



Head of ACT Charity

Hours: 37.5 hours a week

Contract: Permanent

Responsible to: Chair of Board of Trustees

Salary: £40k to £50k (dependent on experience)

Location: Oxford OX1 1BP, hybrid working model, site based, with remote options

Benefits: NEST Corporation pension scheme, 3% EC, 5% employee Holidays 23 + Bank Holidays

ABOUT THE CHARITY

ACT (or Aldates Community Transformation Initiatives) is a welcoming community that includes many with lived experience of prison, street homelessness or addiction. Through street and prison outreach, community meals, mentoring and housing, we help people rebuild their lives after some of life's toughest experiences

Everything we do is designed to help people find belonging, purpose and hope. That looks different for each person. But most of our activities are rooted in relationship – whether that's bacon butty breakfasts, small group sessions, back-to-work projects or our annual holiday.

ACT is a registered charity with the board of trustees drawn from within the church, including the Rector. Occasionally we invite other trustees with specific expertise. ACT has a total income of around £400,000 per annum, five salaried staff, and over 100 volunteers from within the church. Staff are employed by St Aldates PCC and seconded to the ACT Charity with the Head of Charity line managed by the St Aldates COO.

More details of ACT's work and impact can be found at www.actoxford.com

ST ALDATES and ACT CHARITY

ACT has a strong connection with St Aldates Church which supports the ministry with people, practical support and use of office and gathering spaces. The Head of Charity is key to leading the outreach work of St Aldates.

As a city centre church, working alongside people who are poor or marginalised is a key part of St Aldates' ministry and is carried out largely through ACT.

We are excited about what God is doing in our midst. We are seeing people come to faith in Jesus on a weekly basis, and we are pioneering new ways of discipling people to make a difference in every area of their lives. We are passionate about connecting with and supporting people who are street homeless and those in or leaving local prisons through our ACT ministry.

PURPOSE OF THE ROLE

Crucial to the success of ACT is the Head of Charity, who provides leadership and vision, ensures that its activities are underpinned by prayer, and that this work remains central to the ministry of St Aldates.

As the Head of Charity, you will drive the charity's mission and vision alongside the Board, ensuring our community receives the best possible support.

You will have a heart for those who have been marginalised, and experience of running a business or charity. Your role will be to lead staff and volunteers in the vision and manage funds and key projects. Partnering with others across other charities, key stakeholders and donors you will become a strong ambassador for the charity.

KEY TASKS AND RESPONSIBILITIES:

Strategic Development

- Work with ACT community members, staff, volunteers and trustees to formulate ACT's mission and strategic plan, ensuring this is underpinned by prayer and effective implementation.
- Oversee the effectiveness and sustainability of ACT's work. Develop measures for, and effectively evaluate, the performance and impact of the organisation, to ensure that the needs of ACT community members are met.
- Identify opportunities and risks, including changes in the external operating environment, ensuring that strategies are developed to maximise opportunities and minimise threats.
- Seek to develop holistically the spiritual, emotional and physical well-being of all ACT community members.
- Demonstrate and grow a culture of prayer and intercession, ensuring that this is the foundation of all ACT activities.
- Develop and implement other new programmes and activities as appropriate, in line with ACT's strategy.

Governance

- In accordance with ACT's strategy, prepare the vision, projects and annual budget in consultation with the Chair, Treasurer and St Aldates COO and actively manage its delivery.
- Work closely with Trustees to ensure effective governance of the charity including compliance with all audit, legal and statutory reporting requirements.
- Working with the St Aldates Finance Manager, ensure appropriate and regular management accounting information is provided to the Trustees.
- Ensure all policies are up to date and there are systems and processes in place to implement and monitor compliance.
- Co-ordinate preparation, independent examination and approval of the Annual Report and Accounts, working closely with the St Aldates Finance Manager, ACT Treasurer and ACT Trustees.

Staff Development and Management

- Line manage and pastorally support ACT's staff to manage, and where appropriate grow, their programmes.
- Delegate tasks, roles and responsibilities effectively to staff and volunteers, ensuring ACT has the right people in the right roles. Foster a team culture and collegiate ways of working, ensuring professional supervision, safeguarding and appropriate spiritual support.
- Ensure that training needs are identified to support staff development, and that volunteers are trained where necessary.
- Actively manage ACT community members in crisis, taking the lead and making decisions in the most difficult situations (e.g. eviction), pastoring the team and reflecting on practice.

Communications and Fundraising

- Be the focal point for social justice initiatives in St Aldates, providing teaching on the theology and practice of social justice in services and small group settings.
- Ensure that ACT's vision, mission and activities are effectively communicated within St Aldates, helping the church to engage with issues of social justice, and demonstrating the love of God and the dignity he accords to all made in his image.
- Ensure that funders and supporters receive regular contact and information updates from ACT.

- Identify opportunities to apply for grants, submit grant applications, develop and maintain relationships with current and prospective funders as necessary.

Partnerships and stakeholders

- Create and maintain strong relationships with statutory and voluntary agencies across the city including churches, Police, City council, probation and others in the charitable sector. Co-ordinating activities across Oxford and sharing resources where appropriate.
- Create and maintain strong relationships in the local community, with local government, prison staff and chaplaincies, and other organisations as necessary to further the ACT's operations and impact.

PERSON DESCRIPTION (E = essential requirement, D = desirable)

CHRISTIAN EXPERIENCE

Clear & demonstrable Christian commitment - this post carries a Genuine Occupational Requirement

Biblical understanding of God, his scriptures and the Gospel (E)

The ability to communicate and share Biblical truths in an accessible way (E)

Spirit filled – someone who will be comfortable and able to flourish in a charismatic setting (E)

Adherence to and respect for Evangelical Doctrine (E)

Commitment to Vision and Aims of St Aldates (E)

The jobholder should be comfortable and experienced in praying with and for marginalised people, staff and volunteers (E)

EDUCATION

Education to degree level (D) or other relevant professional qualifications (E)

EXPERIENCE

Experience of leading and managing teams and organisations to deliver results (E)

Experience in the public or voluntary sector, working with marginalised communities (E)

Experience in developing coherent strategy and successfully implementing projects to support strategy (E)

Experience of leading in times of crisis (E)

Expert knowledge of professional practice in working with marginalised people and communities, including people in prison, prison leavers and those with a mental health diagnosis (D)

Experience in developing and sustaining successful partnerships to increase impact (D)

Demonstrates success in leading and motivating people (E)

Proven track record/experience of financial management (E)

Experience in leading and developing small businesses (D)

Experience of working with a Board of Trustees (D)

KNOWLEDGE / SKILLS & ABILITIES

Ability to create reports for quarterly meetings including financial management (E)

Ability to manage within a budget, whilst meeting goals of the organisation and within cost constraints (E)

Excellent influencing, interpersonal and communication skills with the ability to teach and inspire (E)

Ability to build relationships and high-level contacts (E)

Effective decision-making skills with the ability to prioritise complex tasks and implement key strategic initiatives (E)

The ability to broaden the income base, and experience of successful fundraising (D)

Knowledge of organisational governance and relevant legislation (D)

Knowledge/understanding of social work values and practice (D)

PERSONAL ATTRIBUTES / APPROACH

Confident, with the ability to inspire and motivate a team acting as a mentor/role model for staff (E)

Fundamental commitment to self-development and the development of others (E)

Self-motivated, flexible, self-assured, determined and reliable (E)

Confident in the ability to network with stakeholders and donors (E)

Shows a 'can-do' attitude and proactive approach (E)

Demonstrates willingness to be hands on when necessary whilst empowering and developing staff (E)

OTHER ASPECTS OF THE ROLE

The post holder can expect both the benefits and burdens that leadership responsibility brings, including involvement in St Aldates prayer events, vision nights, occasional staff retreats and other church meetings/conferences. If you feel that you are a good fit for this role and are able to make St Aldates your regular place of worship, we would love to hear from you.

We value diversity and recognise that some candidates may not feel they have all the skills, experience, and qualifications that we have set out above. Please do not be deterred and rest assured that we believe God will equip the person he is calling to serve in this role. The post will be subject to a satisfactory DBS check and references.

We are aware that minority ethnic groups are not well represented on our staff team, so particularly welcome applications from these groups.