

Oxford Hub



# Oxford Hub CEO

## Application Pack July 2024

# About Oxford Hub



Oxford Hub is a place-based charity that supports, equips, and empowers people to tackle inequalities of health, education and opportunity across Oxford, with a focus on where the need and opportunity to make a difference is greatest.

We were set up by University of Oxford students in 2007 and have since evolved into a community charity, with our main hub in The Leys and our second office in Oxford city centre.



The trustee board and staff team are working together to appoint a new CEO or co-CEOs in what we believe to be one of the most interesting roles for social impact in Oxford.

Oxford Hub is at an exciting moment, having developed an ambitious three-year strategy and moved into our new community hub in The Leys.

The new CEO will have a strong base from which to get started, and the opportunity to shape the implementation of this strategy, evolving our work based on a collaborative approach in response to community needs.



# About this role

This is not a traditional CEO role - we expect the right candidates to take a hands-on approach and to seek to share power with others in the organisation, the wider system, and the community. Because we are a place-based organisation, your role requires a broader leadership in the city, as well as internally within the Hub team. The Hub has a strong focus on supporting the city as a whole, so you will have an outward perspective and foster our connections to other organisations, as well as supporting the team.

While Oxford Hub is in a strong position, with a high performing team and ambitious plans for the future, the social challenges that we are facing at a national and local level make our work more important than ever. In this role, you need to be able to achieve the strategic vision of the organisation, by focusing on the most impactful opportunities and building a strong set of partnerships to achieve broad-based action and systemic change.

The CEO role is part of a three-strong, experienced management team. Our work in communities is collective and collaborative, and we work to reflect that as part of our internal culture. In this role, you will work with everyone in the team, helping them to grow and succeed.

The role will suit someone who has experience in senior leadership roles, or someone who is ready for a challenge and would like to take on their first CEO role. Read on to find out more about Oxford Hub and what we are looking for in this role.

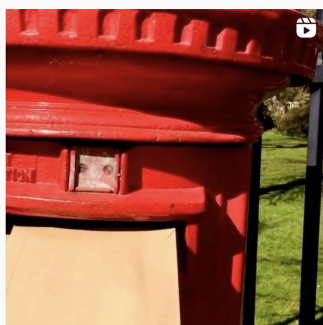
Overall, you will be making things happen, developing activities to make a difference and working with the team to deliver those. You will need strong leadership skills to set a vision, communicate with a diverse range of stakeholders, and inspire others to take action.



# About You

To thrive at Oxford Hub, you are likely to be this sort of person:

- **You have a driving desire to make a difference every day** - it's not just a job, it's part of your identity. You believe in a fairer society, and you work towards that every day. You can see how the day-to-day work and an inclusive approach can make Oxford better for everyone. You see justice, not charity, as the end game. You see all the connections across our diverse activities, are able to join up the dots and multiply the impact that we can have in the city.
- **You make things happen** - you have a proactive, can-do attitude, and you are fired up by the possibility of making things work better. Overall, you want to get things done and you stay positive even when the work is hard. You have an appetite for well managed risk, and are willing to try things that others don't think are possible.
- **You have strong organisational skills and good attention to detail** - you are not afraid to get stuck in on the operational detail, and you understand that really good administration is essential to deliver high-quality activities. You can carefully follow processes and improve them based on your experience. You are able to manage competing priorities and projects at different stages of development.
- **You have a persuasive enthusiasm for social change** - your energy means that people want to work with you. You have excellent interpersonal skills and ability to communicate appropriately with people at all levels, motivate people, and build relationships. You build coalitions of people and partners who get things done, rather than just sit in meetings.
- **You are a fast learner** - you get your head around things quickly, you always seek new information and feedback, you can synthesise information effectively and act on it as appropriate. You use this skill to support others, make connections and share your insights in the wider system.



# About Your Experience

We are looking for someone with the passion, commitment, skills and experience to tackling inequality in Oxford. You do not have to have a particular academic or professional background. You may have done a similar role in the past, or you may be looking to take the next step in your career. We are open to appointing someone who may need mentoring and support in certain areas of the role.

| Essential   | Desirable  |
|---|--|
| <p>The successful candidate will have some experience in the following areas:</p> <ul style="list-style-type: none"><li>● Developing, leading and implementing an organisation strategy</li><li>● Fundraising</li><li>● Managing charity finances or financial management in another setting</li><li>● Community work and/or running a community hub</li><li>● Leadership, particularly working with colleagues with diverse lived experiences.</li><li>● Overseeing and managing multiple streams of work</li><li>● Building strong relationships to get things done</li><li>● Designing and delivering social change programmes in partnership with others</li><li>● Thriving in and contributing to a changing and developing organisation</li></ul> | <p>The following experiences would be beneficial in this role:</p> <ul style="list-style-type: none"><li>● Senior experience in a charity or social enterprise</li><li>● Experience of pivoting or adapting teams to deliver against a strategy</li><li>● Knowledge of Oxford city and its communities</li><li>● Experience of managing safeguarding</li><li>● Strategic partnership delivery, both formal and informal</li><li>● Lived experience of the type of challenges Oxford Hub seeks to alleviate</li></ul> |

## The Wellbeing Week

As part of our commitment to creating an inclusive work environment we are considering a pilot (subject to meeting impact targets) to trial a well-being week, which would see staff achieve 100% of their impact in 80% working time while being paid the same.

There is significant evidence of the positive impact this has on staff retention and morale and subject to timings this may have been implemented by your arrival.

# Job Description



**Salary:** £53,500 pro rata | **Duration:** Permanent Contract | **Hours:** Full time, 37.5 hours per week | **Location:** Windale Community Hub (OX4 6JD), secondary location in Jericho | **Staff benefits:** 32 days leave (plus bank holidays), 5% employer pension contribution, flexible working arrangements | **Reporting:** to the chair of trustees, and accountable to the board of trustees

## Responsibilities

The focus of the CEO role is broadly split across four different areas, which we have outlined below. However, we recognise a new CEO may wish to review and assess the current approach to delivering the strategy, agreeing priorities alongside the other two members of the management team.

## Strategic and Team Leadership

We have an exciting and ambitious new three-year strategy launching in August 2024, which ties together our existing work and gives strategic focus to exploring new ideas.

We opened a community ideas hub in September 2023 in The Leys, next to Windale Primary School. This is a major milestone for Oxford Hub in becoming a community-led charity, and we're learning quickly about how to position, evolve and promote the hub. As CEO you'll:

- Have ultimate responsibility for the delivery of the strategy to ensure its success via working with the management team, which includes the Head of Community Development and Community Participation Manager.
- Lead annual planning, ensuring an ambitious, focused, and purposeful approach to delivering Oxford Hub's strategy with hub-wide impact and operational goals, and a staffing, financial and resourcing plan.
- Develop both direct reports and the wider team through coaching and modelling our continual learning culture.
- Lead on major funder relationships, and support fundraising efforts, to maintain and grow Oxford Hub's impact and oversee our fundraising strategy, which includes deepening relationships with trusts and foundations and obtaining longer-term funding agreements, exploring a new approach to place-based fundraising, and securing contracts for service delivery.



## External Relations and Systems Change

A key element of Oxford Hub's approach is to not just deliver our own work, but to influence and change the systems around us. We work to challenge current practices that can be improved, to role model different ways of doing things, and to ensure that lived experience is at the heart of decision making.

- You will hold and develop our key partner relationships and funder relationships. You will find new ways to work together and to evolve our work as needs change.
- Two of our key forums for influencing systems change are the Marmalade Planning Group and the Community Impact Zone. Both are currently going through thoughtful, strategic evolutions and you will play a proactive role in helping to shape their new direction and how they align and help deliver Oxford Hub's strategy.
- Supporting internal Oxford Hub impact goals for systems change, such as encouraging big employers to promote and support community volunteering.

## Operations, Governance and Compliance

With the support of the board of trustees, you will ensure Oxford Hub is well run, and that appropriate processes are being implemented in all areas of operations.

- You will be responsible, with support from the trustees, for the financial management of Oxford Hub: creating and delivering our annual budget, leading on annual reporting (such as to the Charity Commission), ensuring finance processes are followed, supporting budget holders to manage their programme budgets, and supporting the Treasurer to report on finances to the board of trustees. You will oversee our HR and finance function to ensure accurate and timely financial management, cashflows and reporting.
- You will be the designated safeguarding lead for the organisation, working in partnership with two deputy safeguarding leads and two safeguarding trustees. If you don't have experience in this area of work, we will be able to provide training and support to take on this role.
- Alongside the management team you'll ensure the on-going development of our team and culture, regularly gathering feedback and insight into team training and development opportunities, trialling new ways of working, and ensuring the team culture is positive and productive. In all of the work, you will also role model how to share power and devolve decision making to those who are closest to the issues that we are working on.

- You are the board secretary responsible for ensuring you can maximise the skills of the trustees to support you. Currently there are three board sub-committees: fundraising, finance and impact and bi-monthly board meetings.
- You will manage other operational aspects of running a charity, such as ensuring insurance is up-to-date, health and safety, that our data protection policies and procedures are adhered to and developed (you will be the Data Controller), manage our relationship with our IT provider, and hold the relationships with our two workplace landlords.

### **Social prescribing service leadership**

Oxford Hub delivers a social prescribing service in partnership with South East Oxford Health Alliance (SEOxHA); 3 local GP surgeries. This service is exploring new ways to design and deliver social prescribing, by connecting people with mental or physical health challenges to community services like support groups, activity groups, employment support and adult learning.

You will work closely with the SEOxHA, who fund the social prescribing service and provide patient referrals, to keep close alignment on the strategic direction of the service, to share insights and develop new projects. You will also work with the clinical supervisor.



# Application Process

## We welcome your application

If you are passionate about tackling inequality in Oxford, we would love you to apply, regardless of your background. The application process will take into account lived experiences, as well as considering work history and educational journeys. We recognise that not everyone will have had access to the same opportunities for numerous reasons and we are committed to acknowledging this in our recruitment. Please get in touch if you need any reasonable adjustments as part of the application process.

Whatever your ethnicity, sexuality, gender identity, age, economic background, health and lived experiences, your application is welcome - we would love to hear from you.

This role requires applicants to have the right to work in the UK. Oxford Hub cannot sponsor employment visas.

In order to appoint the right person for this role, we will work with the successful candidate to be flexible in the format of this role:

**Job sharing opportunities:** As part of our commitment to inclusion, we are able to support candidates who may want to do this role as a job share, up to an equivalent time of 1.2 FTE (6 days per week). If you are interested in this approach, you can submit a joint application with someone else.

**Part time and flexible work arrangements:** We anticipate that this position will be a full-time employed position. We would consider a 0.8 FTE arrangement for the right candidate. We are happy to discuss other flexible working requirements as we move through the selection process.

The successful candidate will work closely with the board of trustees and staff team to make any of these arrangements work for the role and the organisation.

# Timeline and Key Dates

We encourage applicants to find out more about what working at the Hub feels like, and so the process is designed to give you an insight into the organisation - we would like you to get to know us, as much as we would like to get to know you too.

Open Zoom pre-application (optional)



Written application



Initial interviews



Interview panel

Join us on Thursday 25th July 1-2pm for an optional Zoom Q&A:

<https://us02web.zoom.us/j/84751815986>

Please remember to join with your camera off and change your username if you wish to remain anonymous.

Submit your CV and cover letter (up to 2 pages) to

[ceorecruitment@oxfordhub.org](mailto:ceorecruitment@oxfordhub.org) by **Sunday 8th September** at midnight.

For co-CEO applications, submit your application with 2 CVs and one joint cover letter (up to 4 pages) outlining your job share proposal. Please include the names and contact details of two referees on your CV.

We may contact them before an employment offer is made. If we do this, we will ask your permission first.

**W/C 16th September - first round interviews**

**W/C 23rd September - final interviews & presentation to staff and volunteers**

