



Job Description

Job Title:	Chief Executive
Responsible to:	Board of Management
Responsible for:	Staff Team and Associates

THE COMPANY:

The Housing Diversity Network (HDN) is a not for profit organisation, based in Bradford, West Yorkshire. HDN has a small number of permanent members of staff and a pool of independent Associates. HDN works mostly in the social housing sector nationally in equality, diversity, and inclusion (EDI).

PURPOSE OF THE POST:

To effectively manage the Network's day to day activities, determine future strategy in partnership with the Board and ensure that all services are delivered to the highest standard.

KEY AREAS:

1. Business Generation

- Marketing the Network's role and services
- Developing new products and services
- Raising the Network's profile through effective publicity, promotion, and networking
- Maintaining and enhancing our contact database with a view to generating new business

2. Service Delivery

- Managing the effective delivery of all Network services including consultancy, training, and the membership scheme
- Liaising with current and prospective clients to plan, manage and deliver services
- Managing both internal and associate personnel who act as consultants and trainers to the Network's clients on EDI matters, including ensuring compliance with legislation, current regulation, and inspection
- Exceptionally, delivering consultancy services and training
- Ensuring the evaluation of client satisfaction is undertaken
- Maintaining good relationships with clients and partners

3. Research and Influencing

- Keeping up to date with the latest developments on equality and diversity within the social housing sector
- Researching, producing, and disseminating good practice examples and materials
- Influencing the sector with a view to promoting best practice and enabling the promotion of EDI at all levels

4. Finance & Administration

- Setting & managing the Network's budgets
- Ensuring that all activities are carried out in compliance with approved financial procedures
- Identifying potential sources of grant funding, making grant applications, and effectively managing any grants secured
- Ensuring that all work is prepared and presented to the highest standards
- Dealing efficiently with all enquiries and correspondence
- Ensuring that the Network complies with all relevant legislation including equalities legislation, Health & Safety Legislation and Company law.

5. Staff & Associate Management

- Managing and developing the staff team
- Recruiting and managing associate consultants and trainers to assist in the delivery of the Network's services

6. Governance

- Acting as Company Secretary
- Servicing the Network's Board of Management
- Determining future strategy and ensuring effective business planning and risk management in partnership with the Board

7. Other

- Representing the Network at public events and in various forums and partnerships
- Managing the Network's social media, website, and online presence (including events and webinars)
- Carrying out any other tasks reasonably requested by the Board of Management