

JOB DESCRIPTION

Job Title:	Chief Executive Officer	Reports to:	Chair of the Board of Trustees
Accountable to:	Board of Trustees		

Job Purpose

The Chief Executive Officer is responsible for the strategic leadership, effective management and overall performance of the Jersey Employment Trust.

Working in partnership with the Board of Trustees, the CEO will shape JET's vision and strategy and lead its implementation, ensuring that the organisation delivers high-quality, person-centred services that improve employment opportunities and outcomes for people with disabilities and other barriers to employment.

The CEO will provide visible and effective leadership to JET's people, maintain the organisation's financial and operational sustainability, and ensure that JET is well governed, appropriately managed and positioned to respond to changing needs and opportunities.

As JET's principal executive representative, the CEO will build and maintain strong relationships with Government, employers, partner organisations, funders and the wider community, promoting JET's purpose and influencing the development of policy and practice relevant to its work.

Principal Accountabilities

1. Strategic and Organisational Leadership

- Work with the Board of Trustees to develop JET's vision, strategic priorities and long-term direction.
- Translate the agreed strategy into clear business and operational plans, with measurable objectives and appropriate performance monitoring.
- Lead the implementation of JET's strategy and be accountable to the Board for organisational performance and delivery.
- Respond to changes in legislation, government policy, the labour market, funding and the wider operating environment.
- Identify opportunities for innovation, partnership and development that further JET's purpose and strengthen its long-term sustainability.
- Ensure that the views and experiences of people who use JET's services inform strategy, service development and organisational decision-making.

2. Leadership, People and Culture

- Provide visible, inclusive and values-led leadership across JET, setting clear expectations and fostering a culture of high performance, collaboration, accountability and continuous improvement.
- Lead, support and develop the Senior Management Team, delivering through them with clear responsibilities, effective delegation and appropriate oversight.
- Ensure JET attracts, develops and retains the people and capabilities required to deliver its objectives.
- Maintain effective arrangements for workforce planning, recruitment, development, performance management and employee wellbeing.
- Ensure that JET's culture, employment practices and ways of working reflect its values and commitment to diversity, inclusion and equality.

3. Service Delivery, Impact and Quality

- Be accountable for the quality, effectiveness, inclusivity and continuous improvement of JET's services.
- Ensure services remain responsive to the needs and experiences of the people JET supports and deliver demonstrable outcomes.
- Ensure appropriate quality assurance, safeguarding, performance management and management information systems are in place.
- Promote innovation and evidence-led improvement in JET's services and operating model.
- Ensure that JET uses its people and resources effectively to maximise its impact.

4. Financial and Organisational Sustainability

- Be accountable to the Board for JET's overall financial health and long-term sustainability.
- Lead the preparation of the annual business plan and budget for approval by the Board and ensure effective financial management against approved plans.
- Ensure robust financial controls, forecasting and reporting are maintained and that resources are deployed effectively.
- Develop JET's approach to funding, income generation and commercial opportunities where these support JET's purpose and values.
- Identify and manage significant organisational risks and ensure appropriate business continuity arrangements are maintained.

5. External Relationships, Influence and Profile

- Act as JET's principal executive representative and ambassador.
- Build and maintain effective relationships with Government, employers, funders, partner organisations, the voluntary and community sector and other key stakeholders.
- Ensure that JET is an informed and influential contributor to policy and practice concerning disability, employment and barriers to participation in the labour market.
- Develop strategic partnerships that increase JET's reach, impact and access to opportunities and resources.
- Maintain a strong understanding of Jersey's economic, employment and social environment and ensure JET responds appropriately to emerging developments.
- Ensure JET communicates clearly and effectively with its stakeholders and maintains a strong and trusted public profile.

6. Governance, Risk and Accountability

- Work closely with the Chair and Board of Trustees to support effective governance while maintaining a clear distinction between the responsibilities of the Board and executive management.
- Ensure the Board receives timely, accurate and relevant information necessary to exercise effective oversight and make informed decisions.
- Ensure JET complies with its constitutional, legal, regulatory and contractual obligations.
- Maintain effective frameworks for risk management, safeguarding, health and safety, data governance and organisational assurance.
- Implement decisions of the Board and report openly and constructively on performance, significant risks and emerging issues.
- Support the Chair in maintaining an effective relationship between the Board and executive leadership.

Person Specification

Essential

- Significant senior leadership experience, with evidence of successfully leading an organisation, substantial function or complex service.
- A track record of developing and implementing strategy and translating strategic objectives into measurable organisational outcomes.
- Strong people leadership skills, including experience of leading and developing senior teams and creating an effective organisational culture.
- Strong financial and commercial judgement, including experience of budgeting, financial management and organisational sustainability.
- Experience of leading organisational development, improvement or significant change.
- The ability to build trusted relationships and operate effectively with senior stakeholders across government, business and the voluntary and community sectors.
- Strong communication, influencing and negotiation skills, including the credibility to represent JET at senior levels.
- Sound judgement and an understanding of effective governance, organisational risk and the respective roles of a Board and executive leadership.
- A demonstrable commitment to diversity, inclusion and person-centred services and an alignment with JET's values and purpose.

Desirable

- Knowledge of Jersey's economy, labour market, government and social environment.
- Knowledge or experience of disability, supported employment, vocational services or related areas.
- Experience of working with government or within an organisation receiving significant public funding.
- Experience of developing partnerships, funding opportunities or new income streams.

Overall Expectation

The CEO will be expected to operate with a high degree of autonomy within the strategy, policies and delegated authority agreed by the Board, while remaining accountable to the Board for JET's performance, resources, people and delivery.

The responsibilities of the role will evolve in response to JET's strategy, the needs of the people it supports and developments in the external environment.