



Role: Chief Executive Officer (CEO)

Reporting to: Chair and Board of Trustees

Overview of the role

The chief executive officer (CEO) is responsible for all components and departments of International Cat Care and is integral to setting the charity's direction and outputs while delivering its ambitious strategy.

The CEO is an inspiring, dynamic leader; passionate about the 'cat friendly' ethos of the charity. They will have the ability to network and influence in the worldwide arena, ensuring the charity remains a thought leader in cat welfare and that feline expertise is kept front and centre of its work. Stakeholders include the veterinary profession, those working in the behaviour field, those working for the welfare of unowned cats, areas such as boarding, grooming, and breeding, cat owners, other welfare organisations, and organisations contributing to legislation that affects cats.

The CEO will have a business mindset with the skills to lead this education and welfare charity forwards in the new digital age of education and sharing of knowledge.

They have a key role in income generation, striving to balance the charity's activities as iCatCare drives its development towards long term success and continued financial viability within its policy and accountability frameworks as agreed by the Board of Trustees.

The CEO consults with and supports the Chair and the Board to enable them to fulfil their duties and responsibilities for the proper governance of the Charity.

Responsibilities of the Role:

- To be the charity's figurehead, representing the charity at relevant events, meetings, and ensuring the charity is recognised as a key influencer.
- To facilitate the development of collaborations with appropriate individuals and organisations worldwide to fulfil the charity's mission and vision.
- To be responsible for creating the environment to ensure the policies and solutions created to improve cat welfare are current and based on the best possible feline knowledge and understanding.
- To work collaboratively and closely with the trustees and the executive team, to oversee operations and business activities to ensure they



deliver the desired results and are consistent with the overall strategy, mission, vision, and values of iCatCare.

- To work with the chair and board of trustees on a range of strategic issues from finance, investments, risk assessment, and HR, to ensure the charity is compliant in terms of assets, finance, reputation, and law.
- To develop high quality business strategies and operational plans ensuring their alignment with the planned short-term and long-term objectives of the Charity. To lead and motivate the Executive Team to advance employee engagement and develop a high performing organisation.
- To enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics.
- To build relationships and trust with key partners and sponsors and act as a point of contact for key stakeholders and alliances.
- To work with the Executive Team (and the Trustees where appropriate) to analyse and negotiate difficult situations and (critical) incidents and provide solutions to ensure the charity's survival and growth.
- To maintain a deep knowledge of the environment, markets and activities of the charity and ensure the charity's ethos, mission, vision, and values are maintained.
- To maintain key knowledge of the use of educational programmes to reach the right audiences with effective and impactful courses and resources.
- To hold overall responsibility for Health, Safety and Wellbeing, ensuring safe practices are always maintained, and that identified risks are reported and resolved as quickly as possible.
- To ensure cyber-security and data protection policies and processes are maintained across the charity's business, client, and company data, working with the data protection manager (DPM) on any issues or concerns.
- To provide support and guidance to the Executive Team and direct reports, carry out performance and development reviews (PDRs), and regular 1:1 meetings to monitor and set objectives as per company policy and procedures.

Essential characteristics:

- A clear commitment to, and understanding of, cat welfare issues.
- Proven background and experience as a CEO or senior executive role with knowledge of diverse business functions. (Ideally within the charity sector).



- Understanding of the principles of animal welfare (ideally with a background relating to feline activities).
- Excellent advocacy, communication, and public speaking skills with proven ability to work with sponsors, clients, and the media. In-depth knowledge of corporate governance and general management best practices.
- An entrepreneurial mindset with a proven ability to prioritise, multitask and drive deadlines. A good understanding of financial planning, budgetary control, and performance management principles.
- Proven record of working to the values inherent in the charity demonstrating tact, diplomacy, and confidentiality in all aspects.
- Experience of developing strategies, business plans and their successful implementation.
- A motivational leader, able to build rapport and collaboration with stakeholders, such as other charities, governmental bodies, and other influencers within a worldwide arena.
- Proven record of managerial success through building effective teams and mentorship. Degree level education, (ideally veterinary/ or relevant science degree).
- Understand and have knowledge of relevant stakeholders in veterinary and non-veterinary fields and the charity's position and activities as a nexus organisation.

Desirable characteristics:

- An understanding of marketing, developments in digital marketing and relevant fundraising opportunities.
- IT literate, with excellent working knowledge of MS/Apple packages.

Location Tisbury, Wiltshire, SP3 6LW
Salary Commensurate with experience and qualifications

Closing date 19th Dec 2021

The offices are in Tisbury, Wiltshire. We currently operate hybrid working, generally spending 2 plus days in the office for a variety of meetings, work planning, training / team meetings, and to generate good working relationships.