

The Foundation for Palliative Care Education C.I.O.
Supporting the worldwide advance of palliative care

UK Registered charity no. 1174758

**Organization: PACED Foundation**

**Job Title: Chief Executive Officer**

PACED Foundation is looking for an energetic and hardworking professional to fulfill the role of Chief Executive Officer. The successful candidate should show be a creative and collaborative individual with considerable experience in strategic and operational management, fundraising and business development, and the ability to be flexible and perform general administrative duties.

We are seeking someone with initiative and a real passion and commitment for working towards making our world a better place to live in. The role will also require working closely with the Board of Trustees.

**Responsible to:** the Board of Trustees.

**Reports to:** the Board of Trustees.

**About the Organization**

PACED Foundation was registered as a UK charity in 2017. It aims to provide support and access to best practices in palliative and hospice care (PHC) to healthcare professionals particularly in CIS, Georgia, Ukraine, the Baltic States and Eastern European countries.

For more information, visit [www.paced.org.uk](http://www.paced.org.uk)

**Role Description**

**Key Duties and Responsibilities:**

**1. Strategic Input**

In accord with the recommendations of the Trustees, provide strategic input by contributing to the development of:

* Business Plans
* Operational Plans
* Fundraising.

**2. Operational Efficiency & Programme Activity Support**

Contribute to operational efficiency by:

* Implementing and communicating operational strategies and solutions in line with Business Plans
* Developing and directing the implementation of goals, policies, systems, procedures & work standards
* Monitoring changes in legislation, regulations, and technology & implementation policy/procedural changes as required
* Running the various PACED functions effectively and efficiently, following the UK Charity Commission guidelines
* Attending meetings and conferences, ensuring PACED’s needs and concerns are expressed and presented in a professional manner
* Preparing and directing the preparation of a wide range of written documentation including reports, procedures, ordinances & other materials.

**3. Financial Management**

* Setting budgetary targets and monitoring and taking full responsibility for all organizational expenditures
* Implementing processes and procedures to ensure that internal control system is in place
* Implementing appropriate Limits of Authority
* Ensure financial compliance in terms of relevant accounting standards and laws
* Monthly reporting to Trustees.

**4. Fundraising and Donor Relations**

* Utilizing up-to-date fundraising and marketing tools to meet the Foundation’s financial goals
* Liaising with existing donors and identifying new areas of support
* Financial reporting in terms of donor requirements
* Drafting proposals for grant applications
* Developing the annual fundraising plan and ensure its successful implementation against targets and budget.

**5. Advocacy**

* Represent the Organisation as required at various policy meetings with WHPCA (World Hospice and Palliative Care Alliance), EAPC (European Association for Palliative Care), etc.

**6. Programmes**

* Designing, developing, and implementing programmes
* Monitoring activities, including preparing interim and final reports in line with agreed reporting policies
* Liaising with third parties such as contractors, partners and donors
* Facilitating logistics for the programmes
* Performing ad hoc administrative tasks, which include preparation of relevant presentations.

**Essential Requirements**

* Fluent in both written and spoken English
* Highly developed leadership skills with proven experience of developing and managing international projects and ability to liaise with a wide range of stakeholders
* Excellent organization skills with proven ability to work efficiently and flexibly combining the management of different projects with day-to-day activities
* Ability to systemize, classify and present information to diverse audiences
* Basic knowledge of palliative and hospice care
* Strong oral and written communication skills
* Strong interpersonal skills, and ability to work well with people at all levels
* Enthusiasm to promote quality PHC worldwide

**Additional Qualifications, Skills and Experience (preferred)**

* A relevant postgraduate degree
* Experience in charitable and/or healthcare organizations
* Strong command of the Russian language
* Understanding of international affairs in the field of PHC
* Experience, enthusiasm, commitment to effectively lead the organization with a vision

 • Experience of working closely with and reporting to an engaged Board of Directors.

**Working Hours/Flexibility**

Hours negotiable, but preferably full-time or near full-time. The successful candidate will work remotely. Remuneration is negotiable, based on the experience and qualifications.

**Terms of Appointments**

Ideally, the successful candidate should be based in the UK but applications are welcome from any of the target countries, i.e. the CIS, Georgia, Ukraine, the Baltic States, and both Western and Eastern Europe.

The initial contract will be for one year, with the possibility of renewal.

**How to Apply**

Please send your CV and Statement to: dmitryassistant@gmail.com

The Statement should be no more than two pages long and explain why you are interested in this post and how your skills and experience align with the job requirements.

Both documents should be saved in MS Word in the following format: Given/First name – Family/Last name –-Document Name – Date (yy/mm/dd), e.g. Pat-Jones-CV/Statement-20/11/25.

**Timeline**

Closing Date for applications: 15 December 2020

Preliminary Interviews: TBC

Final interviews: TBC

11.11.2020