



Community Works

Because life matters...

Introduction from the Chair of Trustees.

Community Works is one of North Yorkshire's leading small charities, serving over 480 people per month through our 9 high performing and dedicated services. We have a (mainly part-time) staff team of 17, and in the region of 75 volunteers.

The Trustees are now looking to recruit a replacement Chief Executive Officer for a start date as soon as possible.

During the last 2½ years Community Works has gone through a very significant transformation period. Formed after the merger of two local charities just under five years ago, we are now in a strong position to progress with our recently agreed five-year strategic plan. There is a high performing senior leadership team, embedded and recognised services across Thirsk and the surrounding villages, and we have a strong financial position and robust policies and procedures to help the charity in all of its work.

During the last couple of years, Community Works has had a major re-brand, embedded the use of a new user friendly CRM across all of its systems and services, developed the food bank to be one of the best around, and made several key investments in our services. These have included a new men's project, a new Community Worker/Head of Volunteering and we have taken great strides forward in terms of our contracted services, measuring our delivery outputs, developing very robust financial processes and most importantly of all continuing to deliver support and help to those around us that need it most. We are also proud to be a supportive employer.

Recently we have spent a lot of time working through our values as a charity, and similarly our new strategic plan was formed after giving our staff, volunteers, clients and others a good 'listening to', ensuring that we are now in a place to deliver what the people of Thirsk really need during the next few years. These are exciting times indeed!

We do hope that you will consider making an application to be our next CEO and continue this exciting journey with us.



Tim Ward

Chair of Trustees

This is us!

Discovering Community Works



HQ

HQ is home to our Finance Team and our Car Share coordinator. We also house the Foodbank here!

Location - Church Hall, St James' Green, YO7 1AQ



COMMUNITY HOUSE

Community House is where most of our Key Work takes place.

We run groups from here and also book spaces out for other organisations.

Location - 14A Marketplace, YO7 1LB



RE:USE STORE

Our wonderful Re:Use store is based in the centre of town.

We sell second hand furniture here, it is also the home of the Men In Sheds group

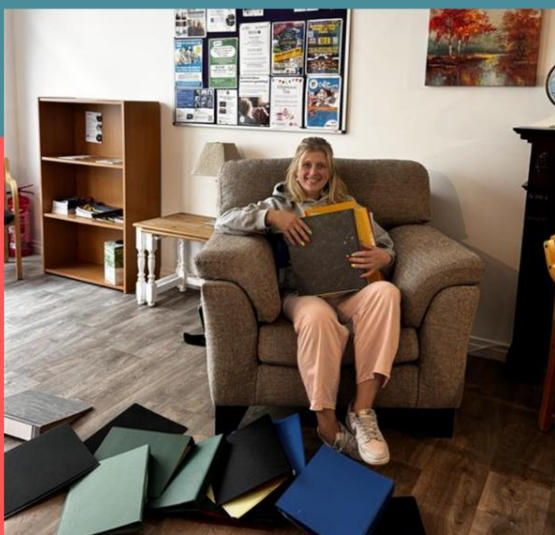
Location - 61 Marketplace, YO7 1EY

Community works is a charity like no other. Somebody once said that our team is full of people who go the extra mile but would never dream of claiming it back on expenses. We do a remarkable job with the resources that we have and as you will have seen, to reach the hundreds of people each month that need our support is really quite an achievement

There are seventeen of us, and we're based across three sites, which are all within walking distance of each other. Our registered office is in the Market Place as is the Re:Use Store. Our food Bank and some of our staff are based just on the edge of town at St. James' Church Hall.



Our current staff team is headed by the Chief Executive Officer and under him are the Senior Leadership Team, which the CEO also sits on. This highly creative team are vital to the work of the charity, providing a secondary level of decision-making and operational oversight. Currently the leadership team consists of our Head of Keywork and Engagement, our Head of Volunteering/Community Worker, and our Operations Manager.



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Our Values

We work really hard at being a listening charity, and our values are aimed to be ones that land with us every day we come into work. For us it's really important that our values inform our behaviours, and our behaviours are seen by those people that we work with and for.

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OUR VALUES

Integrity – We will be honest, open and transparent.

Compassion – Compassion and respect are at the heart of everything we do

Inclusivity – We welcome everyone without judgement

Fairness – We endeavour to act in a fair manor and challenge injustice around us

Openness – We are open to collaboration, change and listening to feedback

After our values, came our big plan! We listened really hard when it came to drawing up our strategic plan. We had focus groups and lunches and coffees and informal conversations, and we wandered into the bakery and we hung around the Market Square - we wanted our plan to be absolutely open, and even in the design that you see here we tried to make it as inclusive and open as possible. It's ambitious, and exciting and challenging.



The Role Itself

Being a Chief Executive Officer is one of the most demanding roles that anybody can hold, but here at Community Works you will always know that you and your team are making a difference across North Yorkshire. Working in the charitable sector is uncertain if nothing else at the moment, but during the last 2½ years we have been able to rebrand ourselves and communicate our vision and plans so effectively that the local community and local businesses have begun to support us in time, commitment and of course financially. Our position at the moment is stable and strong.

We are well regarded by local faith groups who also give to the food bank and we receive monthly support from many individuals. This has also grown rapidly in the last year and a half. This growing support, and our helpful and committed staff team eases some of the pressures that a CEO might ordinarily feel. This is a great place to work!

As a charity we are well networked and recognised as a highly performing Community Anchor Organisation for North Yorkshire Council. In reality that means that we are seen as an excellent deliverer of services, as well as a trusted partner both locally and across North Yorkshire. Our back to work programmes, and programmes around literacy and numeracy are highly thought of and we have recently engaged in the Digital Champions programme as well as other contracted services across the town and the surrounding area.

One of the key pillars of our new strategic plan - our work with older people, is becoming more and more progressive. We have invested in brand new technologies to enable our work with those living with dementia to take on a new form. We are striving towards being a place that local GPs will refer to, we're changing some of our services to grow our numbers, and our engagements across all of our social groups with older people are on the increase.

The second main strand to our strategic plan – our work around mental health, is growing at a very dramatic rate. We already have two counsellors on our staff team in other roles, and at the time of writing we have the option to use well over 500 hours of counselling in the next twelve months. Whilst we have seen consultation groups and conversations around mental health provision across North Yorkshire come and go with little or no progress, we are proud to be able to say that we have had many genuine one to one life changing engagements with people through the work that we do in terms of mental health support.

Much of your time as Chief Exec will be spent with a strategic eye on what we are doing, but of course you will also need to have a hand on HR, finance, service development, customer relations and the delivery and constant improvement of our key services. Our excellent financial team will keep you abreast of where every penny is spent and our use of an internal CRM means that it is easy for you to 'drop in' to any service and look at how it has performed in the last month. This highly operational role will be challenging and incredibly rewarding at the same time.

Several months ago as part of our rebranding we changed our strap line to ***because life matters***. I remember a conversation with the Trustee body when I insisted that we should have two or three dots at the end of the strap line. These are known as ellipsis points and they signify that something is yet to happen, something is yet to be done.

It has been a joy to serve in this position and I very much hope that you will consider applying to join this wonderful team of people. Perhaps you will be a part of what has yet to be done...?



Rob Rolls

Outgoing Chief Executive Officer

For an informal discussion about the role via Teams or face to face, please call 01845 524494 and ask for Rob, or email

rob@communityworks.uk

JOB TITLE	Chief Executive Officer
REPORTS TO	Chair of the Board of Trustees
LOCATION	14a, Market Place, Thirsk.
SALARY SCALE	Circa £52k per annum, depending on experience
WORKING HOURS	Full time – 37.5 hours a week. A flexible approach to working hours is required.
RESPONSIBLE FOR	
Maintaining and growing the effective delivery of services across Thirsk and North Yorkshire, ensuring the financial stability of the charity and its overall management.	
DIRECT REPORTS	
Operations Manager, Head of Keywork and Engagement, Head of Volunteering, Finance Officer.	
JOB PURPOSE	
<p>The Chief Executive Officer will ensure inspirational and effective management and leadership of Community Works to enable it to fulfil its charitable objectives. The role will ensure delivery of the new five-year plan and continue to develop and successfully deliver the other services and responses of the charity.</p> <p>The CEO is responsible for continuing to build a high performing and motivated staff team, generating income, ensuring project and service plans are successfully implemented, measuring the impact of the charity's work, managing external stakeholders and confidentially representing the charity in a number of diverse settings.</p>	
MAIN RESPONSIBILITIES	
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Build and maintain a close and effective working relationship with the Board, providing accurate and appropriate reports to ensure that the Trustees have the right information to understand the performance of 	

Community Works and are able to make informed decisions on its strategic direction.

- Work with the Senior Leadership Team to roll out the five-year plan and ensure appropriate funding for this delivery.
- Prepare Board papers and gather internal reports for quarterly Trustee meetings and manage the charity effectively by ensuring good charity governance, statutory compliance, risk management, efficient use of resources and longer term financial stability.
- Advise the Board on its legal, financial and regulatory obligations and good practice.

Operational Leadership

- Effectively and efficiently manage Community Works, leading by example to nurture a culture in accordance with our values, and growing our reputation as a supportive employer.
- To take overall responsibility for achieving, monitoring and reporting on performance and impact of the charity's activities, using internal data capture mechanisms, service user voices, staff feedback and other means.
- Continuing to developing the staff team at Community Works to maximise their potential and their contribution to supporting our community and beneficiaries.
- Lead, manage and continue to develop the Senior Leadership Team, ensuring effective working practices and management of projects and services. Continue to embed their roles into the charity's future and financial structures.
- Lead on HR activities within Community Works using external advice where necessary
- Support other staff in the creation of promotional materials, basic marketing and growing CW's social media presence

External relationships and Engagement

- Further grow a wide range of beneficial working relationships with key stakeholders and partners, locally and regionally.
- Take the time and effort required to understand the needs of the local communities, attending community and sector meetings where appropriate.
- Continue to grow Community Work's reputation as a 'listening charity' with the Head of Volunteering and Community Work.
- Maintain good connections and stay abreast of opportunities and challenges faced by the voluntary, community and rural sectors. Keep

up to date on local, regional and national research, intelligence and developments that could inform the work of Community Works.

- Continue to keep a high profile for the charity by attending and speaking regularly at a wide variety of events, joining influential groups and participating in strategic conversations.

Finance and Operations

- Work with the finance and administration functions to prepare accurate and timely budgets and financial forecasts.
- Manage the organisational risks by preparing, monitoring and reviewing the charity's risk register in conjunction with the Operations Manager
- Ensure the charity's policies and procedures are developed and implemented in line with good practice and kept up to date and relevant.

New Business Development

- Lead on new business development and when necessary write funding proposals for Community Works to secure a pipeline of new projects and services that will ensure the financial viability of the charity, and respond to identified local need.
- Demonstrate proactive leadership to develop an income generation strategy and seek out relevant, new opportunities for the charity to secure financial resources to fulfil Community Works' mission.

Project and Service Delivery

- Ensure that all services are designed, implemented, managed and monitored using best practice and robust evidence.
- Work with the Finance and Resources Committees to ensure that the charity has in place good data capture systems to produce the right information for internal and external use.
- To embrace and embody Community Works' new values and strategic plan and to embed these at the heart of the role.

Other

- To perform and ensure the discharge of administrative duties relevant to the post, including maintaining the internal CRM and other system records where appropriate.
- To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or

managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

- To undertake other duties which may, from time to time, be necessary to further the work of Community Works.

Qualifications

KNOWLEDGE, SKILLS AND EXPERIENCE / PERSONAL QUALITIES

Essential	Assessment
Experience of success in a senior leadership role, including a minimum of three years experience of managing a staff team within a diverse and complex working environment.	CV/Interview
Experience in delivering an organisation’s strategic plan or experience of setting and successfully delivering on a realistic operational goals.	CV/Interview
Ability to assess and respond to opportunities including a track record of successful funding proposals and other income generation.	CV/Interview
Experience of influencing decision makers, local businesses and potential donors	CV/Interview
Highly skilled communicator and negotiator, able to persuade, influence and present in a wide range of settings.	Interview
Experience of working within a supportive employment setting,	CV/Interview

ability to quickly respond to changing priorities.	
Highly effective change management skills and the ability to communicate the vision for change to staff, stakeholders, and members.	Interview
Experience of successfully managing and monitoring multiple and complex budgets and diversifying income streams.	Application form/Interview
Highly skilled at processing large volumes of information and forming clear stance on key issues. Able to move rapidly between different topics/work streams while maintaining focus and insight.	Interview
Ability to form a strong vision for the charity and build support for that vision internally and externally.	CV/Interview
Understanding of the full MS Office suite ability to work with new software packages including CRMs.	Interview
Innovative, agile, and entrepreneurial approach to developing the charity.	CV/Interview
Collaborative, inclusive, supportive, kind, decisive approach to managing a staff team.	Interview
A leader with deeply held values that fit well with Community Works' own approach and staff team.	Interview
Strategic leader with the ability to deliver operationally when required	Interview

Able to maintain resilience in times of adversity and competent at managing a very high and diverse work load.	Interview
Diplomatic, articulate, passionate, energetic and organised.	Interview
DESIRABLE	
An understanding of the issues facing more rural communities in North Yorkshire. An understanding of delivering projects and services in a local community setting.	CV/Interview
An understanding of the voluntary and community sector and knowledge of the issues it faces.	CV/Interview
An understanding of the health, wellbeing and social services systems and experience of working with them to achieve shared aims.	CV/Interview
Experience of working with diverse staff teams from different background and experiences	CV/Interview
Project management skills and experience of managing a wide range of projects of varying sizes.	CV/Interview
OTHER	
<p>Driving Licence Clean driving licence is beneficial as is access to a vehicle.</p> <p>Travel The willingness and ability to travel across North Yorkshire is essential.</p> <p>Flexible Working The willingness and ability to work flexibly, including evening and weekend meetings as required.</p> <p>DBS Check Enhanced DBS check will be undertaken</p>	

Dates for the Interview Process

Closing date for applications	March 4th Closing date
Shortlisting	March 6th
Interviews	WB March 17th in Thirsk in person

How to Apply

Visit our website Communityworks.uk

Follow the instructions on the recruitment page