

Job Description Chief Executive Officer 2025

ROLE TITLE: Chief Executive Officer

REPORTS TO: Joint Executive Chairs

ROLE PURPOSE:

To guide, support and shape the direction of Community Pharmacy Herefordshire and Worcestershire (CPHW) and Community Pharmacy Arden (Coventry & Warwickshire) (CPA) in the conduct of its business to deliver the best possible outcomes, as defined by the LPC strategy, for the benefit of community pharmacy contractors in our two ICSs. It is essential to show strong connection with community pharmacies and understand their local support needs. This is a strategic role requiring excellent working relationships with a wide range of stakeholders at multiple levels including at Board level.

A collaborative leader who can quickly establish professional relationships with stakeholders in the NHS and local government. The CEO should bring energy, proven executive leadership, and experience in healthcare policy engagement and public affairs.

Job Details: Chief Executive Officer CPHW & CPA - Community Pharmacy Arden and Community Pharmacy Herefordshire & Worcestershire (Local Pharmaceutical Committees - LPC)

Hours: Full time role spread over 5 days Monday – Friday. Forty hours a week contract (8 hours across both and 16 hours each per LPC flexibly to meet needs of the workload and significant number of external meetings – mix of online and in person).

Additionally, this may include supporting evening training or weekend events to meet business needs.

Commencement date: April 2026, to allow for a minimum of 3 months handover from current CEO.

Reporting to: Chairs of the two LPCs

Leading: The LPCs employed team and providing strategic direction for both LPCs

Salary: Competitive salary commensurate with qualifications and experience

Employment Term: Permanent Contract, subject to a six-month probationary period. Employed through CPA on behalf of both LPCs

Location: Hybrid working from home and LPC Office (Evesham). Travel will be required to support training events, meetings and visits to pharmacies (a driving licence and access to a vehicle insured for business use is required).

Expenses: All reasonable costs will be reimbursed in accordance with the Expenses Policy, including travel.

Equipment: A desk within the office, laptop, phone if required, and other necessary equipment will be provided.

Development: Opportunities to attend suitable training and development courses are available. Consideration will be given to candidates without direct Community Pharmacy experience who demonstrate an understanding of national and local healthcare and a willingness to learn.

LPC Office: Unit 24 Basepoint Business Centre; Crab Apple Way, Vale Park, Evesham, WR11 1GP

Key Elements	Key Activities
Strategic Direction	<p>To work with the committee to set the local strategic direction of community pharmacy in the LPC area.</p> <p>To engage with NHS leaders, commissioners, and the public at both local and national level to deliver the defined strategic agenda.</p> <p>To deliver the strategy through the agreed annual operating programme working to timescales and deadlines as required.</p> <p>To ensure long term sustainability, through effective governance, sound finance and delivery of services.</p> <p>To work with the committee and subcommittees to generate and manage an annual budget and ensure preparation and publication of annual accounts and annual report.</p> <p>To scan for opportunities and advise on proposals for the committee's consideration on locally commissioned services.</p> <p>To work with the Committee to implement sector agreed recommendations post the Independent Review of Pharmacy Representation and Support.</p>
Strategic Leadership	<p>To support the LPC in a time of change to enable contractors to deliver new agendas.</p> <p>To facilitate local briefings, training, and development across the area to meet the changing needs of contractors, working with all appropriate stakeholders and agencies.</p> <p>To maintain and promote a corporate identity for the LPC.</p> <p>To ensure the LPC is represented at all appropriate external meetings, events, and opportunities.</p> <p>Provide appropriate support to enable the LPC to deliver the strategy effectively including clearly defined communications and engagement and service development plans.</p>
Governance and relationship with the committee	<p>To ensure that the committee has at its disposal sufficient resources, guidance and professional advice on matters concerning compliance with the LPC Constitution, governance rules and the law.</p> <p>To liaise with the Chairs, Vice Chairs, and committee members as appropriate.</p> <p>In consultation with the Chairs draw the Committee's attention to matters that need a decision.</p> <p>To enable the committees to have rigorous and effective corporate governance systems in place.</p> <p>To support the committees in acquiring the necessary skills and knowledge to make informed decisions.</p>
Supporting community pharmacy contractors	<p>To provide information and support to community pharmacy contractors in the LPC area on matters such as NHS regulations, the Community Pharmacy Contractual Framework, provision of local services and local negotiations.</p> <p>To maintain communications between the committee and contractors by way of the website, newsletters, social media, meetings and other appropriate channels and methods.</p>
Statutory obligations	<p>To ensure that all HR obligations are fulfilled appropriately within the LPC office by effectively line managing the CPHW and CPA support team.</p> <p>To ensure that Health and Safety and other statutory obligations relating to employment and business are in order.</p> <p>To ensure all administration related to the LPC is carried out in a timely and efficient manner, including overseeing the preparation and distribution of agendas, keeping accurate minutes, maintaining records of committee meetings, actions and business and dealing with all correspondence.</p> <p>To maintain records of all pharmacy contractors represented by the LPC in accordance with data protection requirements.</p> <p>To attend to any other statutory obligations of the committee.</p>
Other	<p>To respond to Community Pharmacy England requests for information and action and updating Community Pharmacy England on local developments.</p> <p>To undertake other duties commensurate with the post as required or directed by the committee.</p>

Essential role related knowledge, skills, qualifications and experience required

Person Specification	
Criteria	Requirement
Impact and influence	To influence others about the value of community pharmacy, with a professional, constructive, and tactful attitude to obtain support for community pharmacy as a valued part of the integrated health and social care team. Proven Leadership and Negotiation skills and excellent networking skills
Relationship building	Building and maintaining good relationships and networks with stakeholders and community pharmacy contractors to achieve the committee's objectives. Excellent team working skills. Personable and approachable, being the public face of CPHW and CPA Understand public relations and diplomacy.
Knowledge health and social care landscape	Understand the current and evolving health and social care structure and landscape with the ability to create opportunities for community pharmacy.
Strategic vision and Creative ability	Able to support strategic plan development and operate at strategic level as well as operational level
Governance and confidentiality	Understand GDPR, good governance and awareness of audience at all times
Organisation and Planning	Highly organized with a methodical approach to tasks utilising appropriate digital software and record keeping. Proactive approach, good time and project management
HR & Office Management	Manage and develop team and include Members as needed. Delegate effectively and manage resources and budgets
Knowledge of community pharmacy and locality	Experience of working in or knowledge of community pharmacy is desirable. Living within or close to the catchment of the LPCs is desirable to support an understanding of the geography and population needs. The post is open to non-pharmacists.
Communication and presentation skills	Excellent written and oral communication skills are essential as required to brief community pharmacy contractors and stakeholders in a range of meetings and through a variety of communication channels. Excellent IT and digital skills including proficient knowledge of Microsoft 365 applications.
Other	Must be prepared to travel across both LPC areas and to work flexibly, including occasional evenings and some weekends if required. This list is a summary of the main accountabilities of the role and is not exhaustive and the post holder may be required to undertake other duties from time to time, such as supporting other members of the team with their roles, providing pre-arranged cover of tasks where necessary. Ability to be flexible, focused and driven and work on own initiative but also within a small but dedicated team. Experience of managing a team Knowledge and experience of working at Board level Driver with use of a car

Application Process:

Send your CV and covering letter (500 words maximum) to fionalowe@nhs.net

The covering letter should explain your suitability for the position and indicate any accessibility requirements you may have for the interview process.

Closing Date: 7th November 2025 or sooner if sufficient suitable applications are received.

Shortlisting: 10th – 15th November 2025

LPC Office: Unit 24 Basepoint Business Centre; Crab Apple Way, Vale Park, Evesham, WR11 1GP

Interview Notifications: on 17th November 2025

Interview Dates: 27th November (between 9AM - 4 PM) or 3rd December 2025 (between 10 AM – 3 PM) at our Basepoint Business Centre Office in Evesham. Please indicate your preferred date in your application letter, and we will try to accommodate it where possible. Unit 24, Basepoint Business Centre, Crab Apple Way, Vale Park, Evesham, WR11 1GP. All interviews will be conducted face to face with a panel of members of the Executives from both LPCs and current CEO.

Preparing for your interview:

- Prepare a PowerPoint Presentation to last 10 minutes, plus 3-5 minutes for questions from panel – To cover 2 points: What is your understanding of opportunity for Community Pharmacy in the local healthcare system? Describe your priorities for the first 6 months in the role, including support required during the 3-month handover period with the outgoing CEO. A copy of the presentation must be provided electronically no later than the morning of the interview and a laptop or memory stick with it on for the interview.
- Review the outlined job role and related skills and competencies and how you would meet these.
- Look at our websites for a range of useful background information: [Arden LPC – Representing Community Pharmacies in Coventry & Warwickshire](#) or [Herefordshire and Worcestershire LPC – The Voice of Pharmacy in Herefordshire and Worcestershire](#)

On the day, please bring:

Identification documents – Photo ID (passport/driving license) and proof of address (utility bill, bank statement, etc.), and confirmation of right to work in the UK if not holding a valid British passport.

Note: Any job offer will be subject to references, including a recent work reference. Please provide the name of two referees who may be contacted should a job offer being considered.

Given the expected number of applications, individual feedback will not be provided for candidates who are not shortlisted. However, following the interview stage, candidates may request feedback once the recruitment process concludes.

Informal Discussions/Office Visits: fionalowe@nhs.net or phone Fiona Lowe on 07792970382