



# Catholic Care

Caritas Leeds

Care

Community

Compassion

Dignity

Equality

Justice

## Job Specification

### Chief Executive Officer of Catholic Care January 2025

# Welcome



**Bishop  
Marcus Stock**  
Chair of Trustees

**Thank you for your interest in joining Catholic Care. This is an exciting opportunity to join a passionate and values-driven charity with a rich history and vibrant future, making a real difference to people in need across Yorkshire.**

**Catholic Care is the principal organisation founded by the Diocese of Leeds to give concrete expression to the Church's mission of charity in our parishes and local communities.**

In this brochure you will find information about our charity, how we value our employees and the work we do, as well as details of the role you are interested in, and how to submit your application.

Catholic Care's aim is to support, through practical services, anyone disadvantaged in Yorkshire, regardless of their faith. As a result of the way our charity has developed over the past 160 years, we today offer a wide range of regulated services and a growing number of other provisions in the community.

I believe we are still operating – and indeed expanding – after such a long time because we respond flexibly and creatively to not only the needs of people today but also to the needs of tomorrow. We are underpinned by our Values, rooted in Catholic Social Teaching, which give us an inspiring vision of how Society can be better for all. It is testimony to our success that in 2023 I, as the Bishop of Leeds, entrusted Catholic Care with the role of 'Caritas Leeds' in the Diocese, co-ordinating the Church's practical outreach to the poor and marginalised.

We are a medium-sized charity operating with an annual turnover of £5.5 million. We are highly efficient, spending 99% of our income directly on caring for those in need. Being medium-sized means we have good infrastructure in place for the support and development of our staff and volunteers, whilst retaining a family feel that values individuals and has a person-centred approach.

I hope you will consider joining and enriching our team. Please do get in touch if you have anything you would like to discuss. We look forward to hearing from you.

*+ Marcus Stock*  
✠ Bishop of Leeds

# What Catholic Care Does

**Our charity was founded in 1863 to care for children and grew in response to the social challenges resulting from the Industrial Revolution.**

Over 160 years later, some 200 staff and volunteers continue reaching out to those in need through a diverse range of services, including:

- Children's Residential Care Service
- Schools, Children and Family Wellbeing Service
- Adult Learning Disability Service
- Older People's Services including Extra Care
- Mental Health Supported Living Service
- Community Projects including a baby bank, older people's social groups, counselling, community market foodbank, refugee support, and coaching

We were founded and continue to be run on Christian values. We provide services for, and employ, people of all faiths or no faith at all.

## Our Mission

To offer practical services and support to anyone who is disadvantaged, vulnerable, or marginalised.

## Our Values

Our values drive everything we do. They help us to make decisions about what we do, how we do it, and who we do it for.



# Our values

## Community

We believe in encouraging individuals to value each other and by empowering people to take action together for the common good.

As a result, we aim to establish a sense of community and 'family' that promotes feelings of belonging and self-worth.

## Equality

As an organisation that celebrates diversity and values relationships built upon mutual respect, we strive to offer inclusive services, without discrimination.

This means that anyone in need can access our services and everyone is guaranteed a warm welcome.

## Compassion

We offer understanding and empathy and work in partnership to improve the physical, spiritual and emotional well-being of the people we encounter.

## Care

We aim to deliver the highest standards of care to anyone who is disadvantaged, vulnerable or marginalised, regardless of their faith.

By making their interests our priority, we seek to enrich their lives, meet their needs and support their independence.

## Dignity

Each and every person has the right to enjoy freedom, choice and respect.

We take care to create services that reflect people's preferences and respect their privacy and dignity at all times. So they each receive the personalised support that they need to enjoy rich and independent lives.

## Justice

We aim to be fair and just in all our dealings with people, from those using our services every day, to our employees and volunteers.

We also believe in open and honest working practices and aim to make a positive difference to those around us.



# Working With Catholic Care



## Where We Work

Catholic Care's Head Office is in Headingley, Leeds. However, our work spans across the Catholic Diocese of Leeds which includes most of West Yorkshire and parts of North Yorkshire.

Some of our staff and volunteers work at a specific site or sites.



## When We Work

Because of the diverse range of services offered by Catholic Care, employees' working hours vary considerably. Some of our teams allow for non-standard / flexible working hours.



## Equality, Diversity, and Inclusion

The nature of the role as CEO of Catholic Care means that the successful candidate is expected to be a practising Roman Catholic. Having said that, Catholic Care is an Equal Opportunities employer and, in compliance with equality legislation, we will not otherwise discriminate on any grounds, particularly age, gender, gender re-assignment, race, religion, sexuality, disability or cultural or ethnic background. We encourage applicants from diverse backgrounds, communities, and identities, including those under-represented in the Charity. Our [Equality and Diversity Policy](#) can be found on our website. Whilst we are a Catholic-Christian charity, we provide services to people of all faiths and none, and also employ people of all faiths or of no faith at all. To help us monitor the effectiveness of our recruitment we will ask you to complete a diversity and equality questionnaire; data is completely anonymous, is stored confidentially by our HR Department, and will not be seen by any Selection Panel.



## Safer Recruitment

Catholic Care is committed to the highest standards of Safeguarding the wellbeing of our staff, volunteers, and those we offer services to. You will be required to undergo an enhanced criminal records check. Our [Safe Recruitment and Selection Policy](#) can be found on our website.

# Benefits of Working for Catholic Care

## Working Culture

- A welcoming and supportive workplace
- A comprehensive induction programme
- Learning and professional development opportunities
- Regular mentoring, Staff forums and support groups
- Part of a team making a real difference to people's lives
- Non-Standard / Flexible working hours accommodated where possible

## Money

- A competitive salary that is reviewed annually
- Workplace Pension: Catholic Care makes an 8% contribution
- Sickness Pay
- Death-in-Service Benefit (life insurance cover)
- Interest-free loans
- Employee Referral Bonus Scheme

## Annual Leave

- Generous annual leave allowance starting at 31 days (full-time) and Bank Holidays
- An extra 3 days' leave after 5 years' service

## Health and lifestyle

- Health Cash Plan
- Cycle to Work Scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Confidential counselling service

## We are proud to be recognised as

- Investors in People
- a Mindful Employer

# How to Apply

## Check the Job Description and Person Specification

You will find these at the end of this brochure. Please be aware of these criteria when completing the application form and note any specific information that might be required for the post. We strongly recommend you look at Catholic Care's website and social media before starting the application form to grow your awareness of the Charity.

## Complete the Application Form

Our application form is an interactive PDF document that allows users to enter text in form fields without the need for PDF-editing software. You can download the application form from the [jobs section of our website](#), and then submit the form through the website, via email, or by post.

## Requirements

You will require an existing right to work in the UK for us to progress your application. At the present time Catholic Care does not offer sponsorship to applicants from outside the UK.

You will be asked to provide: proof of your identity; a declaration about any unspent criminal convictions; a statement of any specific access, support, or health needs you have.

The post will require letters of reference. We will not approach referees until you have been provisionally offered employment.

You will be asked to complete a voluntary diversity and equality questionnaire to help us monitor the effectiveness of our recruitment.

## Any Questions?

If you have any questions about completing the application form or the recruitment process, please contact Katrina Greenhalf – HR Manager

[katrina.greenhalf@catholic-care.org.uk](mailto:katrina.greenhalf@catholic-care.org.uk)

Tel: 0113 3885400

Katrina Greenhalf - Human Resources

Catholic Care, 11 North Grange Road, Headingley, Leeds, LS6 2BR



# Job Description

<b>Post:</b>	<b>Chief Executive Officer (CEO) of Catholic Care</b>
<b>Term of Post:</b>	<b>Permanent</b>
<b>Salary:</b>	<b>£80,000 to £90,000 depending on experience</b>
<b>Accountable to:</b>	<b>The Board of Trustees</b>
<b>Location:</b>	<b>Head Office - Leeds</b>

## PURPOSE OF THE ROLE:

Working closely with the Board of Trustees, the CEO will lead the Charity in its mission to take the caring Church into the community, to deliver practical services to those who are disadvantaged, vulnerable and marginalised.

As CEO you will be responsible for working in partnership with the Trustees and for shaping, then delivering, the Charity's strategic vision and ensuring that this, and the operational activities are aligned to its values.

This role involves a blend of strategic planning, organisational management and as a forward thinking and compassionate leader, the CEO is instrumental in building relationships with local authorities, multi-academy trusts and members of the wider Church, while maintaining the Charity's financial standing, reputation, and operational sustainability.

This role requires a deep commitment to caring for those in need across the Catholic Diocese of Leeds.

The CEO will represent the Charity at local and national meetings and events with a view to enhancing its reputation.

## KEY RESPONSIBILITIES:

<b>LEADERSHIP</b>	To lead from the front through demonstrating the values and ethos of the Charity.
	To be visionary in the strategic development of the Charity's services.
	To provide clear, visible, motivational and inspiring leadership to the staff and volunteers of the Charity, in particular to lead and inspire the leadership team to develop and innovate in line with Catholic Social Teaching.
<b>GOVERNANCE</b>	Take overall responsibility for the legal, risk and statutory requirements of the Charity which is a company limited by guarantee registered with Companies House and the Charity Commission.
	To ensure all the requirements of regulation are met in regulated services.



	<p>Working with the Board of Trustees to provide scrutiny, monitor activities and review progress towards achieving business plans.</p> <p>Monitor and scrutinise the financial reports, accounts and cashflow, ensuring the Charity remains financially sustainable at all times.</p> <p>Ensure that all strategic risks are recorded on the risk register, are analysed and mitigated effectively.</p> <p>Ensure the effective and efficient implementation of all policies.</p>
<b>STRATEGY</b>	<p>Working with the Trustees to shape the Charity's strategic vision and formulate implementation strategies</p> <p>To drive the Charity's strategic direction, taking the lead, developing short, medium and long-term plans.</p> <p>To be responsible for the continued development of Caritas across the Diocese of Leeds working in partnership with the Vicariate for Education.</p>
<b>FINANCIAL MANAGEMENT</b>	<p>To oversee the financial wellbeing of the Charity, ensuring sustainability and growth in line with the strategic plan.</p> <p>To maximise the financial performance of the Charity and to manage its assets and resources effectively.</p> <p>To be accountable for the preparation and effective management and monitoring of the Charity's accounts and for maintaining robust financial controls.</p> <p>To be accountable for the preparation and effective monitoring of the Charity's budgets and forecasts.</p> <p>To ensure that the Board of Trustees receive regular financial updates and reports on the financial performance of the Charity and that it is aware of financial implications of decisions.</p>
<b>HUMAN RESOURCES</b>	<p>To oversee the Human Resources function of the Charity ensuring legal requirements are met.</p> <p>Ensure robust training records are maintained of a training programme which enables all staff to develop.</p> <p>Ensure robust Human Resource policies for recruitment, retention and exit.</p> <p>Ensure robust Performance and Development processes and supervision practices are in place to support staff.</p> <p>To lead a positive and motivating working environment and culture for staff so that they feel engaged and supported.</p>
<b>OPERATIONAL EFFICIENCY</b>	<p>To oversee all operations to ensure they are run efficiently and sustainably with the service user at heart.</p> <p>To undertake the lead role for regulated services:</p> <ul style="list-style-type: none"> <li>• Taking on the role of Responsible Individual for Ofsted regulated services.</li> <li>• Taking on the role of Nominated Individual for the CQC regulated services.</li> </ul>

## **ADDITIONAL DUTIES**

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

## **CONFIDENTIALTY**

It is expected that all Catholic Care employees will understand that our work is confidential, and they are likely to encounter personal information about employees and service users, and also corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment.

## **VALUES AND PRACTICE PRINCIPLES**

The person who holds this position is expected to be a practising Catholic and to be familiar with and have regard to the values of Catholic Care and work within that framework. He or she must be prepared to operate within the Catholic ethos of the Charity and ensure that people of all Christian denominations and other religious faiths have their spiritual needs respected.

## **QUALIFICATIONS AND EXPERIENCE**

The person appointed to this position will satisfy the criteria identified in the Person Specification.

## **SAFEGUARDING**

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

The post will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.

# Person Specification

**Post: Chief Executive Officer**

**Base: Head Office**

**Preference will be shown to applicants who are practising Catholics.**

***A genuine occupational requirement applies to this post.***

Professional Qualifications	Essential	Desirable
Educated to Degree Level		√
Relevant Management Leadership Qualification		√
Full driving License	√	
Other relevant qualifications		√
Knowledge and Experience		
Strategic thinker	√	
Track record of success in leadership roles	√	
Leadership role or experience, or the ability to demonstrate sufficient experience in similar roles	√	
Financial Management Skills		√
Experience of governance	√	
Experience of working in the social care sector		√
Experience of working in the charitable sector and the workings of the Charity Commission		√
Experience of working for a faith-based organisation		√
Experience of initiating, leading and managing cultural change at a strategic level		√
Experience of delivering a successful strategic plan with real achievements	√	
Strategic planning for charities or businesses	√	
Commissioning and contracting with local authorities		√
Knowledge of legislation and regulatory requirements across the social sector including safeguarding	√	
Experience in representing at a national level		√
An understanding of fundraising strategies and abilities		√

<b>Skills</b>		
Strong commitment to helping those who are disadvantaged, vulnerable, marginalized and often left behind by society.	√	
Forward thinking and compassionate leader	√	
Strong presentation and communication skills and the ability to represent the Charity in an articulate, professional and dynamic manner	√	
Well-developed interpersonal and diplomatic skills to support the building of effective and long-lasting relationships	√	
Skills in handling a variety of different situations and people	√	
Resilient	√	
<b>Abilities</b>		
To manage the conflict between living values and business decisions	√	
The ability to provide visible leadership, inspiring and motivating trustees, staff, partners and supporters	√	
The ability to develop and achieve organizational goals	√	
The ability to provide effective internal and external communication processes with Trustees, staff and partners	√	
The ability to act strategically, considering the longer-term implications and trends and to prepare robust business plans and budgets	√	
The ability to operate independently, whilst being sensitive to the needs of subordinates and Trustees	√	
The ability to manage complex challenges	√	
The ability to build diverse relationships	√	