- To exercise a caring and professional standard of work at all times.
- To receive regular clinical and managerial supervision.
- To implement Roundabout's policies and procedures across all aspects of its work.
- To have a good understanding and overview of Roundabout.
- To attend in-service and other training courses for Continued Professional Development.