



CEO 
Applicant Pack

November 2024

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Chris Humphreys
Chair of the Board of Trustees

Thank you for your interest in the CEO role at Sheffield Futures.

This is a pivotal role for us, coming at a crucial time. As youth unemployment in the city remains stubbornly high, higher than national averages, and as the demand for mental health and wellbeing support is outstretching provision, our charity's services have never been more important. Yet, at the same time, like many in the charitable sector, we must work harder to find every pound to maintain or grow our offer.

As Chair of a board of committed trustees, passionate about the impact we have on the lives of young people in Sheffield, we are now looking for someone to lead Sheffield Futures into the next phase of development; a person with first class leadership skills to excite our skilled staff team with the ability to see great potential - in the charity; in our people; and in the next generation of talent in our city.

Good luck with your application.



About our Charity

Our Strategic Priorities:

We want Sheffield to be a safe, happy and inclusive city for young people where there is accessible support, opportunities and a sense of belonging.

Sheffield Futures is a charity that exists to provide a safe, supportive environment for young people, giving them the tools and opportunities they need for a healthy, happy life.

- We show empathy and compassion
- We are inclusive
- We are empowering
- We are collaborative

Our guiding principles:

- Young people first
- Practice openness
- Mindful of our impact
- Strive to be better
- Evidence driven
- Embrace diversity

Our History:

Sheffield Futures was established in 1995 to deliver youth support services to young people in the city on behalf of Sheffield City Council. We provided careers advice for young people, both within secondary schools and from our city centre location. We also provided employability support for young people between the ages of 13 and 25 to help overcome obstacles preventing access to employment, education and training.

In 2017 we made small steps into the mental health and well-being space, responding to extensive waiting lists to access statutory services. Branded as Door 43 by young people, this area has continued to grow and develop, with an emphasis on early intervention and prevention. In 2024, Door 43 now embraces three strands: Wellbeing Support, Social Prescribing, and Counselling. These are funded through multiple lines and on differing timescales, including tendering for contracts with the Integrated Care Board, Sheffield City Council and Primary Care Networks, as well as charitable giving and our own reserves.

In 2020, there were two events that fundamentally impacted on our services and how we work. Firstly, the global Covid pandemic moved our work out of the office and into our

homes in the space of four days and created the highly flexible, hybrid workforce we have today.

Secondly, the Youth Service contract we had delivered for 18 years was in-sourced by the City Council, as part of their new vision for integrated and localised services. Whilst this had a significant material effect on our income and turnover, it has enabled Sheffield Futures to grow its much-needed mental health and wellbeing provision, and to refocus on our careers and employability provision.

This period of transformation and change still continues. To date, we have equipped our team to work effectively from home, multiple delivery sites and Star House.

Our Building:

Star House is a large five-storey building on Division Street in the city centre, built in the 1970s, which the charity owns without a mortgage. Since the departure of the City Council as tenants from the building, the running costs of the property has become a financial burden despite attempts to introduce new tenants. There are accessibility issues, and the maintenance costs can be unexpected and high. The decision has therefore been made to sell the building and move to a smaller city-centre building in 2025. This will be progressed from October 2024.

Looking Ahead:

A new company strategy has recently been developed and is currently being rolled out. The process has had in-depth staff and youth consultation, and we therefore see this strategy as the firm focus for the next 3 years. This is a *live* strategy, allowing for continuous review, interrogation and refinement, meaning the new CEO could influence parts of this strategy as they see fit.

What we see as the most important areas for our new CEO to focus on in the first year are:

- Improving how we are externally viewed as a charity. Sheffield Futures are still very much perceived to be part of the City Council and not as an independent charity. This impacts us greatly, from our partnership working to our funding opportunities. We need our new CEO to gain an in-depth understanding of our charity and to communicate this among suitable networks as well as current and future stakeholders.
- We continue to struggle with our funding streams, as is a challenge in most charities. A CEO with experience of funding bids and corporate partnerships that could lead the business development team to diversify our income would be an important aspect of the role.

- Our Young Advisors are key to the youth voice of our charity. We would like our new CEO to be the main point of contact for this group of young volunteers and work closely with them to ensure youth voice runs throughout all strategic decisions in the charity.
- The organisation has gone through significant change and disruption over the past 4 years. The new CEO will need to provide reassurance and demonstrate change management leadership internally to ensure that all staff feel valued. As we plan our building sale and relocation, this will be particularly significant.

For more information on our finances please refer to our last audited accounts for the period ending 2023 by visiting this link [Accounts Ending 2023](#)

Meet Our Board

Sheffield Futures is led by a Board of Trustees giving strategic direction and governance.



Chris Humphreys
(Chair)
Partner Tax,
BHP Chartered
Accountants



Liz Howard
(Deputy Chair)
Professional
Officer, British
Association of
Social Workers
England



Eve Willis
Young Advisor /
Law Student

Martin Harrison
Executive
Director of

Finance, The
Sheffield College

Tilly Hilton
Young Advisor /
University
Student



**Nabeela
Mowlana**
Councillor for
Sheffield City
Council



Sue Wood
HR Consultant,
Sheffield City
Council



Luke Clewes
IT Systems
Officer, Sheffield
Hallam
University



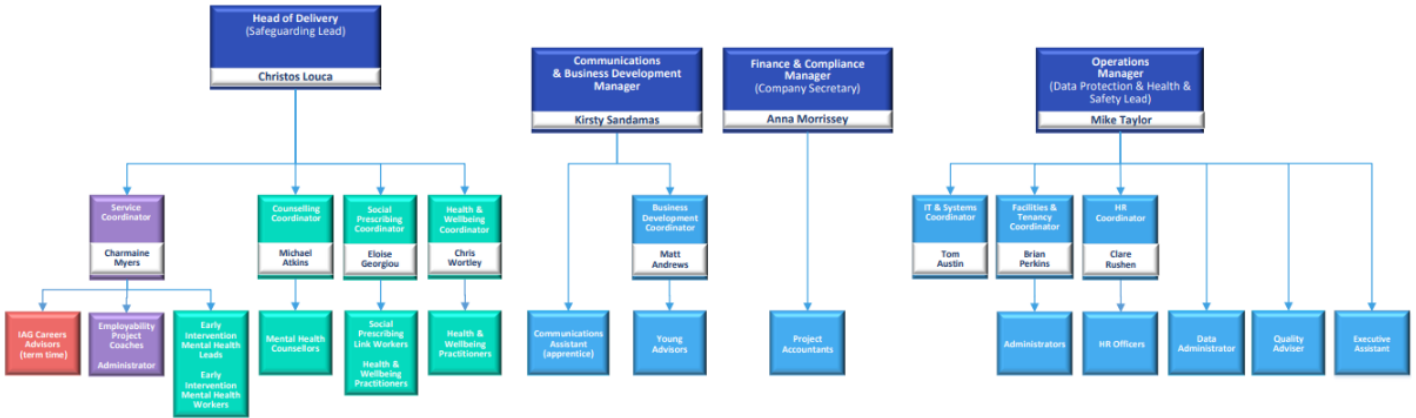
**Nathan
Woodhams**
Regional
Operations
Director,
Webhelp



Zaina Hyatt

Meet Our Team

The charity employs approximately 60 staff on various contracts, currently structured as below :



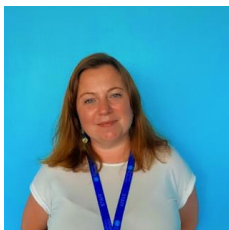
We do not currently have a CEO, and in the interim the charity is being led by the existing SLT.



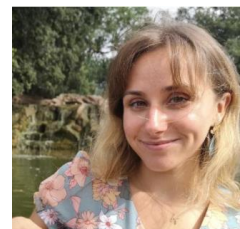
Christos Louca
Head of Delivery



Mike Taylor
Operations Manager



Anna Morrissey
Finance Manager



Kirsty Sandamas
Business Development and Communications
Manager



Sheffield Futures offers flexible and hybrid working.

This post is full-time, 37 hours per week. Whilst availability during standard working hours is expected, our flexible working practices enables colleagues to work non-traditional hours to manage the demands of home life and personal well-being. As CEO, the postholder is expected to lead by example in demonstrating positive working practices, including being approachable and visible. This will require attendance at Star House for much of the working week.

The benefits package for this role include:

- a salary of between £60k-£65k depending on experience
- free membership of Westfield Health for the postholder and their dependants
- 3% Employers Pension Contribution with Life Assurance Cover
- up to 30 days annual leave plus bank holidays (pending service)
- free eye test and flu vaccination vouchers
- access to a range of local discounts

Equality, Diversity and Inclusion

We are an equal opportunities employer and welcome applications from all candidates that meet the requirements of the role. We recognise the positive value of diversity, promoting equity and celebrating inclusion, and we welcome and encourage job applications from people of all backgrounds.

Under the Disability Confident standard, disabled applicants who meet the essential criteria of this job are guaranteed an interview.

Green Mark

We are proud to hold the Green Mark Accreditation. Green Mark provides an internationally recognised environmental certification for companies that want to assure their clients and employees that they are conducting business to recognised environmental standards.



How to Apply

Applications for this role can be made by clicking the link in the job ad on our website. This ensures that shortlisting is undertaken on merit. Please use this application pack including the job description below as a guide to your cover letter (supporting statement). As a minimum we will be looking for evidence that you meet the essential criteria for the role.

Do download the guidance notes for additional information before your CV and cover letter.

The closing date for applications is **Friday 29th November**. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications, so we do encourage early application.

Job Description



Job Title:	Chief Executive Officer (CEO)
Grade:	CEO (£60-65k)
Department/Site Location:	Hybrid Working: Star House / Home
Report To:	Chair of the Board
Responsible For	Sheffield Futures
Version Date:	October 2024

Job summary:

The Chief Executive Officer will:

- Provide a strong and inspirational leadership to implement the strategic plan.
- Lead on the on-going sustainability and growth of services with the Board of Trustees
- Work closely with our Young Advisors to ensure youth voice throughout the Charity.
- Champion a clearly articulated strategy to acquire new business and generate sustainable income.
- Represent Sheffield Futures and its work effectively and imaginatively to external audiences and promote a strong and attractive brand.
- Work effectively alongside the Board of Trustees to ensure that Sheffield Futures meets its governance and legal responsibilities.

Key Responsibilities:

Leadership

- Motivate and provide inspirational leadership to the staff and volunteers so that they own the aims and objectives of Sheffield Futures and their contribution to achieving success.
- Determine and communicate clear strategic and ambitious objectives to develop performance.
- Articulate the organisation's corporate philosophy and value base, ensuring that these are consistently communicated and applied across the organisation and externally.
- Provide the leadership which will allow Sheffield Futures to develop and grow.
- Ensure that the organisation has the resources (human, material, and financial) to operate as effectively as possible.
- Line management and development of the Strategic Leadership Team.

Strategic Development

- Drive the implementation of the business strategy with awareness of emerging trends and opportunities derived from evolving policy and the needs and interests of young people, staff and member organisations.
- Work closely with the Strategic Leadership Team to co-produce the annual operational plan and budget, ensuring alignment with the vision, objectives, and targets.
- Develop networks and partnerships to encourage investment in the charitable status of the organisation.
- Cultivate relationships with sector leaders, the media, and key opinion-formers.
- Ensure that our strategic development is grounded in evidence

Regulatory and Finance

- Ensure the organisation meets its constitutional and legal obligations safely and within appropriate regulatory environments.
- Be responsible to the Trustees for the overall financial health of the organisation; ensure that expenditure is controlled in line with budgets as approved by the Board.
- Ensure that Sheffield Futures fulfils all of its statutory reporting responsibilities.
- Maximise the value of our financial and non-financial assets.
- Ensure robust risk management practices which enable risks impacting on strategic and operational plans to be identified, monitored, and managed.
- Ensure Sheffield Futures has a robust, practical planning framework so that all statutory reporting requirements are met.

Governance and Board of Trustees

- Report regularly to the Board of Trustees on progress, ensuring that they are aware of all matters that will affect its governance.
- Seek to involve Board members, through their portfolio areas, so that the talents and energy of the Trustees can be beneficially used to further the work of Sheffield Futures.

General:

- In carrying out their duties, the post holder must promote equality of opportunity and take every opportunity to promote equality, diversity & inclusion and eliminate discrimination.
- The post holder is responsible for taking reasonable care with regard to themselves as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.
- The post holder is required to carry out their duties and responsibilities at all times with adherence to Sheffield Futures policies and procedures, in particular those relating to equality and diversity, dignity and respect, Safeguarding and Health and Safety.
- Ensure confidentiality around service users and staff members is maintained at all times.

- Whilst this post is based at a specified location there will be a requirement on occasion to work at other locations as determined by the duties of the post.
- This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment.

Person Specification – Chief Executive Officer

	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Extensive senior management experience ideally supported by a professional qualification in an area that will benefit Sheffield Futures (e.g., mental health, social care, information advice and guidance). 	<ul style="list-style-type: none"> • Management qualification at L4 or above.
Experience/skills/ specialist knowledge	<ul style="list-style-type: none"> • A successful track record of leading an organisation. • Knowledge of managing complex budgets at a high level • Demonstrable experience of delivering strategic plans and achieving specified results. • Proven experience of identifying and achieving new income streams • Ability to initiate action, to make clear decisions and take responsibility for these. • Ability to analyse complex information to produce and present reports in a logical and easily understandable format. 	<ul style="list-style-type: none"> • Leadership of an organisation in the charitable sector • Experience of working with and on behalf of young people.

Person Specification – Chief Executive Officer

	Essential	Desirable
	<ul style="list-style-type: none"> Ability to work effectively under pressure and meet strict deadlines. 	
Special Aptitudes/Ability	<ul style="list-style-type: none"> Passionate and demonstrably committed to improving the lives of young people in Sheffield. A skilled leader, able to motivate, inspire and deliver. Ability to work collaboratively Ability to work in a changing and flexible organisation. Politically astute when dealing with key stakeholders, the government and the media. A skilled negotiator with the ability to influence decisions. 	
Communication	<ul style="list-style-type: none"> Ability to communicate effectively in writing and verbally to a variety of audiences. Ability to deal with people at all levels, both internally and externally, in an authoritative, respectful, and sensitive manner. Ability to network and establish good working relations with a wide range of organisations in the different sectors. 	<ul style="list-style-type: none"> An understanding of the value of clear, effective branding, social media promotions and content.

Person Specification – Chief Executive Officer

	Essential	Desirable
Equal Opportunities	<ul style="list-style-type: none">• Demonstrable commitment to principles of equality, diversity and inclusion.	