

Walthew House

Chief Executive

£50,000-£54,000

full-time 35 hours

Stockport based (on-site)

Introduction

Walthew House is seeking to appoint an experienced senior leader and committed VCFSE professional into the role of Chief Executive.

Over the past 18 months the charity has, through extensive consultation, completed comprehensive needs assessments for its main client groups. This combined with service data and an independent funding options appraisal has provided the evidence base for the charity's core strategic plan for the next 18 months to two years.

With a refresh of its board to prioritise lived experience of sight and/or hearing loss, and funding secured towards core services, Walthew House is well placed to begin a new chapter in its long history of support to people with sensory loss in Stockport and the surrounding areas.

The charity's Chief Executive is retiring after 18 years in post, and our aim is to strike a balance that will ensure continuity of services, whilst providing the incoming Chief Executive with the scope to develop the charity in line with identified need and new opportunities.

Walthew House has an experienced, resilient and committed staff team and over 80 volunteers, some of whom have given over 20 years' service to the charity. Maintaining continuity and retaining this knowledgeable and well-respected workforce will be essential to the success of the charity, whilst at the same time being able to develop new ideas and new ways of working. We are seeking a capable, inspiring and empathetic leader to take on this role.

Walthew House is an independent local charity providing practical and emotional support to people with sight or hearing loss.

Registered charity number: 1167749. Registered company: 09306241

We are interested in your current and previous roles and how you will use your skills and experience to meet the charity's values to be responsive, supportive, effective and trusted.

As a small charity with limited resources, we are seeking a leader with a wide range of skills and knowledge. You will understand governance requirements and have the knowledge and experience to support the board in their responsibilities; you will have extensive strategic and operational experience and be committed to finding creative solutions in an environment where buying in support is rarely the answer. We are interested in you how you live your commitment to the VCFSE sector outside your paid role.

Your current knowledge of sight and hearing loss are less important to us than your leadership and business skills, but we would expect you to commit to understanding the challenges of our client groups so that you can effectively advocate for their needs and represent their interests with authority and passion.



Photos show a visually impaired service user with his long cane (left) and members of the Walthew House Youth Club on a canal boat trip (right).

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About Walthew House

Walthew House is a small, specialist, independent charity support people with sight and/or hearing loss in Stockport and the surrounding areas. Information about our core services, current focus and future plans are detailed in our - annual report and accounts to March 24.



Photos show a sign language interpreter supporting service users at an event and a visually impaired volunteer staffing the information help desk.

The Role

The role is permanent and based at our busy centre in Stockport. With over 400 service users, volunteers and visitors coming to the centre each week, having a Chief Executive who is present and actively engaged with the people and life of the charity is an important part of the ethos of Walthew House.

Our current Chief Executive works flexibly four days a week, but we anticipate that the incoming Chief Executive will work full time.

The salary will be in the region of £50,000 to £54,000 based on a 35-hour week, 9am-4pm, but worked flexibly to meet the needs of the role.

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Main responsibilities

Governance:

Operating within agreed schemes of delegation and working collaboratively with trustees, the Chief Executive acts as secretariat to the board, providing a wide range of evidenced information to support trustees in their responsibilities and decision making.

Strategy:

The Chief Executive oversees and drives the charity's core strategy, recently refreshed, which provides services to meet the identified needs of its beneficiary groups. In addition to this, they identify and resource time-limited and discretely funded projects that pilot new work to take forward the development of services.

Operations:

As a small charity Walthew House has to balance its resources carefully and relies heavily on its Chief Executive to identify which support should be sourced externally and which can be delivered effectively by the small staff team and 80 regular volunteers.



Photos show the Mayor of Stockport showing his chain of office to a visually impaired service user and the Walthew House Hard of Hearing Group on a day trip.

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Job description and person specification

Job Title: Chief Executive

Job Summary: To work collaboratively with stakeholders, providing leadership to support effective governance, guide strategic direction and ensure the effective operational management of the charity, ensuring that the existing, new and emerging needs of beneficiary groups are met.

Accountable to: The chair and trustees

Staff Supervised: Paid staff and volunteers

Conditions:

Contract: Permanent

Hours of work: 35 hours (Monday-Friday 9am-4pm).

Base: Walthew House, Stockport

Annual Leave: 31 days inclusive of Bank Holidays and the period between Christmas and New Year when Walthew House is closed. (Increased to 36 days after one year in post)

Salary Scale: £50,000-£54,000

Pension: Contributory pension scheme

Period of Notice: 3 months

Travel: Travel within the charity's catchment area and occasionally further afield for which expenses will be paid

Unsocial Hours: The post holder will be expected to work outside office hours in order to fulfil work commitments. Time off in lieu may be taken.

Lone working: The post holder will be expected on occasion to work unaccompanied in Walthew House and to open and close the building.

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Principal Responsibilities:

Governance: operating within agreed schemes of delegation and working collaboratively with trustees, act as secretariat to the board, providing a wide range of evidenced information to support trustees in their responsibilities and decision making. This will include:

- Helping to identify skills gaps within the board and supporting the recruitment and induction of new trustees
- Maintaining the Charity Governance Code as a live document, highlighting changes and opportunities to improve best practice
- Understanding legal and regulatory compliance requirements and bringing these to the attention of trustees in a timely fashion
- Working with the treasurer and management accountant, to monitor the financial position of the charity against agreed budgets, reporting regularly to the board
- Specific responsibilities include acting as company secretary, keeping and updating the risk register, producing the annual report and liaising directly with the independent examiner on the annual report and reviewing and updating policies.

Strategy: oversee and drive the charity's core strategy to provide services to meet the identified needs of its beneficiary groups and identify and resource time-limited and discretely funded projects that pilot new work to take forward the development of services. This will include overseeing consultation and feedback processes, ensuring that core and project funding is in place and monitoring progress and performance.

Profile and reputation: Walthew House has an excellent reputation built over its many years of service, and established relationships with partners in the statutory, corporate and VCFSE sectors, both locally and further afield. It is the responsibility of the Chief Executive to safeguard the reputation of the charity and to maintain and foster relationships with stakeholders and the wider community.

Funding: Walthew House receives no statutory income and is funded mainly through charitable grants, income generation, mainly from room hire, and donations and local fundraising. The Chief Executive takes personal responsibility for funding applications and for all other aspects of fundraising and marketing, including maximising use of the charity's CRM.

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Operational: the Chief Executive is responsible for overseeing the day to day running of the charity, including, ensuring legal and regulatory compliance and including:

- Recruitment, training and management of the paid and voluntary staff team, ensuring compliance with employment law, the wellbeing of team members, and optimum efficiency and performance
- Ensuring compliance with mandatory requirements for GDPR, health and safety, safeguarding and all aspects that ensure the safe and effective operations of the charity
- Ensuring the appropriate maintenance and security of the buildings, property and equipment owned by Walthew House
- Act as one of the designated First Aiders for the organisation, ensuring that all training requirements are kept up to date

This job description is an outline of the key tasks and responsibilities of the post and is not intended as an exhaustive list. Any variation will be agreed in advance with the post holder and trustees as part of the continuous process of management review and development.

Person Specification

Qualifications: Business, marketing or fundraising

Experience: A minimum of five years' experience in a senior role within a VCFSE organisation, preferably with experience of small to medium sized organisations, and a proven track record of success.

Skills: Strategic thinker, strong collaborative leadership skills, excellent communication skills, innovative and problem-solving approach.

Walthew House is committed to equity, diversity and inclusivity and encourages applications from a diverse range of suitably qualified and experienced applicants.

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Application Process:

Application is by CV and covering letter.

We are encouraging potential candidates to arrange to visit Walthew House informally prior to application to meet staff and volunteers and see the work of the charity at first hand.

Any questions about the role may be addressed to Sandi Marshall, who is facilitating the recruitment process.

For visits and as a first point of contact for queries, please contact Rachel Cassells, Business Manager at Walthew House on 0161 480 2612 and at admin@walthewhouse.org.uk

The closing date for applications is Monday 2nd September.

During that week we will be inviting suitably qualified and experienced candidates to meet with trustees to discuss candidates' experience of and approach to charity governance.

Final interviews will take place w/c 9th or 16th September.

We anticipate that the successful candidate will be able to start in December 2024.



Photos show a British Sign Language class and the President of Walthew House, The Lord-Lieutenant of Greater Manchester joining in with the Walthew Hose Steel Band

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