



The Orrell Trust  
**Chief Executive Officer Recruitment Pack**



Dear Applicant,

Thank you for your interest in the role of CEO at The Orrell Trust.

The Orrell Trust has been serving the people of Bootle for over 20 years, delivering activities and projects that recognise and respond to the needs of our local community. We have a proud track record of making a difference in the lives of those we serve – we are here when and where we are needed.

As our current CEO steps down after five successful years, we are looking for an outstanding candidate to lead our charity in the next stage of its development.

A comprehensive community engagement process has helped us discern our strategic priorities as we build towards our silver jubilee in 2027.

- Relaunching our memory café provision to more flexibly meet the needs of local people living with memory loss and remove barriers to participation.
- Growing our offer to adults with additional needs to include those aged over 30 and beyond the remit of current provision.
- To continue to invest in high-quality provision for pre-school children and their families to address the crisis of school-readiness in the local area.
- Developing more flexible volunteer opportunities, school holiday activities, and short projects to meet the needs of families who are time poor due to working multiple jobs, shift work, or in the gig economy.
- Responding creatively and positively to challenges faced by communities such as ours in a way that brings people together and celebrates difference.
- Reviewing our provision in the light of the dramatically increased ethnic diversity of our community and the challenges facing new arrivals to ensure our services meet the needs of the whole community.

Our new CEO will bring vital leadership to the charity to develop this vision, secure the resources to enable it, and ensure we continue to meet the changing needs of our community into the future. This is a great opportunity for the right person. I look forward to hearing from you,

**John Forrest**  
Chair of Trustees



# Chief Executive Officer

The Orrell Trust



<b>Job Title</b>	Chief Executive Officer [CEO]
<b>Responsible To</b>	The Board of Trustees
<b>Salary</b>	£36,000 - £38,000 dependent on experience
<b>Contract</b>	Permanent, full time (35 hours per week)
<b>Location</b>	Bootle, Merseyside

## About Us

The Orrell Trust is a grassroots community charity based at St John & St James Church and Community Centre in Bootle, Merseyside, an area of considerable social and economic disadvantage. Founded in 2002, we have an impressive track record of developing and delivering projects and activities that recognise and respond to the needs of our local community.

In line with the identified community need we focus particularly on work to support older people, especially those who are socially isolated or living with memory loss; children and families; young adults with additional needs; and promoting community cohesion. Working with approximately 500 beneficiaries each year we are proud of the difference we make to local lives whether helping give children the best start in life, reconnecting socially isolated older people with their local community, or mitigating the impact of the cost of living crisis. We provide support when and where it is needed.

The CEO leads a team of five dedicated and skilled project staff and approximately 30 regular volunteers in developing and delivering our range of projects and activities. The strategic development of the charity is led by an active board of trustees with whom they will work closely to implement our shared vision for The Orrell Trust.

We are a small charity with a big heart and a growing reputation locally. We are looking for a CEO to lead The Orrell Trust into its next chapter; strengthening our finances, deepening our impact, and implementing our strategic vision as we build towards our silver jubilee in 2027.

## The Role

As Chief Executive Officer you will provide strategic and operational leadership to our well-established community charity, ensuring that our activities and projects continue to meet the changing needs of our local community.

You will work closely with the board of trustees to shape the next stage of our charity's development. You will lead our staff team and ensure that all the resources and structures are in place that allow them and the charity to flourish. This means successfully securing grant funding, leading our community fundraising efforts, ensuring the charity meets its legal and regulatory obligations, managing the operational finances, and building effective partnerships within the local voluntary, community, and faith sector.

You will be equally comfortable writing a funding bid, supporting a member of staff, navigating a spreadsheet, working directly with beneficiaries, and providing concise and accessible reports to trustees and stakeholders. This is a varied role where no two days are quite the same. Your work will make a real difference to the lives of those we support and this is what makes it so rewarding.

## Key Responsibilities

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### Strategic Direction

- Work closely with the board of trustees to develop the strategic direction of The Orrell Trust.
- To lead the development of the charity in line with our strategy and the needs of the local community.

### Leadership and Operations Management

- Oversee the development and delivery of the charity's projects and activities.
- Lead the staff team, fostering a collaborative and motivated working environment.
- Manage day-to-day HR processes, ensuring staff are well supported and appropriately managed.
- Review and evaluate charitable activities and consult with the wider community to ensure projects continue to meet the changing needs of our community.
- Report regularly on the charity's performance to the board of trustees.

### Finance, Fundraising, and Income Growth

- Work closely with the treasurer to manage budgets and maintain the financial health of the charity.
- Secure grant funding and develop fundraising strategy
- Develop alternative income streams including community fundraising and corporate partnerships.
- Manage operational finances including accounting, banking, cash income, purchasing, and making payments.

### Governance, Compliance, and Risk Management

- To ensure The Orrell Trust complies with all of its legal and regulatory obligations.
- To be safeguarding lead for the charity and promote a culture of safeguarding within the organisation.
- To maintain and develop the policy framework of the charity.
- To be health and safety lead and ensure The Orrell Trust is a warm, welcoming, and safe place for all of our community.

### Partnership Building

- To build strong relationships with key stakeholders, strategic partners, community groups, and the wider community.
- To work closely with the community of St John & St James Church and maintain a positive and productive working relationship.

- To work closely with partner organisations to ensure a joined-up approach to local provision.

## Personal Development

- To stay up to date with changes in legislation and best practice by identifying and completing appropriate ongoing professional development.
- To engage with local networks and forums to share knowledge, resources, and strengthen personal support networks.

## Person Specification

	Essential	Desirable
<b>Education and Experience</b>		
Educated to degree level or equivalent.		x
Experience and knowledge of the joys and challenges of working in a community setting.		x
<b>Strategic Direction</b>		
Experience in strategic oversight, planning, and management of services.	x	
Experience of effective working with a board of trustees.		x
<b>Leadership and Operations Management</b>		
A collaborative leader.	x	
Experience of fostering a motivated working environment.		x
Experience of managing staff, supporting their development, and successfully leading a team.		x
Experience of evaluating community activities and ensuring they continue to meet local need.	x	
An ability to produce clear, concise, and informative reports for a range of audiences.		x
<b>Finance, Fundraising, and Income Growth</b>		
Experience of successfully securing grant funding for community projects and maintaining strong relationships with funders.	x	
Experience in budget setting and financial management.		x
Experience in identifying and developing new income streams.		x
Financially literate and able to understand accounts.	x	
<b>Governance, Compliance, and Risk Management</b>		
An understanding of charity law and regulatory obligations.		x

A deep understanding of safeguarding and its importance in work with children and with adults with care and support needs.	x	
<b>Partnership Building</b>		
Experience in building partnerships and coalitions with a range of groups and organisations.		x
An understanding of the faith sector and its contribution to community resilience.	x	
<b>Personal Development</b>		
A commitment to ongoing professional development.	x	
<b>Personal Qualities</b>		
Well organised, responsive, and collaborative.	x	
Reliable and self-motivated.	x	
Flexible, creative, and innovative.		x
Able to manage multiple tasks and priorities efficiently.		x
Empathetic and compassionate	x	
Sensitive to and appreciative of the Christian heritage of The Orrell Trust.	x	
A knowledge of the local area.		x

## To Apply

To apply for this role please complete our application form that can be found on our website:

[www.theorrelltrust.co.uk/vacancies](http://www.theorrelltrust.co.uk/vacancies)

Please return completed application forms along with your self-declaration and diversity monitoring forms to:

[manager@theorrelltrust.co.uk](mailto:manager@theorrelltrust.co.uk)

**Closing date for applications:** 5pm on Friday 17 April 2026

**Interviews:** Will take place during the week beginning Monday 27 April 2026

The Orrell Trust is committed to the safeguarding of children and of adults with care and support needs and ensuring their wellbeing. We exercise proper care in the appointment and selection of all those who will work with children or with adults with care and support needs.

This post is subject to an enhanced DBS check.