



## Job Description

<b>Job Title:</b> Chief Executive Officer (CEO)	
<b>Salary:</b> £55,000-£65,000 negotiable <b>Benefits include:</b> 25 days annual leave plus bank holidays, pension contribution, cycle to work scheme and an employee assistance programme. <b>Hours per week:</b> Full time (37.5 hours) <b>Contract:</b> Permanent <b>Probationary period:</b> 6 months <b>Start date:</b> As soon as possible <b>Location:</b> Combination of working from our central Oxford office and some days working from home	<b>Closing date:</b> CV and covering letter of application to be received by <b>Friday 28 June 2024</b>

### About Aspire

Aspire is a multi-award-winning employment development, homelessness prevention and supported housing charity, established in 2001. Aspire provides transformative support to hundreds of people across Oxfordshire and the Thames Valley each year who face significant challenges in their lives, such as homelessness, offending histories or substance misuse. Through Aspire people are empowered to find sustainable employment and secure housing to help break the complex cycles of re-offending, poverty and homelessness. See [www.aspireoxfordshire.org](http://www.aspireoxfordshire.org) to find out more.

### About the role

Aspire is a dynamic, innovative and forward-thinking organisation, at the forefront of tackling some of the most complex social issues that our community is facing, including the cost-of-living crisis.

We are seeking to appoint a new Chief Executive Officer (CEO) to take over from Paul Roberts, who, after for seven years leading Aspire Oxfordshire is moving to a national role in another organisation.

To achieve our social mission in these challenging times, we are looking for a leader who will work closely and collaboratively with the Senior Leadership Team (SLT) and the Board of Trustees (Board). An excellent communicator and relationship builder, your leadership will shape our strategic direction, ensuring our services remain person-centred and responsive to the evolving needs of our community. You will also be a strong people leader who can navigate organisational change, nurture and develop relationships with our many stakeholders and partners, and inspire and empower our team to deliver excellence, every day.

To thrive in this role, you'll need a demonstrable track record of senior leadership in an employment development, supported housing & homelessness or directly comparable field.

## **Main Purpose of the Job**

The CEO is responsible for providing leadership for Aspire's continuing success and to improve its organisational resilience, working closely and collaboratively with the Board and the SLT. You will lead the strategic planning and delivery, general management and performance of Aspire, with a team of c. 60 employees and an estimated annual turnover of £2.8m, ensuring the organisation can provide effective, holistic person-centred support to people facing significant barriers or disadvantage to securing employment and independent living, including through strong partnerships with like-minded organisations.

## **EQUALITY & DIVERSITY**

We celebrate the diversity of our people and we are committed to building on an inclusive culture that encourages and supports both our employees and beneficiaries to thrive. Organisations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to be better organisations. Most importantly, ensuring that we are an organisation that allows people to be their authentic selves in a safe and inclusive environment is the right thing to do.

We welcome and encourage applicants from all backgrounds. Whoever you are, if you like one of our jobs, we would love to hear from you. And if you require any accessibility adjustments to support your application or if you would like to submit your application in a different format (such as video or audio), please contact [hr@aspireoxford.co.uk](mailto:hr@aspireoxford.co.uk) at your earliest convenience.

## **Key tasks**

Key tasks are intended to be a guide to the range and level of work expected of the job holder. This is not an exhaustive list of all tasks and the post holder will be expected to carry out such other reasonable duties which may be required from time to time.

## **Strategic leadership & development**

- Work with the Board and Senior Leadership Team to develop then lead on the delivery of the Aspire multi-year strategy, including the ongoing co-production during 2024 of a new multi-year strategy to 2027. Horizon scan for external environmental challenges and forward plan for responsive delivery scenarios.
- Deliver the Aspire strategy effectively with a two-fold approach: empower a capable, resilient senior leadership team (C-suite) and further develop and empower senior and middle managers at Aspire; and oversee investment to enhance systems so that the team is better able to support clients and staff and responsibility can be delegated as appropriate within fit-for-purpose infrastructure.
- Lead Aspire to respond effectively to the environmental sustainability and inclusive economy agendas and to continue embedding equity, equality, diversity and inclusion approaches into its workplace.
- Develop further Aspire's delivery role to help realise 'system change' upstream, of a more inclusive and sustainable economy, including through encouraging community wealth building and a more regenerative and distributive local economy model.
- Maintain regular contact with the Chair and the wider Board of Trustees to facilitate full engagement of the Board and derive maximum benefit from individual and collective Trustees' experience and connections.

### **Effective people leadership**

- Support leadership team and senior fundraiser colleagues to set and meet their professional development & personal objectives, aligned with Aspire's organisational strategy, contractual requirements and commitment to flexible working and maintaining a healthy work/life balance while delivering against business need.

### **Effective delivery of charitable programmes**

- Forge strong, positive relationships – including through alliances and partnerships and alongside our Senior Fundraiser and Chief Programmes Officer (CPO) – with representatives from our service commissioners, statutory partners, key donors/trusts and senior stakeholders for the effective delivery of our charitable programmes, including meeting stipulated funding commitments and performance targets.
- Work with the CPO and Senior Managers to build the capacity, range and quality of Aspire's charitable programmes provision in our strategic priority areas to help ensure we retain contracts in coming years and make the most of emerging opportunities, whilst ensuring our activities focus around our core mission. Support the CPO to strengthen our charitable project data insight, opportunity assessment, lived experience participation and management framework.

### **Embedding new funding streams and priority project development areas**

- Identify and develop income-generating activities to strengthen the charity's financial resilience and carry forward the business development for Aspire's expanded housing activity, including evaluating and, if appropriate, securing Registered Provider status for Aspire.
- Work with the Senior Fundraiser proactively to seek out continuity and expansion funding for our strategic priority charitable programmes.

### **Compliance**

- With the Board and SLT, particularly the Chief Operating Officer (COO), ensure Aspire meets all its organisational compliance requirements with respect to existing, and new programmes.

### **External relationships and brand**

- Leverage external relationships and brand to support our fundraising strategy, notably any matched fundraising campaign, keeping abreast of stakeholder perceptions and ensure it links to our strategic objectives.
- Protect and grow Aspire's brand and reputation including as an innovative, enterprising, problem-solving organisation including through articulating and implementing a strategic communications plan, representing Aspire at high profile events and initiatives.

## PERSON SPECIFICATION

### IMPORTANT INFORMATION FOR APPLICANT

Please provide a CV and letter of application, demonstrating clearly and concisely how you meet each of the criteria below to give you the best possible chance of being shortlisted for interview. Please give specific examples wherever possible.

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>		
<ul style="list-style-type: none"> <li>• Qualifications to degree level, or equivalent experience.</li> <li>• Evidence of a commitment to continuing professional development.</li> <li>• Relevant professional or management qualification (desirable).</li> <li>• Sufficient level of technical competence to deliver a wide-ranging role.</li> </ul>	Essential	Application
<ul style="list-style-type: none"> <li>• A demonstrable track record of successful senior leadership in a supported housing, housing, homelessness, employment development or directly comparable environment.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• Significant experience in leading and managing people through organisational change and of developing engaged and high-performing teams.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• Experience in working collaboratively with a Board and Senior Management/Leadership Team to co-produce workable solutions enabling the delivery of key strategic aims.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• Experience in effective financial and performance management at a strategic level, including financial and performance planning, commissioning, procurement, and contract management.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• Experience in managing budgets at a strategic level and understanding of key financial and regulatory and legal requirements relating to registered providers.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• Experience of successfully leading change programmes and portfolios of projects that realise substantial benefits for clients and the charity.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• Experience of leading successful commercial services and/or commercial approaches that create significant financial and social impact benefits.</li> </ul>	Essential	Application/inte rview
<ul style="list-style-type: none"> <li>• A track record of successfully delivering continuous improvement in service delivery with high levels of client satisfaction.</li> </ul>	Essential	Application/inte rview

<b>SKILLS AND COMPETENCIES:</b>		
<p><b>Leadership</b></p> <p>We are looking for a supportive, people-focused leader with a keen focus on empowering and developing teams. The ideal candidate will excel as both a leader and a manager, adept at leading change programmes, gaining commitment and cooperation, through an engaging and inclusive approach. With excellent interpersonal communication, they will possess the ability to influence and negotiate effectively. Skills in coaching and inspiring others will be instrumental in cultivating a culture of service excellence within Aspire.</p> <p>In addition, you will be:</p> <ol style="list-style-type: none"> <li>1. Able to work closely with key external stakeholders, sometimes with conflicting goals, to develop practical and long-term solutions to unemployment, inequality and homelessness within Aspire's area of operation.</li> <li>2. A strategic thinker with the ability to horizon scan and plan for the future, considering external factors that will influence Aspire's future.</li> <li>3. Highly analytical and numerate, able to assimilate information and prepare and present, clear, concise written reports for board meetings, funders, regulators, and other stakeholders.</li> <li>4. Able to work flexibly and proactively and take an innovative and entrepreneurial approach.</li> <li>5. Understand strategic and operational risk and promote risk awareness, management and control, without being risk adverse.</li> </ol>	Essential	Application/interview
<p><b>Knowledge</b></p> <ol style="list-style-type: none"> <li>1. Current understanding of homelessness legislation or regulatory and policy issues which could impact Aspire.</li> <li>2. Understanding of the legal duties, responsibilities and liabilities of charity Boards and their membership.</li> <li>3. Knowledge of business planning, governance, probity, risk assessment and management.</li> <li>4. Commercial acumen, with the ability to embed commercial approaches that deliver financial benefits with a social purpose.</li> </ol>	Essential	Application/interview
<p><b>Personal Attributes</b></p> <ol style="list-style-type: none"> <li>1. Acts with integrity.</li> <li>2. Builds high levels of trust by demonstrating transparency and reliability.</li> <li>3. Demonstrable commitment to diversity and inclusion and encourages collaboration and learning.</li> </ol>	Essential	Application/interview

Please email your CV and covering letter to William Powlett Smith, Chair of Trustees at [hr@aspireoxford.co.uk](mailto:hr@aspireoxford.co.uk)

Deadline for applications to be received: Friday 28 June 2024

Interviews with Aspire Oxfordshire trustee panel: w/c 8 July 2024, in Oxford.

These dates are indicative and may be subject to change. Applicants will be advised in advance should this be necessary.

***Please use your covering letter to demonstrate how your skills, qualities and experience meet each of our requirements listed in the Person Specification and how they have helped you achieve relevant, positive results, as this will give you the best possible chance of being shortlisted.***

