



## **Chief Executive Officer Ark Housing Trust**

### **ABOUT**

Ark Housing provides housing with limited support to vulnerable adults. We have been operating in Buxton since 2016, and Stoke since 2018. Currently we have a portfolio of properties, leased from local landlords, that we use to house and support nearly 120 people. Our residents cope with a variety of challenging issues: some have addictions, others are ex-offenders, and others have poor mental health. We provide support and signposting to help our residents to overcome their struggles and take steps towards independent living.

Our current CEO has led Ark from its very early days up till now, and with him moving on we sense an opportunity. His skills have helped us to build a solid foundation, together with an absolutely first-rate staff team. Now we want someone who can consolidate our position, and lead us into a period of sustained growth. There will be opportunities for the right candidate to expand our service, both geographically, and in terms of our offering in each location. The supportive board of trustees are excited at the potential this change of leadership has to significantly develop Ark to have a greater impact on some of the most vulnerable in our society.

### **PERSON SPECIFICATION**

We are seeking an enthusiastic and experienced leader; someone who combines excellent people skills with sound financial acumen to lead Ark into and through its next stage of organisational development. Ideally you will have relevant experience in both the supported housing and charity sector.

Please note: our main office is in Buxton, and hybrid working is not currently being considered for this role. Any job offer is subject to the results of an enhanced DBS check.

### **KEY RELATIONSHIPS**

- Chair & Treasurer of the Board of Trustees
- Senior Support Workers
- Bookkeeper/Administrator
- Property & Maintenance Manager

### **ROLE DESCRIPTION**

The essence of the role is to provide leadership, management, motivation and direction for Ark.

Key aspects of the role include:

- Working with the Chair and Board of Trustees to develop business strategy, plans and targets, including setting and monitoring KPI's
- Oversight, encouragement and support of all staff members
- Ensuring the long term sustainability of Ark through effective governance, sound financial management and the effective delivery of services
- Delivery and enhancement of current services, and developing new services that meet the



needs of service users

- Developing appropriate professional relationships with local authorities and other key bodies and individuals with interest and influence in Ark's field of work.

#### **CURRENT CHALLENGES**

- Develop Key Performance Indicators to ensure the quality of our service
- Identify key risks and develop risk strategy to ensure mitigation
- Enhance relationships with local councils and the police
- Develop the level of client engagement to ensure clients' needs are met

The Director reports to the Chair and Board of Trustees.

#### **TERMS & BENEFITS**

- Full-time based in Buxton, but with travel to Stoke & other areas as required
- Salary: £50,000 - £60,000 depending on experience
- 6% employer pension contribution
- 25 days holiday, rising per year to 30 after 5 years
- 6-month probation period
- Part-time 4-days may be considered, with appropriate pro-rata salary

#### **TIMELINE**

Application deadline: 20<sup>th</sup> March 2025

Online interviews w/c 31<sup>st</sup> March 2025, in-person interviews the following week

#### **HOW TO APPLY**

Please send CV with covering letter explaining why you think you are the right person to lead Ark to

[j.parsons@arkhousingtrust.co.uk](mailto:j.parsons@arkhousingtrust.co.uk)



## **JOB DESCRIPTION**

### Provide leadership to Ark

- In collaboration with the Board of Trustees, develop a strategic direction and business plan
- Manage Ark to ensure the achievement of the short, medium and long-term goals set out in the business plan and to monitor, evaluate and report on the plan on a regular basis
- Support the board to identify and monitor their strategy for and exposure to risk
- Ensure service quality and organisational stability through the development, implementation and monitoring of standards, controls, systems and procedures, with regular evaluation
- Manage Ark's resources (human, financial and material) to ensure achievement of strategic priorities.
- Develop a clear understanding of national and local policies and services that influence and impact on Ark's work.
- Develop processes for consulting with clients in the planning and delivery of services.

### Business development and finance

- Seek opportunities to expand and promote the role of Ark Housing.
- Oversee the preparation and ownership of annual budgets.
- Monitor the financial performance of Ark ensuring it is in line with agreed budgets, occupancy levels, and targets
- Ensure services are provided in a cost-effective manner whilst maintaining a high level of quality
- Maintain strong links with the local authorities and keep an eye on national government plans that may affect future funding
- Maintain a strong understanding of the, often changing, administrative requirements and legislation issued by local housing departments

### Develop a strong public profile for Ark

- Act as the lead spokesperson and ambassador for Ark
- Develop and maintain effective relationships with all stakeholders including commissioners, policy makers, funders, supporters, local dignitaries, other local agencies, media and the public to promote and support the work of Ark
- Ensure Ark is presented in an appropriate and professional manner to its stakeholders
- Develop and maintain the public profile of Ark

### Governance

- Keep the Board of Trustees fully informed on all aspects of Ark's performance including successes, problems, opportunities and risks. Facilitate discussion to resolve any issues arising.
- Work with the Chair to help optimise the contribution of individual trustees, stimulating members to give of their best.
- Ensure the effective administration of trustee meetings.
- Ensure Ark complies with all legal, constitutional and regulatory requirements.
- Ensure appropriate insurance is maintained.
- Ensure all premises, equipment or other assets are maintained for the well-being of staff and the meeting of all health and safety requirements.



- Ensure appropriate security for all of Ark's assets.
- Ensure compliance with all relevant laws and regulations.

## Safety

- The director is responsible for developing and maintaining all safety procedures and ensuring they are adhered to at all times
- Maintain the safety of the Charity, the service users and the staff, including him/herself
- In reference to the Board of Trustees, to decide upon and review referral procedures
- To ensure that referral procedures are followed and that all relevant checks are carried out
- To oversee the careful selection of service users for particular properties, the development of appropriate house rules etc and responding to difficulties and tensions as and when they arise within particular houses
- If the director believes that, on review, Ark has offered accommodation to an individual that presents a real danger then it is their responsibility to apply appropriate policies to address the situation

## Lead, motivate and develop staff.

- Ensure the efficient and effective running of Ark, delegating duties appropriately and effectively
- Ensure the recruitment and development of a professional team who are well trained and experienced in this field, and support them to meet clear performance, quality, and service standards
- Promote a harmonious and professional working environment that builds a diverse team including volunteers

## General responsibilities

- Carry out other duties as appropriate to the post as may be directed by the Chair or the Board of Trustees.
- Uphold the ethos and professional standing of Ark and abide by Ark's policies and practices including equal opportunities and confidentiality.