



CEO role for the CVRT

Job description and brief

Background

This document contains the outline of a voluntary CEO role for healthy heart charity the Cardiovascular Research Trust (CVRT) where the aim is to support the trust's activities and its long-term development. A central requirement will be to implement projects and events for the CVRT and to achieve the best possible publicity for these activities. The trust's trustees and patrons are capable of coming up with well considered strategic ideas and initiatives. A CEO for the charity is needed to strengthen ensuring that trust strategy is fully implemented, opportunities developed and to provide a consistent push and focus on making things happen.

Reporting Line

The Chief Executive is responsible to, and is supported by the Trustee Board for the CVRT. There will be a particularly close working relationship with the Chair of the Trustee Board and founder of the CVRT, Professor Donald Singer.

Executive Resource

The CVRT relies on a combination of freelance support and the active assistance of both trustees and patrons in delivering its activities. The CEO will underpin ensuring that the best blend of resources required to meet the trust's specified goals.

Main responsibilities

The main responsibilities for the Chief Executive include:

- Working closely with the Trustee Board to develop both strategic and operational plans
- Delivering agreed plans, projects and events in an efficient and timely manner
- Developing appropriate funding and income streams for CVRT through carefully considered initiatives
- Supporting the development of policy that keeps CVRT at the forefront of trends in its field
- Influencing cardiovascular policy at both national and international levels
- Representing CVRT to a wide range of interest groups and stakeholders and at the most senior levels
- Leading the executive effort and engaging freelancers and other stakeholders in the vision for CVRT



- Setting a positive 'can-do' approach for CVRT and ensuring this is maintained throughout the organisation
- Identifying and managing key risks for CVRT
- Leading change initiatives where appropriate and needed

Outline Person Specification

Essential criteria	Desirable criteria
<ul style="list-style-type: none"> • First class organisation skills including event management • A realist - understands the 'art of the possible' - and is able to speak up when it's not possible • Diplomacy skills in keeping trustees focused while not irritating them • Results/outcomes focused - does not let things drift • First class communicator • IT literate and familiar with managing content for websites 	<ul style="list-style-type: none"> • Background in health/medicine • Knows how charities work - missions and goals; trustee and executive roles • Good project management skills (in the broadest sense) • Experience in working with press and other media • Confident in using social media