



Paul's Place Chief Executive
Recruitment Pack
October 2018

Dear Applicant

Introduction from the Chair of Trustees

Thank you for your interest in the role of Chief Executive for Paul's Place. This is an exciting opportunity to be at the heart of the next stage of the charity's development.

We were founded 20 years ago as a group of friends who met in the evenings but have grown to help 125+ members each week with a turnover circa £600,000 and assets circa £1million.

You will be the first externally appointed Chief Executive in the charity's history and will have an integral role working with the Trustees, members, their carers', the charity's supporters and external stakeholders in shaping its future.

Our members are at the heart of everything we do and you will lead and guide the charity to ensure that our members' lives are enhanced and they are given the opportunity to reach their potential.

This job pack explains the context for this appointment, sets out our vision and ambition for our charity and what we expect from the new Chief Executive, job description and person specification and application form.

Informal enquiries about the role are welcome please contact Jill Jefferies (trustee)
On 07876590212

The closing date is Thursday 3rd January and we plan to shortlist 4th January with successful applicants notified shortly afterwards, we will be interviewing selected candidates on Wednesday 16th 2019

We look forward to receiving your application

Yours sincerely

Darren

Darren Burnell
Chair of Trustees

ADVERT

CHIEF EXECUTIVE OFFICER - Paul's Place

Paul's Place is seeking a Chief Executive to provide operational and strategic leadership for the Charity.

Paul's Place is a local charity that provides a wide range of activity and support for adults with disabilities. Based in Coalpit Heath in South Gloucestershire we have contracts from SGC, Bristol City, Bath and North East Somerset and North Somerset Councils.

This is an exciting opportunity for an experienced leader to join this expanding local Charity to work with the Chair and Board of Trustees to develop a new strategy to lead the organisation through the next stage of its development.

Leading and supporting a dedicated and motivated Staff Management Team, the successful candidate will ensure that the day to day running of the charity continue to provide and develop high quality services and activities for our 'members'.

The successful candidate will have demonstrable success in running and developing a Charity business to build on the Charities firm financial foundations and secure a success and sustainable future for this highly regarded local charity.

This post is for 40 hours per week plus the need for occasional evening and weekend work.

For more information about the charity and applying for this post, please go to:

<http://www.paulsplace.org.uk>

Please return applications to:

Chris Brooks

Paul's Place

Serridge Lane, Coalpit Heath Bristol BS36 2TX

Email:cbrooks@paulsplace.org.uk

Deadline for applications Thursday 3rd January

Shortlisting Friday 4th January

Interview Date Wednesday 16th January

For an informal discussion about the post please call Jill Jefferies 07876590212

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Chief Executive Recruitment Pack

Paul's Place Charity for Physically Disabled Adults Charity No: 1065033

Context

Paul's Place is a Registered Charity, and is currently in the process of incorporating and re-registering with the Charity Commission. Our Trustees are elected at the AGM and/or co-opted when a particular skill set has been identified as a gap.

Employing 21 staff, (including full and part time contracts), Paul's Place cares for 100+ disabled adult members, and has an annual turnover approaching £600,000 and assets worth circa £1million.

Paul's Place provides a day facility and between 4 – 6 trips each year attended by a total of 150 attendees per year. We currently provide residential accommodation for two people.

Our Vision

Paul's Place is recognised by local government, its agencies and the people of South Gloucestershire, Bath & North-East Somerset, North Somerset, and Bristol as a centre of excellence for physically, sensory and cognitively impaired adults.

We run day facilities filled with fun and laughter, with opportunities for learning new skills and provide support to our members and their carers'.

Our Values

We are a charity that gives from the heart, that really cares, and which makes a big difference to people's lives. These values will remain core to everything we do, now and in the future

- Every person has the right to be treated with dignity and respect
- Everyone has the right to receive a high-quality service
- We acknowledge every person has the right and ability to make their own decisions
- Everyone has the right to opportunities which will assist them to reach their full potential

Our Objectives

- To support and facilitate disabled adults
- To provide a safe social environment
- To promote independence whenever possible
- To provide a support plan, which will enable disabled adults to reach their full potential
- To provide a programme of individual and group activities

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Chief Executive Recruitment Pack

Paul's Place Charity for Physically Disabled Adults Charity No: 1065033

- To give disabled adults the opportunity to create their own environment

| Day Services | Support Services |
|--|--|
| <ul style="list-style-type: none"> • To break down social isolation • Provision of a day facility five days a week that meets the needs of physically, cognitively and sensory impaired adults • Outcome focused support planning • Person centred planning • Community volunteering scheme • Numeracy and literacy classes • Produce a member's magazine • Drama skills workshop • Music workshops • Sports programme • Arts and craft workshops • Sports and fitness • Photography workshops • Cultural and social trips • Gardening club • Health and wellbeing | <ul style="list-style-type: none"> • Provide information and advice on health matters • Provide help and advice on housing and benefits • Advocating for the provision of housing schemes for disabled people • Provide information on crime prevention and personal safety • Signposting for training and employment • Providing information on education, employment and life skill coaching • Help fight racial harassment, discrimination and hate crime • Support to make referrals for help and advice on legal and immigration issues, liaison with statutory and voluntary agencies • Outreach support for members (home visits) • Help in completion of DWP and other documents |
| Respite Services | Carers' Services |
| <ul style="list-style-type: none"> • Provide short breaks for physically, cognitively and sensory impaired adults (UK and abroad) • Provide cultural and social trips • Provide social evening group • Outreach support for members (home visits) | <ul style="list-style-type: none"> • Carers' Support Group • Carers' programme of activities and events • Short breaks for carers in the UK and abroad • Weekly carers' surgery • Outreach support for carers (home visits) • Support with all information needed |

Location

Paul's Place is based at Coalpit Heath Cricket Club.

The Trustee Board meets bi-monthly for formal business meetings, with interim meetings between each formal meeting for strategic review and development.

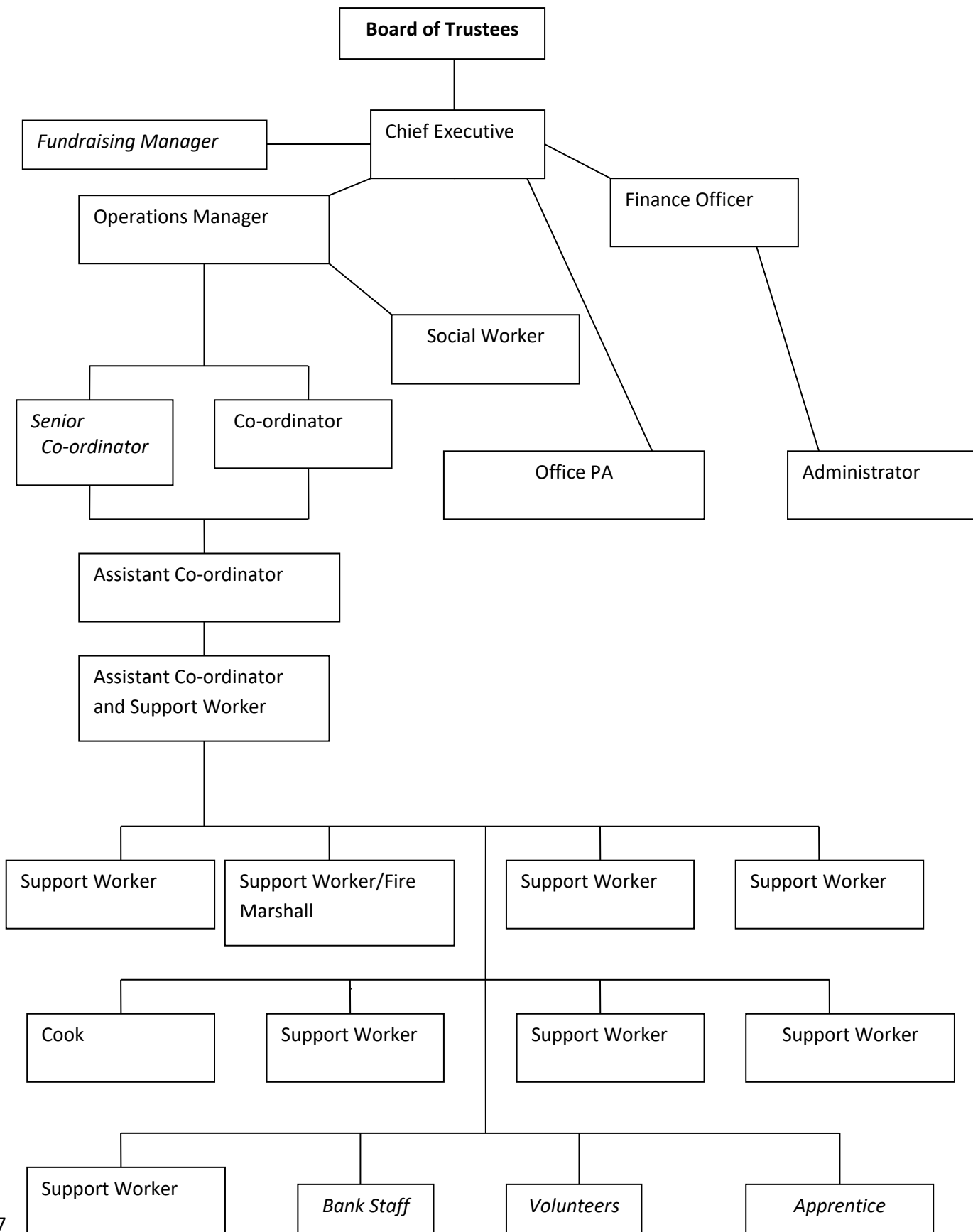
Our funding comes from a combination of direct payments from local councils and some self-funding members. We also undertake range of fundraising activities through the year, and have the support of a number of donors.

Further information on Paul's Place is available at: <http://www.paulsplace.org.uk/>

A copy of our most recent annual report and accounts is included with this pack.

Strategic Plan/Objectives

It will be one of the first responsibilities of the new Chief Executive to work with the Board, staff team and members to review current objectives and develop a new strategic plan for the charity.



Chief Executive Paul's Place

Job Description

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| Job Title | Chief Executive |
| Contract | Permanent |
| Hours | 40 hours per week |
| Salary | £45,000 - £50,000 depending on experience plus 3% contribution to pension scheme |
| Annual Leave | 33 days annual paid leave including 8 bank holidays |
| Location | Serridge Lane Coalpit Heath |
| Responsible to | The Board of Trustees (line managed by the Chair) |
| Responsible for | 21 members of staff (line manager for 3 or more), consultants and volunteers as required |

Job Purpose

Responsible to the Trustees, the Chief Executive provides leadership, overseeing the management and performance of Paul's Place; cultivating funders, ensuring a diverse and sustainable funding base and within this the overall safety, care, well-being and development of the members.

1 Working with the Board of Trustees

- Initially work with the Board of Trustees to develop the strategic objectives and business plan, and thereafter overseeing the production of the annual strategic plan and operational plans for approval by the Trustee Board
- Ensuring the Board has an annual meeting cycle, including away day and any sub committees
- Establishing the Board agenda in liaison with the Chair of Trustees, working with the Senior Management Team to ensure all documentation is prepared and circulated to the Board at least a week prior to the meetings
- Establishing the annual budget with the Treasurer and Finance Officer to be approved annually by the Board of Trustees, ensure Finance Reports

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Paul's Place Charity for Physically Disabled Adults Charity No: 1065033

monitoring the financial health of the organisation and advising Trustees of any actions required in relation to their liabilities and duties.

- Providing progress reports to each Board meeting regarding the implementation and achievement of strategic and Business plan objectives
- Overseeing the organisation of the Annual General Meeting and any Special General Meetings in liaison with the Trustees
- Producing the Trustees Annual Report and Accounts in liaison with the Chair and Treasurer, Finance Officer and Accountants
- Ensuring legally compliant, regarding the organisation's operations and providing sound and timely reports to the Trustees to advise them; for example health and safety; safeguarding adults, employment law
- Updating and advising the Board in respect of the charity's governance, company and charity law and ensuring Trustees are aware of their responsibilities and assisting with succession planning for the Board of Trustees
- Ensuring that the Charity Commission and Company's House registers are up to date and legally compliant

2 Organisational: Staff Team and Resources

- Ensuring the organisation is providing high quality services and meeting its charitable objectives
- Developing the staff team and individual staff work plans based on the strategic objectives with clear and realistic targets and goals, conducting regular appraisals and identifying and supporting opportunities for the development of staff.
- Ensuring the organisations policy and procedure framework is fit for purpose, up to date and that staff, volunteers and Trustees are properly inducted and trained as appropriate; in particular: Safeguarding, member focused services; equalities and diversity
- Ensuring that the organisation has in place all the operational resources required to deliver high quality services including IT systems including a plan to replace them as required

3 Organisational: Activities and Services

- Ensuring that the members receive high quality services and have access to a range of activities that are safe and promote their well-being and development.
- Ensuring that the day facility, run effectively and efficiently, including the members recruitment processes

- Initially, undertaking a review of Paul's Place monitoring and evaluation processes, adapting them to ensure that they will provide a range of effective mechanisms to capture member, carers, funders, staff and volunteers views of service delivery and that this is used to continually improve services
- Ensuring that Paul's Place members receive appropriate advocacy support with other external agencies, reviewing the impact of this support as part of the monitoring and evaluation processes
- Liaising with local authorities and other commissioners to ensure that Paul's Place services and activities are meeting their requirements currently and for the future
- Ensuring that Paul's Place delivers its services within equality and diversity best practice, making sure that all Trustees, Staff and Volunteers are aware of policies and procedures and receive training as required

4 Funding and Income Generation

- Ensuring the secure and sustainable growth of the Paul's Place
- Overseeing the financial management of the organisation, ensuring there are clear management controls in the areas of budgeting, reporting, accounting, audit and financial reserves and that the Board receives clear financial reports at every meeting from the Finance Officer
- Ensuring that the Paul's Place funding base is diverse and maximise opportunities for funding and income generation in line with the Charity's objects, advising the Board in liaison with the accountants regarding the potential for charity trading arm developments
- Regularly review all service agreements reporting to the Board, including financial performance, output delivery and quality reporting any concerns in current or future health and social care funding trends
- Ensuring that all services and activities are adequately funded
- Advising the Board on the use of unrestricted reserves for new service development
- Maintaining good relations with all funders, and supporters
- Working with local partners and developing opportunities for partnership working to secure funding and other resources in line with Paul's Place Charitable objects and values
- Ensuring that the charity's achieves the annual fundraising target as set by the Trustees

5 External liaison

- Maintaining an awareness of changes in social care and health services and local needs that are likely to impact on Paul's Place services, participating in local networks and forums to influence these ensuring there are opportunities for members to have their voices heard
- Acting as a Senior Representative for Paul's Place, including representing the organisation in the media, at conferences, and other public occasions
- Developing effective strategic relationships with colleagues from the public, private and voluntary, community and social enterprise sectors
- Overseeing the development with the Board of an effective media strategy to raise the profile of the work of Paul's Place
- Ensuring there are appropriate policies and procedures in place to ensure that all marketing and publicity work is in line with legislation (e.g. GDPR) and maintains a positive reputation of the Paul's Place
- Ensuring all Trustees, Staff and Volunteers have been trained and understand Paul's Place policies and procedures with regard to acceptable Social Media usage

Person Specification

Essential

| Skills and Experience | How tested |
|--|--|
| Sound management abilities with at least five years' at Chief Executive or senior management experience in the Charity Sector and the ability to run a medium sized local organisation | Application and interview |
| Evidence of strategic thinking and ability to analyse complex concepts and information | Application Form interview & presentation |
| Degree level education or equivalent | Application form |
| Demonstrable experience of working with and developing a positive, robust relationship with a board of Trustees, establishing the organisations vision and strategic objectives | Application and interview |
| Extensive experience of managing staff, leading and creating a harmonious team | Application and interview |
| A track record in initiating and developing new business and implementing successful and responsive income generation strategy | Application, presentation and interview |
| Demonstrable leadership experience, implementing and managing change processes within an organisation | Application and interview |
| Excellent verbal, written and digital communication skills | Application and interview |

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| An in depth understanding of equalities and diversity legislation and a demonstrable ability to communicate/network with people from a wide range of backgrounds | Application and interview and presentation |
| Knowledge | |
| Understanding of or experience of working with people with disabilities and the issues they face | Application and interview |
| Demonstrable practical knowledge of successful business and financial planning as a senior manager or Chief Executive of a Charity | Application and interview |
| Understanding and experience of delivering high quality customer service | Application and interview |
| Understanding of strategic relationships and demonstrable experience of effective partnership working | Application and interview |
| In depth and up to date understanding of safeguarding, data protection, risk management, health and safety legislation, CQC and best practice requirements | Application and interview |

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| Attributes | |
| Proven leadership qualities and change management abilities with the capacity to direct and support Paul's Place to achieve its objectives | Application and interview |
| Emotionally intelligent with a professional, flexible approach, able to demonstrate the ability to successfully steer an organisation to a sustainable future | Application and interview |
| Results and impact orientated with the drive and commitment to ensure continual quality improvement for Paul's Place | Application and interview |

Desirable

- Experience of working with disabled adults
- Experience of working in South Gloucestershire or West of England
- Ability to get around South Gloucestershire and the West of England – Car Driver