



Chief Executive Officer

Job Description and Person Specification

Chief Executive Officer (CEO)

- **Position:** Chief Executive Officer
- **Location:** Haslingden, with local travel
- **Salary:** £40,000- £42,000 per annum, (dependent on experience)
- **Hours:** Full-time (37.5 hours per week)
- **Contract Type:** Permanent
- **Accountable to:** Chair of the Trustees

About us:

We are recognised as the wellbeing hub for Haslingden and the surrounding areas, providing services that respond to local community needs. These include early years education through our nursery, opportunities for social connection through our Community Café, and support for health and wellbeing, including healthy eating, mental health, poverty, and day-to-day support for vulnerable people. We deliver Rossendale Social Prescribing services on site for people of all ages and have secured funding for a Child and Young Person Social Prescriber. We also host a thriving Men's Shed, funded by the National Lottery, and have received local and national awards and recognition for our work.

The Role:

We are looking for an experienced, inspiring and visionary CEO to lead Haslingden Community Link (HCL) into its next exciting chapter.

You will need to have experience having worked as a senior executive at Board level within an organisation. You will work with the Board of Trustees to transform the organisation by systematically auditing, restructuring, and fortifying our organisation across four vulnerable pillars:

1. Leadership alignment,
2. Financial controls,
3. Health and safety compliance,
4. Risk & governance.

Key Responsibilities

Strategic Leadership:

- To create a deliverable strategic plan, identify and respond to major external issues.
- Translate our vision into clear operational goals, ensuring long-term growth and stability.

Financial & Governance Oversight:

- Stabilise HCL Financially. Manage annual budgets, monitor financial health, and ensure compliance with UK charity law.
- Rebuild relationships with external partners through collaborative working.
- Develop a funding plan for future stability.
- Seek to negotiate Heads of Terms on the lease of the building from Salford Diocese by 2030 or have developed a relocation plan or closure of the centre.

Team Management:

- Lead, inspire, and support the management team.
- Improve staffing wellbeing, motivation and esteem,
- Implement a plan of continuous professional development.

Partnerships:

- Advocacy: Represent HCL publicly, raising awareness of our cause with media, stakeholders, and the community
- Represent HCL at key meetings with existing and potential funders and stakeholders.
- Work with the management team to ensure the regular update and implementation of marketing and audience development strategies and initiatives.
- To develop a partnership collaborative strategy across the local voluntary sector, building networks, reducing duplication of and creating effective efficient well governed services for the betterment of the lives of our community.

Core duties are:

- Work closely with and support the Board in the overall strategic, financial and organisational development to secure its long-term sustainability.

Financial planning, management and reporting

- Work with the Board to formulate multi-year business plans and related budgets, as well as preparing annual budget and cash flow forecasts for discussion with the Board of Trustees. This will involve working closely with HCL staff team to agree project budgets including income projections.
- Ensure that effective systems are in place to manage the day-to-day financial operations, that robust sign-off procedures are in place and all statutory legal obligations to HMRC (supported by external agency), Charity Commission and Companies House are met, and that all required filings are made in a timely fashion,
- Oversea production of accurate and timely quarterly management accounts and cashflow returns.
- Present quarterly financial reports and advice to the Board of Trustees and funders as required.

- Liaise HCL accountants and collaborate closely with the Chair to oversee the timely production of annual end of year accounts.
- Identify funding opportunities and deliver bid development.

Governance

- Plan and provide administrative support to the Board of Trustees' meetings.
- Support the recruitment, induction and training of new trustees.
- Support Board development in line with modernising effective board Governance.

Organisational Management

- Contribute to good internal communication and business process management, including chairing team meetings as appropriate.
- Develop a robust a Risk Management Strategy and Register for review and approval at Board of Trustees quarterly meetings.
- Lead the delivery of new projects and contracts once funding and contracts have been secured, ensuring the provision of all appropriate monitoring information.
- Work with the Senior Management Team to plan the effective delivery of services to ensure the highest possible standards are achieved.
- Ensure the effective delivery of services, by the deployment of staff and volunteers, which is value for money.
- Lead a whole company approach to promoting and publicising the range of activities and services available to the local community.

Operational Management

- Be responsible for HCL's day-to-day operation including, health & safety, safeguarding policies and procedures, customer service and the relationship with our landlord.
- Liaise and conduct risk assessments with use of rooms when hired by external agency or individual.
- Be responsible for annual renewal of Public and Employee Liability Insurances.
- Ensure that all HCL's relevant legal obligations are met.
- Be responsible for HCL's disaster recovery and business continuity plans ensuring they are updated on a regular basis.
- Support the use of IT and digital media across HCL's work by ensuring IT systems are secure, well maintained and managed with a development plan to meet HCL's needs.

People

- Co-ordinate and contribute to staff recruitment, selection processes and contracting.
- Create a Digital Strategy & Marketing Profile to satisfy requirements for the growth of new business and social/community engagement.
- Conduct regular performance reviews of staff, identifying, organising and supporting team and individuals' training and learning and development opportunities.
- Lead and manage HCL's equality, diversity, inclusion, anti-racism and equal opportunities strategies and practices.
- Promote and ensure good practice and compliance with relevant employment law and health & safety regulations in HCL's building and any external sites where staff are working, seeking external professional advice when required.

Legal and contracting:

- Oversee purchasing and contracting across HCL's operations making sure that the financial implications of contracts have been allowed for in all budgets.
- Be responsible for legal compliance and good practice across HCLs business processes in line with charity and company law.
- Monitor HCL's funding agreements ensuring accurate and timely reporting to funders.

Other

- Undertake training, learning, and development as required.
- Implement environmental and carbon reduction policies,
- Keep up to date with financial, administrative, and operational best practice together with legal and tax changes.
- Ensure the organisation is fully Information Commissioners Office/GDPR compliant.
- Take responsibility for data collection and evaluation e.g. Rossendale Men's Shed, Social Prescribing and ad hoc Council or Lottery funded Projects.
- Work outside of office hours as agreed.
- Perform other duties as reasonably requested by the Chair.

The above job description sets out the area of work in which duties will be focused and gives an example of the type of duties that the postholder could be asked to conduct. PLEASE NOTE THAT THIS IS FOR GUIDANCE ONLY. Post holders are expected to be flexible and to operate in different areas of work/perform different duties as required.

Equal Opportunities Statement

Haslingden Community Link confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation. HCL aims to promote equality and diversity as an employer and seeks to ensure that principles of equality and of appreciation of diversity underpin all areas of the organisation's work and service provision. It is the aim of HCL to take positive steps to redress discrimination, to improve equality of opportunity and to combat any unreasonable or unfair treatment which places people at a disadvantage for any reasons not directly related to their ability to do a job for this organisation or to their eligibility to get involved at HCL.

Health and Safety Statement

All employees have a responsibility to take care of their own health and safety and that of others when performing their duties. Employees must co-operate with us on health and safety to enable us to maintain a safe and healthy workplace. This extends to reporting any concerns as soon as is reasonably practicable and following health & safety policy and procedures.

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Safeguarding Commitment

Haslingden Community Link is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We are committed to safer recruitment practices and will ensure that reasonable checks are made on future employees at interview and before employment commences. Reasonable safeguarding checks, appropriate to the job role will also be made throughout employment.

Job Applicant Privacy Notice

Data controller: Haslingden Community Link

As part of any recruitment process, HCL collects and processes personal data relating to job applicants. HCL is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does HCL collect?

HCL collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number.
- details of your qualifications, skills, experience and employment history.
- information about your current level of remuneration, including benefit entitlements.
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

HCL collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

HCL will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. HCL will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does HCL process personal data?

HCL needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, HCL needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

HCL has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows HCL to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. HCL may also need to process data from job applicants to respond to and defend against legal claims.

HCL processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to conduct its obligations and exercise specific rights in relation to employment.

Where HCL processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

HCL is obliged to seek information about criminal convictions and offences. Where HCL seeks this information, it does so because it is necessary for it to conduct its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, HCL will keep your personal data on file in case there are future employment opportunities for which you may be suited. HCL will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

Who has access to data?

- Your information will be shared internally for the purposes of the recruitment process. This includes members involved in the recruitment process.
- HCL will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. HCL will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.
- HCL will not transfer your data outside the United Kingdom.

How does HCL protect data?

HCL takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. HCL has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does HCL keep data?

If your application for employment is unsuccessful, HCL will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, HCL will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request.
- require HCL to change incorrect or incomplete data.

You can make a subject access request by contacting the Chair of Trustees

If you believe that HCL has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to HCL during the recruitment process. However, if you do not provide the information, HCL may not be able to process your application properly or at all.

Chief Executive Officer

PERSON SPECIFICATION

Applicant Essential Criteria

HCL is looking for a Chief Executive who can demonstrate sound judgement, effective organisational leadership and the ability to turn strategy and information into practical action. In addition to the specific knowledge and experience required for the role, candidates should be able to demonstrate the following:

Criteria	ESSENTIAL
Qualifications	Educated to degree level
Experience	At least 5 years' experience working at Director level or Senior Management in the charitable sector Identified and delivered strategic opportunities Delivering effective change management to achieve goals Building and leading staff teams to high achievement Has embedded principles of safeguarding, diversity and inclusiveness in an organisation Success in identifying partners and developing sustainable and positive relationships to achieve strategic goals Led projects working across, Charity and Community Service sectors to achieve benefits for the community and the organisation Experience at working in a complex environment at a senior level Experience at working at board level in the charity sector Experience at developing policies and ensuring they are adhered to
Judgement & Decision Making	Has the ability to analyse complex organisational issues involving a range of factors, including finance, governance, people, legal and regulatory requirements, safeguarding, risk and service delivery. Be able to identify the key issues, balance competing priorities and turn their analysis into clear, proportionate and practical decisions or recommendations
Skills	Excellent leadership and presentation skills Be to use financial, operational, service and performance information to understand organisational performance, identify risks and opportunities, assess impact and support effective decision-making. Able to develop strategy and operational plans, reporting at Board level Able to manage prominent levels of uncertainty and risk in pursuing strategic goals Excellent interpersonal skills to influence 'stakeholders' including volunteers, and staff High level negotiation skills Able to identify risk, mitigate against harm to person or premises. Provide rectification, recovery and lessons learned Excellent written, verbal and IT skills
Knowledge	Practical knowledge re application of business planning methods in charities Good understanding and adherence to good governance practices

	Knowledge of effective marketing and communications techniques
	Good knowledge of political opportunities to develop services
Interpersonal	Self-confident and dependable with integrity
	Skilled ambassador and role model
	Positive and resilient
	Determined and has complete integrity
Other	Able to work on your own and manage a flexible work pattern to ensure key tasks are completed
	Ability to travel for work purposes from time to time in UK

Produced by Anne Coates, Chair of Trustees

27th August 2026



Signature