



Chief Executive Officer position

Hertsmere Mencap is a thriving, values-driven community that supports learning disabled people – children and adults, and their families – to reach their goals and lead their lives to the full. We run daily activity sessions, a children’s school holiday scheme, youth and adult social clubs, an employment programme and give support and advice to our members.

We are entering a pivotal chapter in our development, moving in during 2026 to our own building and we are now looking for a Chief Executive Officer (CEO) to lead our charity into the future. With five part-time staff and a large volunteer contingent, we are seeking a candidate with visionary leadership, solid communications and strong creativity skills and a commitment to the charity’s cause.

You will help our charity build on and develop our work it does through your integrity and empathy, your experience in management roles and in social care sectors. You will lead on fundraising and securing new avenues of funding.

This is a permanent part-time position, 3 days/week, salary £36,000.

This vacancy round will close on Monday 26th January 2026 and 1st interviews will take place on Thursday 5th February on Teams. Kindly send your CV to chair@hertsmere Mencap.org.uk.

Candidates that are accepted for interview will be requested to complete a paper, in no more than 500 words, “What steps I will take to best understand the various aspects of the role and establish priorities in my first 100 days”?

The role is expected to start in April.

The Job Description for this role is included in this pack.

For more information about Hertsmere Mencap, visit our website:

www.hertsmere Mencap.org.uk

If you would like to speak with someone about this position, or to request any reasonable adjustments, please contact Paul Moser, Chair, on 07785 772600