



**motiv**  
**8**

life chances for young people

# Application Pack

“Offering Foundations, Flexibility and Fun to those we support has never been of greater importance



**Jonathan Clark,  
Chair of Trustees**

**At Motiv8 we reflect on the current challenges that young people, families and communities face.**

We are experiencing a worsening crisis regarding young people’s emotional/mental health and wellbeing, increasing numbers missing from education, increasing exploitation of young people, high number of families living in poverty and specialist services are at capacity. Young people are falling through the net and are often only able to access support at point of crisis; at which point it takes longer to turn things around.

Motiv8 is a life changing youth charity, that was established in Portsmouth in 1998. Today we have established venues based in the heart of our communities within Gosport, Havant and Portsmouth, where young people and families can gain support when needed. We are committed to a long term community presence, building trusted relationships with our communities. Our work is about reaching young people and families early to prevent problems from escalating. It means recognising every individual is unique. It means remaining focused locally and being a permanent presence in our communities, acting as the glue that binds services and people together. It means building trusted relationships, offering person-centered approaches and helping young people to feel connected. It means providing safe spaces and welcoming environments where support can be accessed.

**We are looking for a Chief Executive who can lead our team to help us bring about lasting change.**

Telephone: 02392 832727  
Website: [www.motiv8.org.uk](http://www.motiv8.org.uk)  
Registered charity number: 1069085

Address: Unit 2 Cumberland Gate,  
Cumberland Business Centre,  
Portsmouth, Hants, PO5 1AG



# What We Do And Why

Motiv8 believes that all young people should lead safe, happy and healthy lives. For too many young people, this is not the reality. We know there are factors which can increase vulnerability and place young people at risk, such as not engaging in education, family breakdown or conflict, poor emotional health and wellbeing, alcohol and substance misuse, living in poverty, peer pressure, bullying, difficulty in finding employment which can then lead to and involvement in crime or anti-social behaviour.

Motiv8 recognises that every individual and family is unique. We take a person centered approach, building on strengths and providing positive opportunities to help young people thrive. We know that young people and their families will feel more empowered and connected if supported to prevent problems from escalating. By providing the right support, at the right time, we can support them to overcome the challenges they may face. That's why we are committed to having a trusted, long-term presence in the community, to help young people and their families feel connected, have a voice and make a difference.

"I do not know where I would be without Motiv8"

"Life was really stressful, weekly support from Motiv8 boosted my confidence and helped me to be the person I am now."



## OUR VISION

To create safer communities where young people feel inspired and empowered to reach their potential

## OUR MISSION

Motiv8 supports young people and their families in the community, building trusting relationships to help equip them with the skills, resilience and opportunities to thrive



# Our commitment to Equality, Diversity and Inclusion (EDI)



Equality, equity, diversity and inclusion are at the heart of all we do.

Motiv8 believes that equality, diversity and inclusion are important to the organisation for a variety of reasons. Beyond the legal duty, Motiv8 acknowledges that it is important to treat everyone with respect and to aim for a diverse workforce, where different viewpoints are heard and better solutions developed.

We want to ensure that we provide a high quality service to all of our beneficiaries and aim to understand and empathise with a diverse group of people with changing needs.

We aim to reflect the communities where we work, to provide better understanding and trust and to develop and maintain those relationships

We are committed to developing and maintaining a culture where everyone who works with us, receives support, or benefits from our work feels empowered and has a voice.

## Our Values

TRUSTED RELATIONSHIPS

QUALITY

COLLABORATIVE

EMPOWERING

COMMITTED



For a copy of our full values, please click [here](#)

# What our staff think of us

**89% OF OUR STAFF FELT THAT THEIR PERSONAL AND PROFESSIONAL DEVELOPMENT WAS SUPPORTED**

## **INVESTORS IN PEOPLE®** **We invest in people** Platinum

100% of staff agree that Motiv8 is a great place to work - IIP Report 2021

“We are a great team with lots of support and a passion for working with young people”



**85% OF OUR STAFF FELT THAT THEIR WELLBEING IS SUPPORTED BY THEIR MANAGER AND THE ORGANISATION**


“We feel empowered and engaged in Motiv8’s short term and long term goals and vision”

**89% OF OUR STAFF FEEL SUPPORTED BY THEIR MANAGER AND THE ORGANISATION**



# Benefits

In addition to undertaking a valuable role and making a tangible difference to the lives of young people and their families, we offer a range of benefits. These include:



Life insurance, health cash plan, and critical illness insurance

**Company pension through our provider NEST**

Wellbeing benefits including access to Employee Assistance programme, wellbeing reviews and eye test vouchers

**Family Friendly and flexible working**


Long service holiday entitlement for 5 years, 10 years and 20 years

**24 days holiday, increasing to 27 after 5 years service (excluding bank holidays) with option to purchase additional holiday if required**

Positive, supportive work culture. We hold Platinum 'Investors in People' with strong leadership and a supportive, 'can do' culture cited in our independent evaluation.

**Commitment to reward and recognition - salary reviews, job evaluations/progression and employee of the year**

A rewarding work environment where you can make a difference



**Comprehensive training package and job role progression routes**

Access to training, study leave and sabbatical leave for personal and professional development

**Birthday leave: provision of a paid day off**



# Chief Executive

**JOB TITLE:** Chief Executive

**REPORTING TO:** Board of Trustees

**LOCATION:** Head Office based in Portsmouth

**SALARY:** £62,000 per annum

**CONTRACT TYPE:** Permanent

**HOLIDAYS:** 24 (Excl bank holidays) increasing to 27 days after 5 years (negotiable)

**HOURS:** 37.5 hours per week

## **JOB SUMMARY**

We are looking for a Chief Executive who can provide leadership, aligned with our values and manage the organisation, working with the Trustee Board to provide vision and communicate a clear and inspiring strategic direction, implementing change as required.

## **THE MAIN PURPOSE OF THIS ROLE IS**

- To lead of all staff and volunteers engaged by Motiv8 to successfully achieve objectives in line with Motiv8 values in an inclusive way
- To develop the policy and strategy of Motiv8 in collaboration with the Board of Trustees
- To oversee and lead implementation of policies and strategy to deliver Motiv8 strategic aims now and in the coming years
- To ensure that Motiv8 maintains and develops policies that reinforce inclusion and diversity in the workplace, that address all kinds of harassment and protect minority and youth groups with whom Motiv8 works
- To represent Motiv8 on behalf of the Board of Trustees, to develop relations with our staff members, volunteers, partnership and stakeholder groups.
- To further develop Motiv8 in line with the charity's objectives, to implement necessary change and ensure that Motiv8 exhibits ongoing relevance

## What a day in the life of the Chief Executive can look like

Motiv8 is a dynamic and exciting organisation to be a part of, with no one day the same.

As the Chief Executive, your role will be to provide leadership and strategic direction to Motiv8 at all times, ensuring that our aims and values are shared at all times.

Your role will involve both working with the Chair and the Board of Trustees but also working with the Senior Management, Management and Operational teams within Motiv8. As such, your days will be varied, undertaking a range of activities, from developing key stakeholders, partners and funder/donor relationships, undertaking management of financial and operational needs of the organisation whilst also being open to a visit from a staff member of young person, wanting to catch up or feedback.

This role will require an individual who can multi task, who is approachable, compassionate and authentic, alongside being highly skilled in strategic and financial leadership, organisation development and relationship building.

# What are the duties of the role?

## **KEY ACTIVITIES:**

### **Strategy and Business Management**

- To develop, monitor, deliver and review the business plan, establish key metrics and regularly review performance against objectives.
- To develop Motiv8's work with key partners, including local authorities, schools, other youth charities and educational providers in order to identify needs, determine policy and collaborate on high quality practice and delivery.
- To provide regular concise reports to Trustees on delivery of objectives (currently quarterly Trustee meetings, 4 per annum).
- To work with the Head of Operations to deliver ongoing alignment of operational objectives with strategic objectives.
- To ensure that reviews and updates of policies and procedures in relation to Charity Commission guidance and organisational development are monitored and carried out on a regular basis.
- To oversee the recruitment, management, leadership and development of all staff and volunteers, ensure application of good HR practices and engagement of necessary support.
- To inspire and engage staff and volunteers, providing direction and clarity of purpose. Cultivating and nurturing a supportive and productive organisational culture
- To ensure all legal and statutory obligations applicable to Motiv8 are met.

### **Charity Governance**

- To liaise with the Chair and provide Trustees with advice and information on legal and other governance matters affecting the charity.
- To oversee and provide support to Trustee recruitment, training, and succession planning.

### **Financial Management**

- Overall responsibility for maintaining and enhancing the long-term financial sustainability of the charity.
- To identify (with the Resources team) all resource requirements to deliver the organisation's objectives and prepare the budget with support from department heads and the finance team.
- To work with the Head of Fundraising and Marketing/Fundraising team to secure funding, via supporters and volunteers, sustainable funding opportunities and partnerships with the public sector, corporate partners, individuals, trusts and foundations, media, events, and community groups.
- To exercise financial control, via the Head of Operations and Resources team, and ensure that Trustees are provided with timely and accurate management accounts, including information on budgets, cash flow and financial performance.

### **Communications Management**

- To develop robust and sustainable partnerships with a wide range of audiences, including the media, and inform the development of an organisational communications strategy and operational road map.
- To positively represent Motiv8 at external meetings and events.
- To lead on internal communications and ensure appropriate structures are in place to disseminate timely information to the team accurately.

### **Fundraising Management**

- To oversee/work with the Head of Fundraising and Marketing to develop a fundraising strategy to support the delivery of the organisations strategy and business plan.
- To work with the Head of Fundraising and Marketing to build and maintain relationships with individuals and organisations who might provide support financially, in time or in kind.
- To keep abreast of statistical data and public policy in support of the work of Motiv8.

# Person Specification

Criteria	Essential/Desirable
<b><u>EXPERIENCE</u></b>	
<b>Senior Leadership</b>	
Prior role of leadership or CEO at senior level at organisation of comparable scale and complexity	Essential
Experience of stakeholder management at executive level	Essential
<b>Strategic development and delivery</b>	
Able to evidence developing and implementing wide reaching strategies that successfully deliver objectives	Essential
<b>Senior level relationship management/partnership working</b>	
Have acted as advocate/ambassador, engaging with external stakeholders to achieve impact and change	Desirable
Clear track record of developing/maintaining strategic senior relationships	Essential
Demonstratable success in working across organisations	Essential
<b>Senior Level team management</b>	
Can show engagement, supporting, influencing and motivating staff/volunteers to perform to the best of their abilities	Essential
Proven experience of creating and sustaining a high performance culture with a track record of success in driving impact	Essential
<b>Senior Level organisational management</b>	
A history of increasing achievement, income and scope within the charity, private or public sector	Essential
Strong financial experience, including the ability to plan resources appropriately and understand financial reports	Essential
<b><u>SKILLS, KNOWLEDGE AND ABILITIES</u></b>	
<b>Business development</b>	
Good working knowledge of practical business development with experience of leading income growth through personal relationships	Essential
Ability to identify opportunities and see them through to fruition	Essential
<b>Communication and external leadership skills</b>	
Excellent communication, presentation and interpersonal skills	Essential
Consummate, senior level representation skills and proven ability to act as a spokesperson	Essential
Strong negotiation skills and the ability to influence others at a senior level to position your organisation as a thought leader and recognised source of expertise	Essential
<b>Sector knowledge</b>	
Experience of the youth work sector	Essential
Experience of the social, medical or third sector	Desirable
Sound/broad understanding of emotional/mental health and the social model related to this	Desirable
Strong understanding of the charity sector	Essential



# Person Specification

## **Management**

Ability to switch effectively between strategic and operational tasks and perspectives as required, prioritising between the two effectively	Essential
Highly developed analytical and problem solving skills	Essential

## **VALUES AND BEHAVIOURS**

Considerate, honest, trustworthy, professional, have integrity and respect, accept responsibility and be accountable	Essential
Compassion and understanding for those who are affected by emotional/mental health difficulties, including an understanding of the societal and systemic factors that may influence them. This may come from clinical, academic or professional experience	Essential
Commitment to continuous development, for yourself, those around you and the organisation you lead	Essential
Collaborative leader, who enjoys developing and getting the best out of teams, as a unit and as individuals	Essential
Ability to demonstrate, understand and apply our workplace values and behaviours	Essential

# How to apply

## What we are looking for

### About you:

- Organised and able to multi task
- Creative and solution focused
- Respectful and honest
- Adaptable, approachable and flexible
- Commitment to continuous professional practice and continually looking for ways to improve
- Self aware
- Collaborative

Motiv8 is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening appropriate for the post, including checks with past employers and the Disclosure and Barring Service (DBS)

Motiv8 is an equal opportunity employer: we welcome applications from under-represented groups and from candidates irrespective of race, gender, disability or sexual orientation

## **HOW TO APPLY**

To apply for this role, please upload your CV and a covering letter to our recruitment portal, outlining 3/4 elements that you can bring to the role.

For a copy of the full job description and person specification, please click [here](#)

For a copy of our organisation chart, please click [here](#)

The closing date for this role is **midday on Thursday 16 May 2024**

Interviews will be held in late May/early June 2024

If you have any queries regarding this role, please contact Marina Tuck on [marina.tuck@motiv8south.org.uk](mailto:marina.tuck@motiv8south.org.uk)

## Safeguarding statement and pre-employment checks

At Motiv8, we are fully committed to ensuring the safeguarding and welfare of our clients at all times. As part of our Safeguarding Policy and Procedures, all of our employees and volunteers will be expected to comply. All successful applicants will be required to complete the following pre-employment screening checks:

- An identity check (photo ID)
- Receipt of a minimum of 2 references (one to be from most recent employer)
- Documentary evidence of right to work in the UK
- A enhanced Disclosure and Barring Service (DBS check)