



Recruitment Pack

Chief Executive Officer

FRIENDS OF ST NICHOLAS FIELDS

April 2024

St Nicks is committed to equality, diversity and inclusion in our recruitment process and elsewhere and we encourage applications from a diverse range of people including those with disabilities, those from Black and Asian and minority ethnic groups and those from the LGBTQ+ community.



Timeline

Deadline for applications

Midnight Sunday 12th May 2024

Remote exercise

Week commencing 13th May 2024

Interview Dates

Week commencing 20th May 2024



Chief Executive Officer

St Nicks is the green heart of York: a centre for nature and green living, with an ambitious vision for York. The charity started as 'Friends of St Nicholas Fields' in the 1990s by transforming a former landfill site into a thriving Local Nature Reserve. We continue to manage it, with the help of many great volunteers, for the benefit of both wildlife and our visitors.

We are based at St Nicks Environment Centre which combines many green features. From this base, we run projects, events and provide services which help to make York more sustainable.

We are partially funded by City of York Council and partly by grants from other sources. The rest of our income comes from membership, donations, fundraising events and other activities.

- We are fully committed to making sure that our services, special places and the support we offer are as welcoming, inclusive and accessible as possible.
- We want St Nicks to reflect a diverse society where we learn from each other and build a healthy respect for each other, both so that we can thrive together today and so that we can live together as sustainably as possible in the future.
- We will strive to ensure that people of all backgrounds and characteristics are able to fully gain from and contribute to St Nicks, and we commit to listening to everyone in our community to make sure that this is the case, identifying and addressing issues as they arise.

The role of the Chief Executive Officer (CEO) is one of strategic leadership for the charity. This is an exciting opportunity to lead, inspire and motivate a team of staff with the freedom to deliver the strategic objectives of an established and flourishing charity.

Key responsibilities may be summarised as follows:

- Provide leadership, motivation and inspiration for staff and volunteers of St. Nicks', maximising performance and developing an effective and reliable workforce who can deliver the charity's strategic objectives.
- Champion the vision, mission, values and strategy of St Nicks with the Board, funders, staff and within the community.
- Act as a lead ambassador for St Nicks, building relationships with key partners and stakeholders, and representing the Charity at external events.
- Ensure the financial sustainability of St Nicks by overseeing and supporting the development of grants as part of the charity's funding strategies, as well as financial planning, control, compliance and budget management.
- Develop St Nicks' strategic and operational objectives, monitoring the impact and effectiveness of the organisation to ensure it delivers to agreed Key Performance Indicators and specific contractual requirements.
- Work with the Chair of the Board to support and enable effective governance, leading on risk identification, assessment and management, as well as employment issues and performance management.

Registered charity no. 1153739



Job Description

Job Title: Chief Executive Officer (CEO)

Hours of Work: 35 hours a week, predominantly between the hours of 0900-1700 Monday-Friday with occasional evening and weekend meetings. Agile working arrangements will be considered. The post will be entitled to twenty-five days paid annual leave in addition to statutory and bank holidays.

Responsible to: The Board as a corporate body at its regular meetings. Between meetings, the Chair shall be the link between the Board and the CEO; they should meet on a regular basis to be agreed. The CEO should propose the agenda for meetings with the Chair and offer to brief the Chair before each meeting.

Responsible for: Senior Management Team of four.

Salary Range: From £40-50k p.a. dependent on experience.

Primary Place of Work: The Environment Centre, St Nicholas Fields, York

Period of Notice: Three months

Primary Job Purpose

To be responsible for the efficient running and development of the charity, implementation of its strategic plan, upholding its reputation and promoting its services in the City of York and the surrounding area by providing inspirational leadership to staff and volunteers.

Responsibilities

1. Strategy, Policy and Finance

- 1.1 To develop and implement the long-range strategic plan, to report regularly the progress made and, at twelve-monthly intervals, to make proposals for amending and rolling-forward the plan.
- 1.2 Champion the vision, mission, values and strategy of St Nicks with the Board, funders, staff and within the community.
- 1.3 To obtain funding from other bodies by way of gifts, grants and payments for appropriate contracted services.
- 1.4 Ensure the financial sustainability of St Nicks by overseeing and supporting the development of grants as part of the charity's funding strategies, as well as planning, control, financial compliance and budget management.

2. Operational Management

2.1 Develop St Nicks' strategic and operational objectives, monitoring the impact and effectiveness of the organisation to ensure it delivers these and specific contractual requirements.

2.2 Lead the management of St. Nicks', maximising performance and developing an effective and reliable workforce who can deliver the charity's strategic objectives.

2.3 Work with the Chair of the Board of Trustees to support and enable effective governance, leading on risk assessment and management, employment issues and performance management.

3 Risk and Human Resources (HR)

3.1 To provide leadership, motivation, support and inspiration for staff and volunteers.

3.2 To formulate and agree personal development plans with staff and monitor implementation.

3.3 To carry out performance appraisals with individual staff on an ongoing basis.

3.4 Oversee effective HR process management.

3.5 Alongside the Board of Trustees, oversee the development of organisational policies and procedures which are fit-for-purpose.

4 Other

4.1 Undertake other duties of a similar nature that may be required from time to time.

Note: The CEO remains solely responsible to the management committee for ensuring that the delegation is exercised properly, and performance achieved.

Person Specification

Knowledge / Qualifications

Essential:

- Educated to degree level or equivalent recognised leadership/management qualification
- Demonstrable understanding of management and governance issues in charities in a voluntary or vocational capacity
- Demonstrable understanding of environmental and sustainable issues and activity

Desirable:

- Professional qualification in project management, information management or other relevant discipline
- Proven experience of securing significant revenue and/or capital funding
- Experience of leading a significant retrofit or building extension
- Management, financial or business administration qualification
- Company Secretary or governance training

Skills and Experience

Essential:

- Proven ability in strategic leadership at management or board level
- Proven ability in developing and managing workforces and teams
- Experience of working with external stakeholders, building effective partnerships and progressive alliances
- Proven project management and performance management skills
- Skills in strategic and business planning
- Skills in financial planning, management and budgeting
- Experience of planning and managing resources – workforce and funding
- Excellent communication and interpersonal skills
- Proven presentation, influencing and negotiating skills
- Flexible, proactive and innovative approach to problem solving
- Competent use of IT
- Adept at managing complex relationships

Desirable:

- Experience of managing complex projects, project budgets, and the development and application of project management approaches
- Experience of project bidding and working in a grant funded environment
- Direct experience of governance / board membership
- Experience of managing funded projects in complex multi-stakeholder environments



- Knowledge transfer skills and ability to facilitate expert knowledge exchange
- Advanced use of IT

Values and Personal Attributes

- A passionate commitment to the values of St Nicks and sustainability objectives generally
- An understanding of and commitment to the role of volunteers
- Positive work ethic: Professional, enthusiastic, dependable, conscientious
- Ability to work flexibly and effectively

Other Requirements

- Able and willing to work occasional early mornings, evenings and weekends and be on call on a rota basis in case of emergencies
- The role will require attendance at Board meetings that take place on an evening

Other information

Please also refer to our most recent Annual Report, which is attached to this Recruitment Pack.

For more information about St Nicks, please visit our website: <https://stnicks.org.uk/>

If you would like further information regarding the role, application process or to arrange an informal conversation with our Chair, Stuart Leslie, to discuss the vacancy prior to applying, please contact chair@stnicks.org.uk