Application Pack

CEO

21 hours per week

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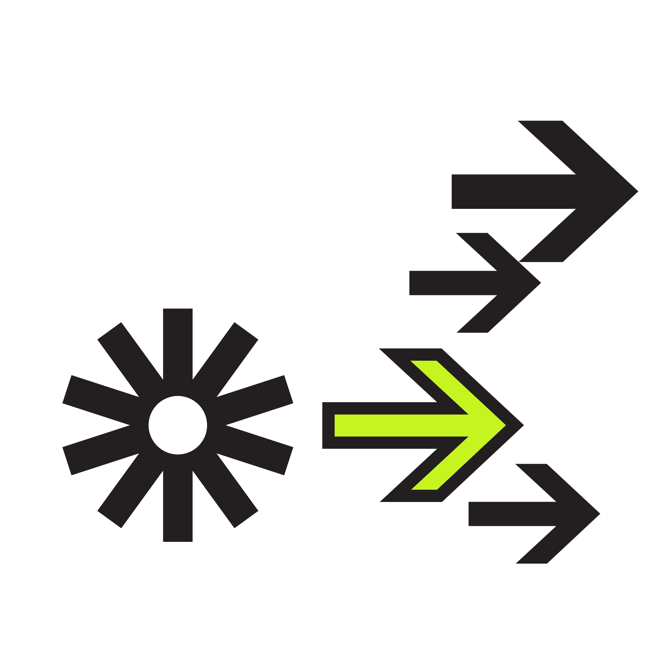
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About Us

About the organisation

Greater Manchester Coalition of Disabled People (GMCDP) is an organisation of disabled people, which works to promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people. It is completely run and controlled by disabled people. We specifically aim to:

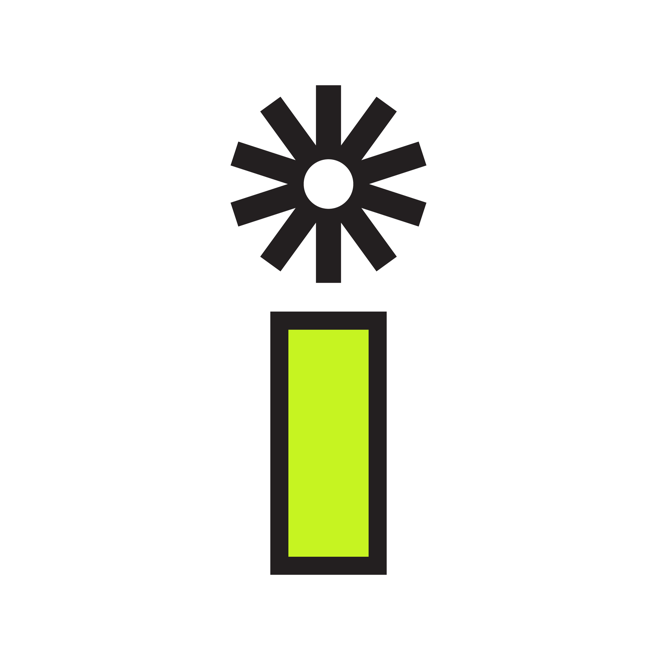
* Promote the independence and inclusion of disabled people in society
* Encourage and support the self-organisation of disabled people
* Actively promote the understanding and implementation of the social model of disability
* Use the wealth of knowledge of disabled people to strengthen and develop our organisation and its projects
* Be a welcoming organisation that makes it easy for all disabled people to be involved.

About the Role

As CEO, you’ll be responsible for the day-to-day running of GMCDP, working closely with our **Executive Council** (our disabled-led governing body) to deliver our aims, values and strategic priorities. This is a unique opportunity to lead an organisation with a strong legacy in Greater Manchester.

You will:

* Provide leadership and direction to GMCDP’s staff, members and projects.
* Build and maintain meaningful and impactful relationships with funders, partners and the wider Disabled People’s Movement.
* Represent GMCDP in local, regional and national forums.
* Secure resources and oversee financial sustainability.
* Champion accessibility, inclusion and lived experience at every level of the organisation.

Job Description

Terms

**Job title**: CEO

**Hours**: 21 hours per week

**Salary:** £46,000 FTE (£27,600 actual)

**Location:** Home based, with some in person meetings

**Working hours:** Flexible

**Reports to**: Chair

**Contract length**: Permanent

**Deadline for applications:** 12 noon on Monday 23rd June 2025

**Provisional interview dates:** Week commencing 7th July 2025

Who is this post open to?

GMCDP is a disabled people’s organisation which is 100% run and controlled by disabled people. This post is therefore open to disabled people only.

Who do you mean by disabled people?

We mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, D/deaf people, neurodivergent people, and those with chronic illness / long term health conditions.

Purpose of the job

The CEO is responsible for the smooth, day-to-day running of Greater Manchester Coalition of Disabled People (GMCDP), ensuring it operates in line with its values, aims and strategic priorities. This role provides organisational leadership, supports the Executive Council in delivering its vision, and ensures GMCDP remains a dynamic and effective voice for disabled people in Greater Manchester and beyond.

The CEO will coordinate, manage and support GMCDP staff and resources, and lead on organisational development, project delivery, and external influence. This includes securing funding, ensuring compliance, and building relationships that further GMCDP’s mission.

The CEO reports to the Executive Council and works closely with the Chair and Officers to implement policies and procedures, and to ensure strong governance.

Main responsibilities

1. Organisational Leadership & Strategic Delivery

* Provide leadership and strategic direction to ensure the long-term sustainability and impact of GMCDP.
* Support the Executive Council to plan, review, and develop strategic objectives, advising on policy, risk and resource implications.
* Implement and monitor operational work plans and ensure alignment with GMCDP’s aims and values.
* Ensure GMCDP remains accessible, inclusive, and rooted in the lived experience of disabled people.

2. Staff Management

* Coordinate the recruitment, induction, and development of staff.
* Ensure all staff receive effective line management, including supervision, support and oversight.
* Delegate tasks based on organisational priorities and team strengths.
* Manage staff time effectively, authorising leave and ensuring adequate cover.
* Support inclusive and transparent decision-making at both strategic and operational levels.

3. Governance & Executive Council Support

* Act as the main point of contact and representative for the organisation.
* Coordinate and contribute to Executive Council and Officer meetings, ensuring decisions are implemented.
* Support the Chair to plan inductions, training, and development for the Executive Council, its sub-groups and representatives.
* Ensure policies and procedures are developed, reviewed, and implemented in practice.

4. External Representation, Influence & Relationship Building

* Represent GMCDP at external meetings, partnerships, networks and events to promote its work and values.
* Build and maintain effective relationships with partners, funders, public bodies and other stakeholders.
* Partake in policy and influence developments which seek to advance disabled people’s rights and the Social Model of Disability.
* Oversee GMCDP’s communications, ensuring consistency with its mission and amplifying disabled voices.

5. Project Management & Service Delivery

* Coordinate and oversee projects and activities to ensure they are well-managed, inclusive and impactful.
* Ensure all GMCDP meetings, events, and campaigns are delivered in line with policies and procedures.

6. Finance, Funding & Compliance

* Identify and secure funding in line with Executive Council priorities.
* Ensure all budgets are set, monitored and reviewed annually.
* Oversee the effective use of financial and project resources.
* Ensure compliance with legal, financial and policy requirements and escalate concerns to the Officer group.
* Prepare reports and correspondence on relevant matters as required.

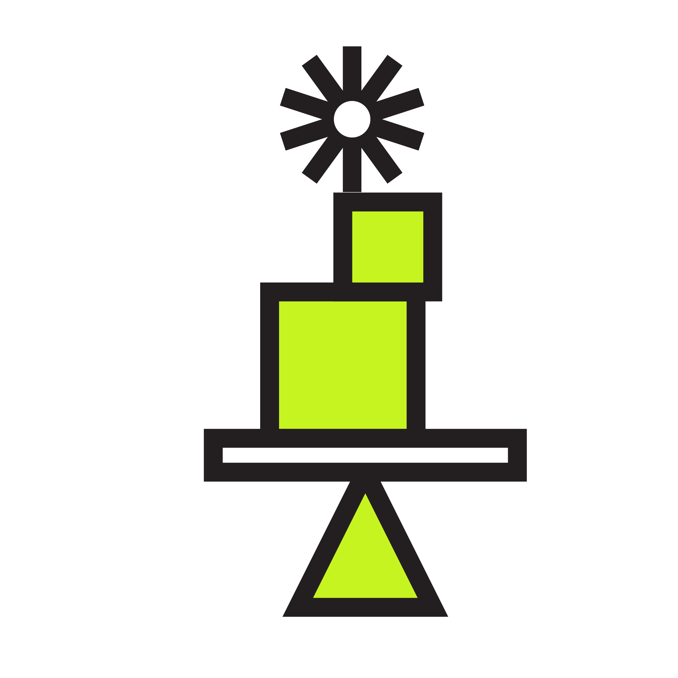
7. Risk, Safeguarding & Accessibility

* Ensure appropriate safeguarding policies and risk management practices are in place and followed.
* Implement and review office security procedures.
* Promote and uphold GMCDP's commitment to accessibility, inclusion and anti-discrimination. Raise any concerns that run counter to these principles with the Executive Council.

8. Additional Duties

* Attend occasional evening and weekend meetings.
* Undertake any other duties consistent with the role and purpose of the post.

This role is pivotal to maintaining GMCDP as a leading Disabled People’s Organisation. The CEO must be committed to the social model of disability and to the meaningful involvement of disabled people in all areas of the organisation.

Person Specification

The shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification.

**Please ensure that you clearly explain how you meet these requirements when making your application by using the numbering system below. Create a document with each number and answer how you meet these requirements.**

**CV’s will not be considered.**

Essential Criteria

1. **Knowledge and Understanding**
   1. A thorough understanding of the social model of disability and commitment to disabled people’s rights and equality.
   2. Knowledge of relevant legislation, including the Equality Act, employment law, and safeguarding responsibilities.
   3. Understanding of not-for-profit governance, including the role of Directors and responsibilities under Companies House.
   4. Familiarity with project funding, commissioning, and reporting requirements.
   5. Knowledge of inclusive management practices and reasonable adjustments in the workplace.
2. **Experience**
   1. Proven experience of senior leadership or CEO-level responsibility in a charity, social enterprise, or user-led organisation.
   2. Experience of line-managing and developing staff, including performance management, supervision, and team wellbeing.
   3. Experience of working with or supporting a Board or Management Committee, including reporting and strategic collaboration.
   4. Experience of developing and implementing policies, strategic plans, and work programmes.
   5. Proven track record of developing partnerships, influencing policy, and representing an organisation externally.
   6. Experience of budget management, financial oversight, and resource allocation.
   7. Experience of writing successful funding bids or securing income from multiple sources.
3. **Skills and Abilities**
   1. Excellent leadership, facilitation, and interpersonal skills.
   2. Strong communication skills (written and verbal) with the ability to adapt messages to different audiences.
   3. Ability to manage competing priorities, make decisions under pressure, and remain calm and solutions-focused.
   4. Commitment to accessible, transparent, and inclusive decision-making.
4. **Values and Approach**
   1. A strong commitment to the rights, autonomy and inclusion of disabled people.
   2. Willingness to be accountable to a user-led Executive Council and work collaboratively with members.
   3. Demonstrated commitment to the Social Model of Disability, and promoting equity within leadership and organisational culture.
   4. A values-led approach that aligns with GMCDP’s mission, culture and grassroots ethos.
   5. Must display a genuine commitment to equality of opportunity and an understanding of the barriers to full participation in society experienced by disabled people - and how these can be removed.

5. Desirable Criteria

* 1. Experience of working in or with user-led organisations, in particular with Disabled People’s Organisations.
  2. Familiarity with Greater Manchester's political and voluntary sector landscape.
  3. Experience of working in a small team or organisation with limited resources.

6. General

* 1. Must be a disabled person (self-definition).
  2. Willingness to work flexibly, including evenings and weekends.
  3. Willingness to develop skills and undertake relevant training.
  4. Willingness to undergo a Disclosure and Barring Service check.

How to apply

Complete an application form by making a document to clearly explain how you meet the requirements in the person specification. Do this by numbering your answers to match the numbers of each section. (Example, 1.1 – then your answer etc.)

Complete an equal opportunities monitoring form. This is optional and you do not have to answer all the questions if you don’t feel comfortable to.

Email your completed forms to [info@gmcdp.com](mailto:info@gmcdp.com) by 12 noon on Monday 23rd June 2025.

Please do not send a C.V. it will not be considered.

**If you'd like an informal conversation about the role before applying, email** [exec@gmcdp.com](mailto:exec@gmcdp.com).