



Supporting Our Community

**Job title: Chief Executive**  
**Dartmouth Caring**

**Contract term:** Permanent

**Start date:** July 1<sup>st</sup> 2026

**Hours:** Full time (35 hrs p/w)

**Location:** Dartmouth Caring, Health and Wellbeing Centre, Wessex Way, Dartmouth, TQ6 0JL

**Responsible to:** Chair of Trustees

**Annual leave:** 28 days holiday pro rata, plus Bank Holidays

**Pay:** c. £40,000





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Dartmouth Caring is a vibrant forward-looking community based charity that is seeking a person with the vision, energy and ethos to help drive the Charity into the 2030s.

Since 2016, under the leadership of the current CEO we have doubled in size and scope and moved to a wonderful purpose-built health and wellbeing centre, where we are co-located with the local GP practice, NHS community services and a pharmacy.

In this new base we have developed additional services which we run and we work with partner organisations, allowing them to deliver their offer to the community from our space.

Our offer is co-created with the community and current users, plugging gaps where they exist.

We aim to enable people to live the lives they choose.

### **Job Purpose**

The person appointed will assist our team at an exciting stage in the continuing development of Dartmouth Caring, following a successful bid to the National Lottery Community Fund and our move to the new purpose-built Dartmouth Health and Wellbeing Centre two years ago.

Our work aims to:

- Bring people together & build strong relationships in and across communities;
- Improve the places and spaces that matter to communities;
- Enable more people to fulfil their potential by working to address issues at the earliest possible stage;
- For us to continue to deliver activity, or supporting recovery activity, in the context of our location;
- For us to change and adapt, becoming more resilient in order to respond to new and future challenges.



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The opportunity to have a base that we can use to offer a range of activities and support for our community was new to us two years ago and we want to maintain our upward trajectory, making sure that we make the best use of our resources to meet the needs of a range of people within the community – but with a specific focus on those who are vulnerable or struggling in some way.

We wish to work with the whole community, children, adults, young and old, and families in Dartmouth. Working with a range of VCSE and statutory partners, using our space as a base to provide programmes and services in the local area, to benefit the health and wellbeing of the community.

Your role will be to lead the operational delivery and performance of Dartmouth Caring, being responsible for the performance management of all staff, the organisational strategy (fundraising and finance), to oversee the management of the charity's client provision, and ensure stakeholder views are heard and recorded.



***Lunch Club Transport***



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## **Key Responsibilities**

The Chief Executive will work with Trustees on the strategic development of the charity, advising Trustees, researching options and presenting implementation plans for their discussion.

Responsibilities of this role will include:

- Development and maintenance of fundraising and grant income sources.
- Supporting service improvement through analysis of data, evaluating feedback and consultation with clients, staff, volunteers and key stakeholders.
- Training and development of the staff and volunteers keeping up-to-date training records for staff and volunteers
- Working in partnership with the Community Engagement Manager and key stakeholders in the re-design of community partnership services.
- Oversee operational and promotional materials and outlets

Training will be provided including a one month handover with the current Chief Executive.



***Our Palliative Care Service***





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***'Monday Makers'***

For an informal discussion about the role, please call 01803-835384 or email [melaniestevens106@hotmail.com](mailto:melaniestevens106@hotmail.com)

### **Application**

To apply, please download the Job Description and Person Specification:

<https://www.dartmouthcaring.co.uk/about-us/vacancies/> then send your Covering Letter and CV to [melaniestevens106@hotmail.com](mailto:melaniestevens106@hotmail.com) detailing how you meet the requirements of the role.

**Interviews:** Interviews will take place during the week of 9<sup>th</sup> March 2026

**Closing Date:** 5:00 p.m. 24<sup>th</sup> February 2026