

Chief Executive Recruitment Pack



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Bonds Mill Estate, Bristol Road
Stonehouse, Glos, GL10 3RF
Charity No 1107019
Company No 05282509

<https://homestartsd.org/>

Contents

Message from our Chair

About Home Start Stroud and Gloucester

Job Description and Person Specification

Supporting Documentation





I am delighted to introduce Home-Start Stroud and Gloucester and set out an exciting opportunity to join our team. Thank you for showing an interest in becoming our next Chief Executive. We have been at the forefront of providing much needed support to families in our area for the last 25 years where we have made a hugely positive impact on many families and their children and their lives. We have an excellent reputation both with families and professionals and a strong and dedicated team of staff and volunteers.

Home Start Stroud and Gloucester's hardworking and friendly team support families going through a plethora of challenging times in their lives. Our aim is to help parents give their children the best possible start in life by being non-judgmental, empathetic and supportive as parents navigate the ups and downs of family life.

Our team of staff and volunteers work tirelessly to offer their support, walking alongside parents to enable them and their children to thrive. Our current scheme director Ri has played a pivotal role over the last few years in expanding our reach and making new links with local providers and professionals ensuring our impact is effective. She is now ready to move onto new opportunities and we are excited about having a new Chief Executive who can help lead us into our next chapter. Our services as a charity are needed more than ever, and we are looking for someone with passion and understanding of what we do.

If you would like to discuss this further, then please don't hesitate to contact me using the details below. We look forward to hearing from you and receiving your application so that we can work together to continue to support families who benefit enormously from the work that we do.



Harriet Walker

Harriet Walker

Chair, Home-Start Stroud and Gloucester

Chair@homestartsd.org



About us

Home-Start Stroud and Gloucester was founded 25 years ago and has grown from only offering trained weekly home visiting volunteers to now additionally providing post and antenatal groups and a perinatal mental health peer support programme. We also have a countywide Dad Matters service to help dads have the best possible relationship with their children and a baby and toddler drop-in group at the Arkell Centre in Nailsworth. We support over 600 vulnerable families per year in the Stroud and Gloucester district.

Our vision is to see all the families in the Stroud and Gloucester area getting the support they need to give their children the best possible start in life.

We believe passionately in early intervention and a strengths-based approach to supporting families to overcome any challenges they face and for parents to be supported to be the best parents they can be.

We strive to be a **non-judgmental** service that is professional and non-threatening in its approach.

We aim to **empower** families with strategies that enable them to raise their children in a safe, positive and enjoyable way.

We do this through being **empathetic, supportive** and **honest** in all our interactions.

We are committed to **reducing inequality** and promoting well-being in the communities that we serve.

A lot of information can be found on our website <https://homestartsd.org/> about the groups and the work we do but please also feel free to look at our Annual Report from this year and ask any questions you may have.

[Home-Start Stroud and Gloucester Annual Report 2023-24](#)



CHIEF EXECUTIVE: HOME-START STROUD AND GLOUCESTER

Job Description and Person Specification

The Charity, Home-Start Stroud and Gloucester, is a voluntary organisation committed to promoting and supporting the welfare of families with at least one child under five years of age. Volunteers offer regular support, friendship and practical help to families under stress in their own homes, helping to prevent family crisis and breakdown. Paid coordinators manage and supervise the support given by volunteers and work directly with families themselves. We also provide a wide range of group support for families (Best-Start, Bump-Start and Mothers in Mind) and specific support to dads/partners through our Gloucestershire County wide “Dad Matters” service.

The Chief Executive is responsible to: The Chair of Trustees

Location: Bonds Mill, Stonehouse.

Home-Start is a family friendly equal opportunities employer, primarily based in our Stonehouse office but with some limited facility for home working. There is a requirement for some local travel and flexibility to work variable hours, including occasionally attending evening/weekend events. A sole reliance on the use of public transport will be impracticable and access to the use of private transport is essential.

Salary: £40,221 to £43,421 (full-time equivalent) depending on experience

Hours: *30 hours, over a minimum of 4 days per week - salary is pro-rata of full time

Annual Leave: 20 days (pro-rata) + Public Holidays + 3 additional Discretionary Days in December.



[* Subject to organisational growth and available resources, and following a review, the current hours may be increased.]

Principle purposes of the job:

The purpose of this leadership role is to ensure that Home-Start Stroud and Gloucester has a responsive team of salaried staff and volunteers in place with effective leadership required to run and manage a thriving family support charity, ensuring partnerships are developed and income generated to secure its future. This will include:

- The Chief Executive will work closely with the Board of Trustees and the Staff Team to provide, as per the Charity's objectives, a high standard of family support to families living in the Districts of Stroud and Gloucester.
- Working to the strategy set by the Board of Trustees, the Chief Executive will deliver through a robust business plan and to an agreed budget.
- The Chief Executive will provide day-to-day leadership and implementation of the strategy and income generation for the service, as approved by the Board of Trustees.
- The Chief Executive will be responsible for the day-to-day operational running of the Charity, ensuring all governance, legal, policy and procedural obligations are met.

This role includes responsibilities for:

- Leadership & People Management
- Business Development and Planning
- Effective Networking, PR and Marketing
- Funding and Income Generation
- Operational Performance Management
- Operational Service Management
- Adherence to Home-Start Policies and Procedures

Key Skills and Experience:

- The successful candidate will be an experienced manager with a track record of successful leadership within a comparable or similar organisation or project.
- They will possess strong staff management, leadership, strategic delivery and governance skills.
- They will have outstanding interpersonal, people management and partnership cultivation skills.
- They will have the ability to manage and lead the generation of funding income from a range of sources.

Detail of Responsibilities

Leadership and People Management

- To provide leadership to a staff team of 16 and volunteer team of approximately 80.
- To undertake the leadership and line management of the team, including team development and motivation.
- To be responsible for ensuring that all aspects of staff recruitment, development and training, supervision, grievance and appraisal procedures are conducted in accordance with accepted good practice and in line with Home-Start UK Policies.
- To ensure the implementation of equality and diversity policies throughout Home-Start Stroud and Gloucester.
- To oversee and ensure all aspects of volunteer recruitment, development, training and supervisory procedures are developed and conducted in accordance with accepted good practice.
- To prioritise and foster a positive team culture by actively managing and promoting the overall wellbeing of team members, ensuring a supportive and healthy work environment conducive to personal and professional growth.

Operational Management



- Maintaining an overview of the work with families, ensuring support to families is of a high standard, in accordance with Home-Start's model, policies and procedures
- Monitoring and evaluation of all services.
- To undertake the Strategic Lead role on ensuring the safeguarding and promotion of children's welfare within the charity.
- To ensure all systems and processes are in place and aligned with Home Start UK's Policies, Procedures and Practices, including Quality Assurance.
- To maintain and further develop strong operational management in all aspects of running the charity.
- To work towards streamlining practices and opportunities across the organisation and within Home-Start in the Gloucestershire Consortium.
- Ensure that the website is reflective of current services and requirements.



Promotion, Fundraising and Income Generation

- To work with the fundraising and funding sub-groups of Trustees on the development and implementation of a fundraising strategy in line with the organisation's plans and objectives.
- To lead on securing adequate resources for Home-Start Stroud & Gloucester's work through applications for funds from grant making bodies, public sector (e.g. Local Authorities, Government departments, NHS and CCGs) and tenders.
- To identify and pursue new opportunities for income generation and the development of corporate support that will enhance Home-Start Stroud & Gloucester's ambition.
- To manage the relationship with key stakeholders ensuring excellent understanding of the value and importance of Home-Start S & G's work.
- To work in partnership within the Home-Start in Gloucestershire consortium in the above areas to raise the profile and scope of the charity across the County.
- To promote and help develop the local "Friends of Home-Start" scheme, including potential corporate sponsors.

Finance

- To work with the Trustee responsible for Finance and contribute to the Finance Sub-Group to deliver financial plans and yearly budgets.
- To ensure continued financial viability and strength of the charity through sound financial management and effective budgeting of the operational service.
- To contribute to ensuring that:
 - The annual financial audit takes place; and to oversee its preparation
 - The production of the Annual Report, in line with current guidance.
 - The AGM is held, and annual accounts are approved at the meeting.
 - Financial procedures are effectively maintained.
 - Monthly payroll is correct and actioned.
 - Quarterly bank reconciliations are completed.
 - Project budgets and reports are produced.



Board of Trustees and Governance

- To provide Chief Executive Reports to all Board meetings.
- To attend all Board meetings and Sub-Groups as required.
- To be consulted on and lead the implementation of the Board's Strategic Plans
- To work with the Board of Trustees to induct new Trustees appointed by the Board.
- To ensure compliance with relevant regulatory bodies and HSUK requirements.

Dad Matters (managed by a consortium)

- To provide strategic support and direction to the Dad Matters County wide service.
- As required, provide operational management to the Dad Matters service.
- To work with the Dad Matters towards its eventual full integration within the Home-Start Stroud & Gloucester structure.



PERSON SPECIFICATION

Chief Executive: Home-Start Stroud & Gloucester

Candidates for the post will have operational managerial experience and a track record of facilitating the delivery of excellent services, strategic planning, team leadership and generating income. This may include the following.

Experience	Essential	Desirable
Experience of working in a management position within the 3rd Sector, NHS or Local Authority sectors.	X	
Experience in taking financial responsibility within organisations and/or for projects.	X	
Track record in developing projects with strategic vision.	X	
Track record in staff recruitment, management and leading a team.	X	
Evidence of experience of sound judgement for influencing practice, managing conflict/disputes, and negotiation skills.	X	
Experience in volunteer recruitment and management.		X
Personal parenting or carer experience.		X
Experience of working in family and/or child support services.		X
Experience of writing grant applications and funding bids	X	

Knowledge and Skills	Essential	Desirable
An excellent understanding of the voluntary sector, public health and local authority structures.	x	
Understanding of the Family Support and Children's Services sector.		x
Commitment to and understanding of equal opportunities, diversity, human rights and their implications for management and organisational development.	x	
Commitment to and understanding of good safeguarding practice and importance of early intervention in family support.	x	
Knowledge and understanding of current legislation and policies relating to children and families and awareness of the different political policy drivers surrounding this area.	x	
Excellent communication and presentational skills.	x	
Ability and experience of developing and facilitating training to staff and volunteers.	x	
Ability to inspire and motivate a team and win the respect of colleagues and external stakeholders.	x	
Ability to represent the organisation locally, regionally and nationally.	x	
Ability to identify, secure and sustain a range of partnerships and networks.	x	
Understanding of the management of information technology in the workplace.	x	
Good working knowledge of current IT operating systems inc Excel, CRM		x

Knowledge of family support, infant and perinatal mental health, early intervention and the importance of the first 1001 days.		x
Understanding of legislation involved in running a registered Charity and Company Limited by Guarantee.		x

Qualifications	Essential	Desirable
Degree/Diploma qualification(s) in a relevant or transferable subject, or strong equivalent experience.	x	
Qualifications should include two or more of the following:		
<ul style="list-style-type: none"> ▪ Relevant Professional Qualification(s) (e.g. Psychology, Social Work, Nursing, Project Management) 		x
<ul style="list-style-type: none"> ▪ Five or more passes at GCSE or A Level, or equivalent level inc maths/English 	x	
<ul style="list-style-type: none"> ▪ Leadership/Organisational Management Training 		x
<ul style="list-style-type: none"> ▪ Project / Charity Management Training 		x
<ul style="list-style-type: none"> ▪ Business / Finance Administration Training 		x
<ul style="list-style-type: none"> ▪ Personnel/Human Resources Administration Training 		x
<ul style="list-style-type: none"> ▪ IT and Data Systems Training 		x
<ul style="list-style-type: none"> ▪ Leading Meetings, Supervision, Appraisals Training 		x
<ul style="list-style-type: none"> ▪ Safeguarding Training 		x
<ul style="list-style-type: none"> ▪ Counselling Training 		x

Supporting documentation

The Chief Executive job is based in Stonehouse at the Home-Start office, however we are open to discussion about the possibilities of being a flexible employer with some hybrid working.

The closing date: **13th January 2025**

The salary: **£40,221 to £43,421** (pro-rata over 30 hours) depending on experience.

If you are interested in applying for this role, please email the Chair for an application form chair@homestartsd.org

