



Application Pack

Role:	Chief Executive
Hours:	24 hours per week (part-time) Flexible working
Salary (FTE):	£42,000 – £47,000 +Benefits
Location:	Hybrid / Remote working
Reports to:	Board of Trustees

About Us

Upcycle (part of the Margaret Carey Foundation) is a small charity and a Company limited by guarantee.

Our mission as a charity is to prevent people from being drawn into crime and help those already in the system find paths through training opportunities, resources, and environments that support rehabilitation. We run cycle maintenance programmes for prisoners across England and at-risk youth in Bradford.

We have a small, focused team based in Shipley, West Yorkshire. We operate across England and support international partners to distribute cycles in Eastern Europe and Africa.

Further information about the UpCycle can be found by visiting <https://UpCyclcmcf.org/>

Role Description: - Chief Executive

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Our mission as a charity is to prevent people from being pulled into crime and help those already in the system find paths through training opportunities, resources, and environments that support rehabilitation. We run bike maintenance programmes for prisoners across England and at-risk youth in Bradford. Last year, over 300 people in our prison workshops completed a meaningful training period. In the community, 450 trainees participated in a cycling programme, including nearly 100 in our flagship four-week Bike to the Future programme, where young people build their own refurbished bikes. Additionally, we delivered nearly

1,000 bikes to 10 prisons and received almost 800 refurbished bikes in return. Following quality checks by our mechanics in our Community Bike Shop, more than 500 refurbished bikes were donated to individuals in need, including 175 bikes to young people in Bradford, improving their access to education, employment, and social networks. We sell the remaining bikes in our Community Shop in Shipley. By donating bikes to those in need, providing affordable quality bikes, teaching people to fix their own bikes and providing bikes to young people through our flagship programme, we are also helping more people embrace cycling as a sustainable and healthy transportation option.

The organisation operates with a small, focused team: two mechanics in the shop, three community programme facilitators, and a logistics coordinator supporting both shop and prison workshops. The CEO manages the leadership team, which is made up of the Operations Manager and the Fundraising Manager.

The Board of Trustees is looking to appoint an individual to lead the organisation by sustaining the successes achieved so far and developing it for the future. The role presents an exciting opportunity to shape and lead the operating model and strategy, whilst maintaining oversight of all operational aspects of our current projects and ensuring that sufficient funds are secured to future-proof the organisation.

UpCycle believes that to serve the communities to work with effectively, we must reflect them at all levels of our organisation. If you have lived experience of the criminal justice system, we encourage you to apply for this role, even if you do not meet every listed requirement.

Key Responsibilities:

- Managing the organisation, including all income and expenditure and financial related matters, risk, staff wellbeing and line management, governance and performance, ensuring the organisation meets all its legal and regulatory requirements, including but not limited to meeting responsibilities as an employer and compliance with Charity Commission and Company House expectations.
- Working with the Board of Trustees to deliver the strategy, identifying opportunities for further growth and delivering a sustainable long-term future. The Trustee Board meets virtually once a quarter and in person once a year.
- Provide leadership and effective line management of direct reports from the leadership team and create and sustain a cohesive and collaborative team (employees and volunteers) working together to support and deliver the organisation's charitable aims.
- Ensure all projects meet the requirements of the project funder and have sustainable resource plans in place to enable project delivery, ensuring comprehensive monitoring.
- Ensure clear lines of accountability and responsibility across the team, which foster and maintain effective working relationships for UpCycle.
- Responsible for ensuring full and accurate reporting, including the preparation of an annual report and financial accounts with the leadership team and Board of Trustees, and the communication of monthly cashflow statements to relevant stakeholders.
- Recognise and respect the importance of a strong online presence, including effective social media practices.
- Maintain a proactive relationship with the Chair and Board of Trustees
- Provide necessary support and input for the effective operation of prison-based projects by providing support and oversight to the Operations Manager. This may include, where appropriate, visits to the prison workshops.
- Support delivery of community programming to ensure delivery of regular workshops across two locations, focusing on at-risk youth, by providing support and oversight to the Operations Manager.
- Maintain and renew rental agreements, insurance, and associated responsibility for the Community Shop in Shipley, as well as two workshops and a storage unit in the Bradford area.
- Ensure adherence to and oversee renewal of organisational policies and procedures, including but not limited to Safeguarding, Disciplinary and Health and Safety policies.
- Identify and maintain partnerships with outside consultants that deliver key peripheral functionality (finance, HR, IT and legal).
- Establish and maintain effective contacts with beneficiary charities and ensure any goods donated by UpCycle are properly distributed to those in need.
- Have oversight of the Fundraising Strategy and ensure the maintenance of a sustainable income stream by providing necessary support to the Fundraising Manager.

- Be alert to and proactively identify sources of additional funding opportunities in collaboration with the fundraising manager.
- Be aware of bike stock levels and proactively identify opportunities for new bike sources for UpCycle workshops.
- Consider existing plans for UpCycle to continue their work and deliver a sustainable service to staff, volunteers, and trainees.

General duties (all staff)

- Uphold and work within UpCycle policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life.
- Actively promote and embody Up cycle’s core values across the organisation and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the Board of Trustees.

Person Specification: Chief Executive

You should be able to demonstrate that you meet the following criteria

Measured by:

E = Essential

A = Application Form

D = Desirable

I = Interview

QUALIFICATIONS & RELEVANT EXPERIENCE		
D	Experience in leading an organisation or navigating organisational change is desirable, but not essential and related experience in a similar context is also valuable.	A/I

E	Experience in developing relationships with a range of diverse stakeholders and working effectively with people from different sectors with a proven people leadership experience and capabilities.	A/I
D	Knowledge of the small charity sector and how it works is desirable but not essential, a record of managing successful projects, small businesses, or social enterprises.	A/I
D	An understanding of and respect for the organisation's core values, including empathy in relation to prisoners and offenders on community sentences or at-risk youth.	A/I

KNOWLEDGE & SKILLS		
E	Excellent communication and relationship building skills with those implementing (internal) and funding (external) programmes.	A/I
E	Experience in financial management and budget responsibilities.	A/I
E	Ability to work independently, prioritise and manage own workload effectively. while remaining flexible and adapting to short deadlines as well as other demands and challenges.	A/I
E	Clear understanding of the aims and objectives of the UpCycle charity.	I
D	Highly organised, accountable, and self-motivated with ability to manage a number of different key initiatives at any one time.	I
D	Experience working with a Board of Trustees or similar governance structure is desirable but not essential	A

Key Terms:

Place of Work:

This role will be mainly conducted remotely with a laptop & printer provided. UpCycle is based West Yorkshire although meetings, including trustee meetings are generally conducted online (via MS Teams). There will be the requirement to visit different projects and locations within the community and prisons as and when the need arise, on average this will be between once a fortnight and once a month. UpCycle does not have any designated office space, so this position is expected to be home based.

Working Hours/Week:

This is a part-time position with flexible working equivalent to 24 hours per week (full-time equivalent is 35 hours per week), ideally spread across three days per week (Monday to Friday). UpCycle does not offer overtime.

Salary (FTE): £42,000 - £47,000

Annual Leave:

Full-time core holiday entitlement is 20 working days per year plus eight Public Holidays. This entitlement runs from April 1 to March 30th each year. Additional holidays can be awarded over the Christmas period at the discretion of the trustees with permission to carry forward one working week of holidays between each entitlement period.

For this part-time role (24 hours per week), the holiday entitlement is a pro-rata of 12 days, per entitlement period, excluding bank holidays.

Pension:

For those eligible, UpCycle offers a contributory pension through the People's Partnership. Further details will be provided with any job offer.

Probation & notice:

The post is subject to a six-month probationary period. During this period, you will be entitled to receive and required to give, at least one weeks' notice of termination, which must be in writing. After successful completion of your probationary period, you are entitled to receive one months' notice and are required to give at least one months' notice of termination, which must be in writing.

The Selection Process

How to apply:

- Applications will be accepted from individuals only, no recruitment agencies or third parties.
- All applications need to be submitted by completing an application form (CV applications will not be considered).
- A copy of the application form can be downloaded from <https://upcyclemcf.org/chief-executive-officer/>
- Completed application forms should be submitted to recruit@upcyclemcf.org with **Chief Executive** in the subject title.

Deadline for applications: **Monday 24th March 2025 at midday**. Please note that we reserve the right to close the advert earlier in case of a high volume of applications.

We are unable to provide feedback on individual applications or answer questions from applicants ahead of the initial interview process.

We may ask candidates to take part in a **preliminary selection exercise** – details will be provided where necessary.

We would like all shortlisted candidates to have the opportunity to visit our Community Bike Shop in Shipley and our nearby workshop as well as meet some of our staff. This will likely be in the weeks final interviews, by arrangement.

Final Interviews will be conducted **In Person** in the **Bradford Area** with a panel from UpCycle. We may be able to accommodate remote interviews in exceptional circumstances.

Interview Date(s): **24th and 25th April 2025**

Start date for the role: negotiable depending on the successful candidate's availability. Ideally we would have the successful candidate in the role by the end of June.

Equal Opportunities & Diversity

UpCycle is committed to providing equal opportunities for all its staff and volunteers to avoid unlawful discrimination.

UpCycle is committed to ensuring that the work environment is free of harassment, bullying and that everyone involved in organisational activities are treated with dignity and respect. This is an important aspect of ensuring equal opportunities within the charity.

UpCycle strongly believes that to serve the communities we work with effectively, we must reflect them at all levels of our organisation, we welcome applications from anyone with lived experience of the criminal justice system.

Safeguarding

UpCycle is committed to safeguarding and promoting the welfare of children, young people, and adults at risk, and this is a responsibility shared by all members of staff, volunteers, and trustees throughout the charity.

The successful candidate will be subject to reference requests and will be required to complete a Disclosure and Barring Service (criminal records) check. Where such checks return concerns, UpCycle may seek additional information before progressing any application.

Data Collection and Protection

We treat personal data collected during the recruitment process in accordance with our data protection policy.

Thank you for your interest in the role with UpCycle.

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