

Brief for the position of

Chief Executive Vista



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Introduction from Jean Voller, Chair of the Board

Thank you for your interest in becoming the next Chief Executive of Vista. The role offers a real opportunity to make an impact and change the lives of people affected by sight loss for the better.

Vista is a remarkable award-winning charity that through its 298 staff and 202 volunteers supports nearly 17,000 people of all ages who are affected by sight loss.

We are an established charity of over 160 years, and whilst immensely proud of our heritage, we are not afraid to change. We want to continue to develop and be of more benefit to the people that we are here to serve, so we are currently consulting our members and community and we are looking for someone who can help us develop a clear future strategy and help us to achieve it.

As a charity we are keen that we are not just a provider to people with sight loss, but that we work actively with partners in Leicester, Leicestershire and Rutland to ensure that all local services are accessible for people with sight loss.

This is a really exciting opportunity to take on a growing and changing charity and I do hope that having read this that you will be interested in applying. I very much look forward to hearing from you.

Jean Voller

About Vista

Vista is the leading local sight loss charity in the UK.

We support a wide range of health and social care needs across Leicester, Leicestershire and Rutland.

Vista has three primary aims:

1. To prevent avoidable sight loss
2. To reduce the impact of sight loss
3. To support and care for people affected by sight loss

For 165 years we have worked with people who are blind and partially sighted, working alongside them to improve lives.

As an organisation, we believe that everyone has the potential to grow, and we have a strong set of values that guide our work.

We work to ensure that people with a sight loss have their voices heard, and we make sure that our services are driven by the insight that comes from the lived experiences of those affected by sight loss.

Our services are focused on delivering real impact, for children, adults and older people with sight loss and their families and carers.

We exist to provide public benefit, primarily for people with sight loss and predominantly for people living in Leicester, Leicestershire and Rutland.



How we work

Vista is a remarkable award-winning charity supporting people with sight loss from birth to end-of-life.

We're there at the point of diagnosis, supporting children and adults in eye clinics by providing information, advice, guidance and support when it's most needed.

We teach people with sight loss new skills and provide specialist equipment and tools. Our qualified specialist rehabilitation staff have a wealth of experience in supporting people with sight loss to develop important practical, social and emotional skills, building their confidence and independence.

We work in partnership with local organisations to educate around eye health, increase awareness and provide eye screenings that give potential early indication for risk of sight impairment and/or loss.

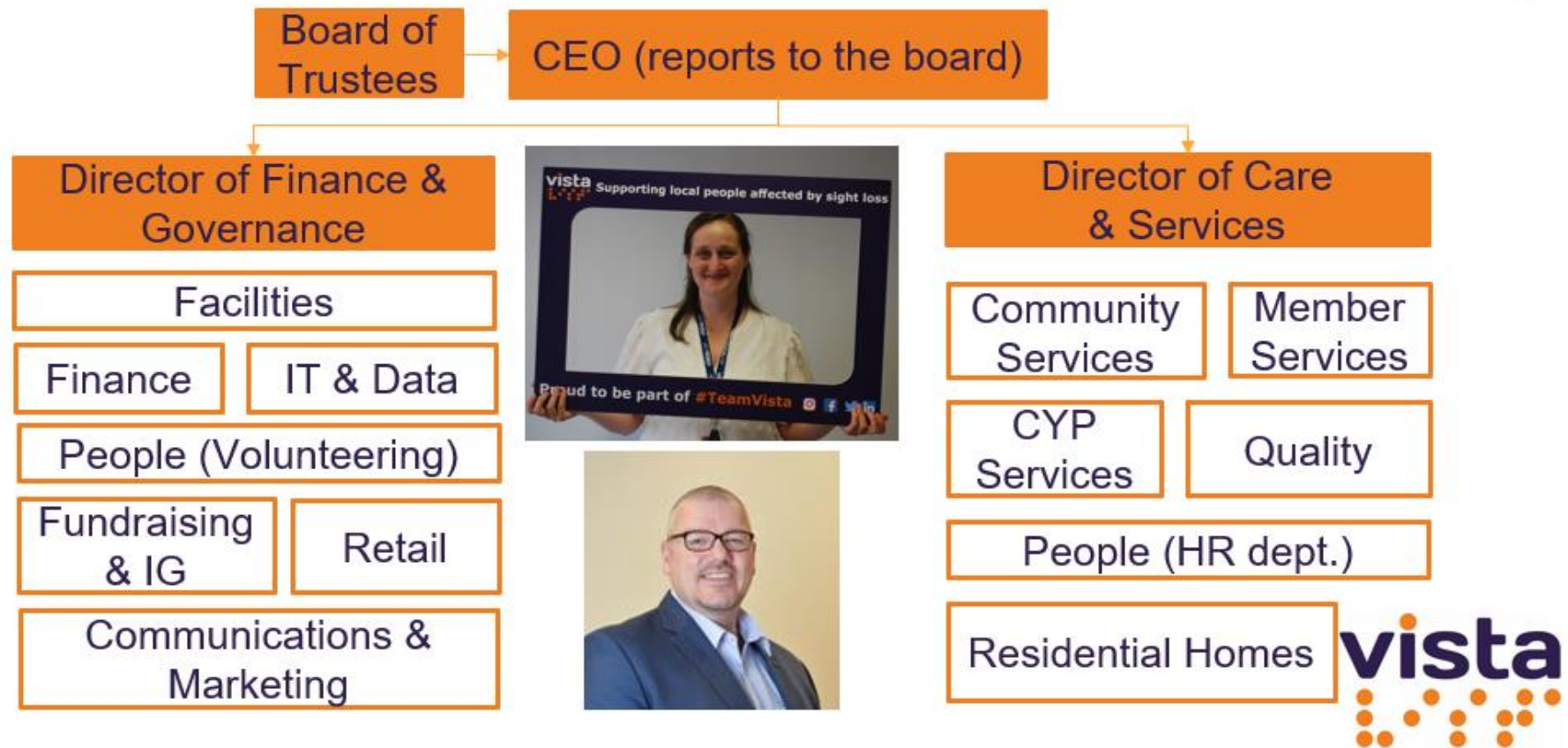
We aim to tackle social isolation and ensure that every person we work with has real human contact, through technology, social groups and meet ups, making a real difference to the lives of socially isolated people in Leicester, Leicestershire and Rutland.

You can find out more about us by visiting: www.vistablind.org.uk

For a copy of our latest annual report, visit: www.vistablind.org.uk/about-vista/annual-report-and-strategic-direction/

Organisational Chart

Management Structure – CEO, Directors & The Board





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The Role's Key Objectives

The Chief Executive will provide leadership for the charity ensuring that the charity is being of benefit to as many people affected by sight loss as possible.

Leadership

- To lead and champion our charity, supporting our staff, volunteers, members, partners and community to help achieve our strategic goals
- Provide inspirational and visible leadership to staff, including the leadership team, maintaining a high performing, accountable and inclusive culture
- To lead Vista effectively to ensure the legal, financial and reputational wellbeing of the charity
- To manage risk positively, ensuring that the organisation is supported by the right policies, procedures and guidelines

Strategy

- To support and act in collaboration with the Board providing them with timely, relevant and transparent information and supporting the Chair in further developing the Board and its role Vista
- To ensure that quality standards, policies and business-critical processes across service delivery areas are developed and implemented
- To lead an inclusive culture where staff feel a sense of belonging and feel confident to speak out
- To develop new business opportunities, building Vista's income streams and reserves
- To keep the voice of people with sight loss at the centre of Vista's work

The Role's Key Objectives cont.

Technical Expertise

- To stay abreast of, and share with the wider organisation, developments in sight loss, charities and changing practice
- To support the Board; providing them with timely, relevant and transparent information and supporting the Chair in continuously developing the Board and its role
- To ensure that the Risk Register is maintained and reviewed

Profile and Influence

- To develop Vista's profile, reputation and impact with key stakeholders, including people affected by sight loss, public bodies, partners, funders and the general public
- To develop and sustain effective networks and partnerships
- To act as a Vista ambassador and spokesperson, promoting Vista in external meetings and the media, and communicating the key expertise of the organisation to sector audiences via conferences, publications and other opportunities

Financial

- To develop, monitor and manage the financial sustainability for Vista
- To oversee the management of income streams and develop new ones
- To ensure that Vista's resources are used for the maximum benefit of the beneficiaries

Additional Responsibilities

- 1) To ensure activities comply with current law and are implemented in line with the Charity Commission Governance Code
- 2) To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation
- 3) To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

This role has final accountability for all performance, resource management and legal responsibilities, and for meeting Trustee expectations for governance.

Job description: June 2023

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Experience

- Essential
 - Track record of successful strategic CEO leadership in any relevant sector ideally in the Charity sector
 - Strong financial management experience, including budgeting and risk management and mitigation
 - Successful experience in representing an organisation externally to stakeholders and funders and collaborative work to developing effective partnerships
 - Relevant experience in overseeing income generation with demonstrable success, developing and implementing cost and efficiency strategies
 - Excellent people management experience; motivating, developmental and results focused
 - Change management experience
- Desirable
 - A demonstrable track record in representing an organisation as a spokesperson with media, and central and local government officials
 - Experience of working with blind and/or partially sighted people
 - Financial turnaround experience in a Charity
 - Transformational project management experience

Person Specification cont.

Skills & Abilities

- Essential
 - Ability to translate strategic plans into reality and to ensure delivery and performance
 - Ability to work effectively with a Board of Trustees
 - A confident networker with strong influencing skills and the ability to work collegiately
 - A creative problem solver with an ability to work flexibly and on own initiative
 - Entrepreneurial flair, with the ability to promote a culture of ideas, innovation and entrepreneurial adventure
 - Strong people management skills
 - Excellent communication skills across all media
- Desirable
 - Marketing and fundraising skills
 - An active partner to people affected by sight loss with a commitment to co-production

Person Specification cont.

Qualifications and training

- Essential
 - A degree level education or equivalent strategic experience
- Desirable
 - A post graduate leadership qualification
 - Business management qualification/ training

Personal Qualities

- Essential
 - A decisive and accountable leader
 - Ability to lead successful change and organisational development
 - Ability to nurture an inclusive culture

Criteria is to be assessed by means of application, interview and test.

Successfully shortlisted candidates will be invited to the next stage, consisting of the test element and two panel interviews.

How to Apply

To be considered for this role please apply through the Vista website: www.vistablind.org.uk/ChiefExecutive

To arrange an initial conversation about the role, please contact **CEOrecruitment@vistablind.org.uk**

You will need to provide:

1. A detailed and up to date CV of no more than 3 pages
2. A supporting statement of no more than two pages that addresses the person specification

Please indicate in your application any dates when you will not be available and please let us know of any accessibility requirements.

Closing date for applications is 12:00; 09.02.2024

Indicative Timeline

Closing Date 09.02.2024

Interviews with Vista TBC

Please note expenses incurred during the recruitment process will not be reimbursed except in exceptional circumstances and only if agreed in advance.

Vista is an inclusive and equal opportunity employer and we want to make this role open to all potential applicants. If you need any assistance or adjustment to engage effectively in the recruitment process please contact us at

CEOrecruitment@vistablind.org.uk

