

# **Chief Executive Officer**

# **Application Pack**

**August 2025**

## Join us at RWPN

The Rehabilitation Workers Professional Network (RWPN) is the UK’s professional body for Vision Rehabilitation Specialists and dual qualified workers supporting people with vision impairment. We are a member-led, values-driven organisation, committed to promoting excellence, equity, and inclusion and excellence in practice. Our strategic goals focus on sustaining PSA accreditation, strengthening sector influence, and supporting our members through high-quality CPD, professional standards, and advocacy. We provide 1:1 professional support, deliver training and reflective practice opportunities, and represent the profession in national policy and workforce development. Through partnerships with organisations, we work to ensure the voice of the profession is heard and its future is secure.

#### Our values

* **Equity and inclusion:** We promote fairness, inclusion, and equitable access in every aspect of our conduct and support of professional practice.
* Working in partnership: We work collaboratively together and with all our partners and stakeholders to strengthen the voice and impact of the profession.
* **Excellence:** We support our members to strive for the highest standards in delivering impactful rehabilitation and habilitation support for individuals with vision impairment.
* **Unity:** We bring the profession together with a collective voice across the UK, representing and advocating for the shared interests of vision rehabilitation and habilitation professionals and their service users.

**Job Specification**

Location: Remote (UK-based) with occasional travel

Salary: £40,000 (pro-rata) depending on experience

Contract: Part-time 2 days a week (flexible hours), initial 24-month contract with review

Closing Date: 8th September 2025

Start Date: Flexible start date

Job overview: RWPN is seeking a part-time Chief Executive Officer to lead the organisation through an exciting period of growth and transformation. This is a unique opportunity to shape the future of the profession, strengthen RWPN’s voice across the sector, and ensure long-term sustainability as a PSA-accredited professional body. The CEO will work closely with the Management Committee to provide strategic leadership, drive funding and stakeholder engagement, and oversee governance, communications, and policy development.

**Key Responsibilities**

* **Strategic Leadership**: Develop and implement a 12-month operational plan aligned with RWPN’s strategic goals, ensuring the organisation remains responsive to the needs of its members and the wider sector.
* **External Representation**: Act as the public face of RWPN, representing the organisation with key partners such as Guide Dogs, RNIB, Visionary, and the Professional Standards Authority (PSA).
* **Financial Oversight**: Lead on financial planning, reporting, and sustainability, ensuring responsible stewardship of resources and exploring new income streams.
* **Governance and Compliance**: Support the Management Committee in fulfilling its governance responsibilities, including risk management, policy development, and compliance with PSA accreditation standards.
* **Stakeholder Engagement**: Build and maintain strong relationships with members, partners, and sector stakeholders to enhance RWPN’s influence and visibility.
* **Communications and Advocacy**: Lead on internal and external communications, including member engagement, public advocacy, and promotion of RWPN’s mission and values.
* **Professional Development, Membership Support and Policy**: Oversee the development of RWPN’s membership offer, continuing professional development (CPD) framework, and contributions to policy and practice in the field of vision impairment rehabilitation and habilitation.

**Principal tasks**

* To be the principle public face of RWPN
* To lead the strategic direction of RWPN under the direction of the management committee
* To lead in the development, promotion and protection of the profession
* To forge partnerships that promote, engage and influence the value of vision rehabilitation and habilitation to the vision sector, to employers and the wider public
* To develop internal policy and procedures to strengthen organisational running and accountability
* To oversee the due diligence of the Registration and Professional Standards committee.
* To work with the Registration and Professional Standards Committee in matters relating to professional standards, including the delivery and promotion of RWPN’s Continuing Professional Development scheme and the delivery of qualification training.
* To lead the organisation in the planning and promotion of an annual seminar, annual general meeting, CPD opportunities and training events
* To attract new revenue, where appropriate, for the benefit of RWPN
* To work within the four nations, according to their different legislation and policies to promote, engage and influence the value of vision rehabilitation and habilitation to stakeholders
* To work with the Professional Standards Authority to promote the accredited register and work within the four nations to pursue regulatory/legislative reform

**Other duties**

* To work alongside management committee and Directors to set an annual budget, report the financial position and ensure due diligence in relation to RWPN’s finances
* To work alongside RWPN’s administrator to ensure smooth day-to-day running of the organisation and communicate its activity with stakeholders
* To oversee guidance and support for individual members who request advice around professional practice
* To oversee guidance and support for professionals and organisations who are seeking to protect or develop statutory service delivery
* To highlight issues that arise from members and present them to committee for discussion and action

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Standard** | **Essential / Desirable** |
| **Knowledge and Experience** | A thorough understanding of the needs and aspirations of blind, vision impaired and deafblind people | Essential |
|  | An understanding of the landscape of the eye care support pathway (for adults and children and young people) | Essential |
|  | An understanding of the practice environment in which vision rehabilitation and habilitation and deafblindness operate in the statutory and voluntary sectors | Essential |
|  | Knowledge of how vision rehabilitation and habilitation fits into the policy of the four nations | Essential  |
|  | Evidence of formulating strategic plans for an organisation | Essential |
|  | Evidence of setting objectives within an organisation to achieve essential goals and meet strategic plans | Essential |
|  | An understanding of the approach to regulation and registration in health and social care in the four nations | Desirable  |
|  | Evidence of partnership working within the vision impairment sector | Desirable |
| **Criteria** | **Standard** | **Essential / Desirable** |
|  | Evidence of representing and organisation to external stakeholders | Desirable |
|  | A qualification in vision rehabilitation or habilitation | Desirable |
|  | An understanding of the needs and aspirations of a professional group | Desirable |

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| --- | --- |
| **Personal Attributes** | Highly motivated and able to work independently and flexibly as well as functioning as part of a team |
| An ability to engage diplomatically and respectfully with diverse stakeholders, ensuring decisions and actions are not influenced by the interests of perspectives of any single organisations or agenda |
| A willingness to be accountable, under supervision, to management committee’s direction by providing accurate updates, reporting and timely follow-through |
| An ability to think critically to resolve complex issues |
| An ability to work within the principles of anti-discriminatory practice |

**Special Requirements**

The post is home-based, will involve lone working and some working out of normal office hours.

Enhanced DBS is required for this post.

The post will also involve some travel to meetings and events.

**How to apply**

Please send your CV, a covering letter, and the optional Diversity Monitoring Form to members@rwpn.org.uk. The covering letter should state how you meet the knowledge and skills in the person specification.

Also include a minimum of two referees who will be contacted following successful interview.

**Closing date: 8th September 2025**

### Diversity Monitoring Form

RWPN is committed to ensuring that all job applicants and volunteers are treated fairly and with respect, without discrimination on the grounds of age, disability, gender identity or reassignment, marital or civil partnership status, pregnancy or maternity, race, ethnic or national origin, religion or belief, sex, or sexual orientation.

This form is designed to help us uphold best practice in equality, diversity, and inclusion, and to identify and address any barriers to fair representation within our workforce and governance structures.

We kindly ask that you **please complete this form and return it with your application**.

It will be separated from your application upon receipt and used solely for monitoring purposes. It will not be seen by anyone involved in the recruitment process.

You are not required to answer any of the questions, but the more information you provide, the more effectively we can monitor and improve our practices. All information will be treated as confidential, stored securely in line with data protection regulations, and accessed only by those responsible for governance oversight.

Thank you for supporting our commitment to equity and inclusion.

**About the vacancy**

Ref # ……………………(office use only)

Position applied for:

Where / how did you find out about the vacancy:

### Do you consider yourself to have a disability or health condition?

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Yes 🞏 No 🞏 Prefer not to say 🞏

If you would like to share more information about your disability or health condition or reasonable adjustments you may require, please tell us here:

**1a**. Are you Blind or Partially Sighted?

Yes 🞏 No 🞏 Prefer not to say 🞏

1. **What best describes your gender?**

Female 🞏 Transgender 🞏

Male 🞏 Intersex 🞏

Non-Binary 🞏 Prefer not to say 🞏

If you prefer to use your own term, please specify here:

Is the gender you identify with the same as your gender registered at birth?

Yes🞏 No 🞏 Prefer not to say 🞏

1. **Are you married or in a civil partnership?**

Yes🞏 No 🞏 Prefer not to say 🞏

1. **Age**

16-24 🞏 25-29 🞏 30-34 🞏 35-39 🞏

40-44 🞏 45-49 🞏 50-54 🞏 55-59 🞏

60-64 🞏 65+ 🞏 Prefer not to say🞏

### What is your religion or belief?

No religion or belief 🞏

Christian 🞏 Hindu 🞏

Jewish 🞏 Buddhist 🞏

Muslim 🞏 Sikh 🞏

Other 🞏 please state if you wish:

Prefer not to say 🞏

### How would you describe your sexual orientation?

Heterosexual 🞏 Gay 🞏

Lesbian 🞏 Bisexual 🞏

Asexual 🞏 Pansexual 🞏

Undecided 🞏 Prefer not to say 🞏

If you prefer to use your own term, please specify here:

### Ethnicity

Ethnicity is not about nationality, place of birth or citizenship. It is the group to which you perceive yourself to belong. Please tick the appropriate box.

Asian/Asian British

Indian 🞏 Pakistani 🞏 Bangladeshi 🞏

Chinese 🞏 Prefer not to say 🞏

Any other Asian background, please specify:

Black/ African/ Caribbean/ Black British

African 🞏 Caribbean 🞏 Prefer not to say 🞏

Any other Black/African/Caribbean background, please specify:

Mixed/Multiple Ethnic groups

White and Black Caribbean 🞏 White and Black African 🞏

White and Asian 🞏 Prefer not to say 🞏

Any other mixed background, please specify:

White

English 🞏 Welsh 🞏 Scottish 🞏

N Irish 🞏 Irish 🞏 British 🞏

Gypsy or Irish Traveller 🞏 Prefer not to say 🞏

Any other white background, please specify:

Other ethnic group

Arab 🞏 Prefer not to say 🞏

Any other ethnic group, please specify