

Chief Executive Officer (Operational)

Closing Date: Monday 21st October 2024

Interview Date: TBC

Message from the Chair

Our current CEO who was instrumental in establishing Inspiring Communities Together has taken the decision to step back from the Charity and focus on taking forward our new project Inspiring Housing Community Land Trust from April 2025. The Trustees have therefore taken the decision to recruit a new CEO who can work alongside our current CEO whilst they develop their knowledge and understanding of the Charity.

Inspiring Communities Together has come a long way since it became a Charity in 2014 and has ambitious plans to build on the good work already achieved to take the Charity forward over the next period of its development.

This role requires a variety of skills and knowledge and a determination to make things work. You will need to be able to see into the future, work with staff to develop ideas and ensure funding is in place to support those ideas. You should have a positive attitude even when things are not going well and be able to network and promote the work of the Charity at the highest level.

You will be welcomed into a friendly environment where your personal and professional development will be encouraged. You will have the opportunity to work and grow in a people-centred and values based organisation that promotes a positive permission culture.

Thank you for your interest in Inspiring Communities Together and we look forward to receiving your application.

Yours sincerely



Mike Duddy (Chair)

Message from the current C.E.O

Thank you for considering applying for the role advertised. This pack has been created to help you learn more about Inspiring Communities Together and ensure that you complete a good quality application.

Inspiring Communities Together is one of over 1,600 Community and Voluntary Sector Organisations delivering programmes of work in Salford. We are not the oldest Charity but do have a rich history

In 2011 a small group of community members came together to implement the delivery plan developed as part of the exit strategy for the New Deal for Communities Regeneration Programme (2001 – 2011). With an annual Annuity and office space at Salford Innovation Forum from Salford City Council until 2047 the group had a small amount of financial security and appointed a part time Co-ordinator to carry out the day to day delivery.

In 2014 the group were ready to take the next step in becoming an independent Charity and taking on the roles of Trustees of a Charitable Incorporated Organisation Inspiring Communities Together (ICT). They also appointed the Co-ordinator as their CEO.

Between 2014 and 2020 the Charity tested, learned and delivered a variety of programmes of work securing small grants and contracts of work resulting in an income of just over £500,000 in March 2021.

By 2024 ICT had:

- Secured their first major contract from Salford City Council
- Recruited a staff team of twenty the majority of who are Salford residents
- Secured an annual income of over £600,000 per year
- Maintained their role as a key anchor institution in Salford
- Delivered an extensive programme of work across the life course of

Start well, Live well and Age well.

If you feel this role is right for you we look forward to hearing from you



Bernadette Elder CEO

About our work

Our model of working aims to deliver quality of life improvements across the core areas of Start Well, Live Well and Age Well.

Our program of work is overseen by a program manager with skills, knowledge and experience of their particular area of work:

Children and Families – We offer a programme of family support activities aimed at providing information, advice and support to parents and carers to help them give their children the best start in life and maintain their own good health and wellbeing.

We are partners in the city wide Wellbeing Matters Social Prescribing programme which is led by Salford CVS.

Alongside this holistic work we also provide a full wrap around Ofsted registered child care provision. Our last Ofsted inspection in 2024 rated us as good.

Neighbourhoods - We deliver learning that enables people to develop skills, knowledge and confidence, improving health and well-being and promote the wider benefits of learning.

We offer a program of activities which focus on building resilient neighbourhoods where individuals value themselves, where they live and their local neighbourhood public green and blue spaces

Ageing Well – We aim to *achieve positive outcomes for older people to ensure they can age well and look after their own health and wellbeing.*

This work is funded through a five year contract (1st Jan 2023 – 31st Dec 2027) with Salford City Council Public Health Team. Inspiring Communities Together are the contract led for this work working in partnership with Age UK Salford and Salford CVS. We deliver a range of activities and support in the community and via the telephone and virtually

Operational – Much of our operational and back office support is contracted out including: HR support, IT support including cyber security and bookkeeping.

We use a variety of cloud based tools enabling our staff to access information through mobile devices including; Brightpay for payroll, People Cloud for HR and our content management system for data collection.

Marketing and Comms – Our Comms & Information Manager leads on both our internal and external communications. Maintaining our websites (we have both a main and micro sites for AFS and Yogurt Pots). They also oversee the upkeep of our content management system.

The program is underpinned by our relationship with Inspiring Housing Community Land Trust (IHCLT) and our joint commitment to provide quality places to live alongside offering excellent support to those individuals to improve their life chances






Visions

Whilst ICT and IHCLT are governed independently of each other and through different governance models there is a recognition that the values and principles of both are aligned and where possible the services they delivery complement each other.



Objective

Creating social cohesion and resilience communities that support people to improve their own lives and help to create better places to live.

Our Visions	
Inspiring Communities Together	Inspiring Housing Community Land Trust
A place where everyone has the opportunity to achieve their full potential and participate in making a positive difference to their neighbourhood.	Providing housing to create a place where everyone feels they belong
Our Missions	
Inspiring Communities Together	Inspiring Housing Community Land Trust
Providing and managing housing (including social housing) and providing assistance to help house people and associated facilities, amenities and services	Providing and managing housing (including social housing) and providing assistance to help house people and associated facilities, amenities and services
Values	
<ul style="list-style-type: none"> • We will be accountable to and representative of the local community • We will be innovative and provide value for money in our approach to deliver of everything we do • We will value all volunteers, staff and members of the organisation 	
Difference we want to make (Aims)	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>CREATING BETTER PLACES TO LIVE</p> </div> <div style="text-align: center;">  <p>STRENGTHENING LOCAL VOICES</p> </div> <div style="text-align: center;">  <p>IMPROVING PEOPLES LIVES</p> </div> </div>	

Information for applicants

In this pack we have provided you with information and guidance to help you through the application process but should you have any difficulties please do not hesitate to contact Bernadette Elder (CEO) via email on bernadette@inspiringcommunitiestogether.co.uk

All applications must be submitted by email and completed electronically. No handwritten applications will be accepted. Application is via CV and covering letter.

Please note that applications will not be considered where a complete CV and covering letter outlining suitability against the person specification is not submitted.

Your CV should be no more than two sides of paper and should contain:

- A summary of your employment history
- Any relevant qualifications, including education
- Personal information
- Details of two references who we may contact if you are offered the position

Please ensure your covering letter (no more than 4 sides of paper) includes the following information:

- *Your suitability for the role against the person specification outlined below. This is a key part of the process which allows you to provide evidence of your experience, knowledge, skills and abilities that are relevant to the role as described in the role profile.*
- *At least one example of your previous experience (paid work or volunteering) for each person specification requirement.*

About you

The successful applicant will be passionate about improving the lives of local Salford people and will bring with them a strong track record of visionary leadership, securing funding, project development and management.

They must be an outstanding communicator and very adaptable. We are looking for someone who can lead the staff and Trustees through the delivery of our current strategy but also have a clear vision as to how the charity can be expanded in the future and the commitment and drive to carry this out.

Equality and Diversity

We are committed to developing a culture which respects individuals, appreciates difference and allows everyone regardless of background to reach their full potential. We understand how hard it can be to combine caring for a loved one with work, so we aim to provide support and flexibility to balance family and caring responsibilities with work.

Top tips

- Don't be afraid to highlight your accomplishments and unique selling points and don't shy away from confidently stating you can carry out certain competencies well.
- Don't rewrite your CV - your cover letter and CV should work together but they shouldn't repeat each other. Use your cover letter to add context and detail to certain skills and experiences mentioned in your CV - always keeping in mind the job description/person specification.
- Don't write your life story - it's easier to waffle in your cover letter than on your CV but don't fall into this trap. You need to keep cover letters concise and to the point.
- Don't forget to proofread - Your covering letter is your first impression. If your letter includes any misspelled words or grammatical errors, that becomes our first impression of you.
- Don't use a standard template – It is easy to copy and paste from a standard template but this just shows you have not spent time selling yourself.

Acknowledgement and feedback

You will receive an email acknowledgement of your completed application. Should you be unsuccessful at the shortlist stage, you will be notified by email. Invitations to interview will be sent via email.

All unsuccessful applicants are welcome to ask for feedback on the reasons for not being shortlisted or selected at interview stage. Feedback for not being shortlisted will only be given by email.

Feedback following non-selection at interview stage can be given by email or telephone at an agreed time.

Successful applicants are required to become members of Inspiring Communities Together.


Please return your completed documents by **9am, Monday 21st October 2024** to bernadette@inspiringcommunitiestogether.co.uk using the reference **CEOCV** in the subject header.


Interview date to be confirmed





Job Description – Chief Executive Officer

Job title: Chief Executive Officer (CEO)

 **Team:** Operational

 **Salary:** £51,742 per annum

 **Hours:** 35 hours per week

 **Location:** This post will be offered on a blended working arrangement, working from the Innovation Forum and at home. You will also be expected to travel across Salford and GM for meetings for which milage can be claimed.

Responsible to: Trustees – reports to Board and works closely with Chair

Responsible for: Programme Managers x 3, Marketing and Comms Manager

To provide the highest level of leadership in order to achieve Inspiring Communities Together strategic objectives in accordance with the requirements of the Trustees.

Have extensive skills in raising funds to support our programmes of work through grants, contacts and income generation activity

You will in the first instance work alongside our current CEO whilst you develop your knowledge and understanding of the Charity.

The successful applicant will be passionate about improving the lives of local Salford people and will bring with them a strong track record of visionary leadership securing funding, project development and management.. They must be an outstanding communicator and very adaptable. We are looking for someone who can lead the staff and Trustees through the delivery of our current strategy but also have a clear vision as to how the charity can be expanded in the future and the commitment and drive to carry this out

“ Being the CEO of Inspiring Communities Together has been an honour and a privilege. The role is both challenging and personally rewarding at the same time – no two days are the same. It is incredibly hard work – not a 9.00am – 5.00pm role but the role can and does enrich your life and makes a positive difference to others

Current CEO

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Main duties and responsibilities

Leadership

- Provide exceptional leadership to enable the charity to flourish in supporting its mission **“to achieve positive outcomes for local people based on the knowledge understanding and information that the community have about their area, through empowering individuals and groups to release their potential to develop their own solutions”**
- Embody the charity's values, inspiring others to do the same
- Take a lead in overseeing the delivery, monitoring and updating of the charity's strategy.
- Motivate and inspiring staff and volunteers to maintain and develop Inspiring Communities Together excellent performance
- Create strategic partnerships outside the charity and act as an ambassador for Inspiring Communities Together
- Shape and influence a positive staff culture and communicate ownership of policies and decisions across the charity

Management and compliance

- Oversee and implement recruitment, selection, training, development and performance management of staff.
- Directly manage Inspiring Communities Together leadership team and be ready to step in to fill gaps in operations when required.
- Maximise the efficient utilisation of our resources.
- Monitor the effectiveness of our work in making a difference and implement change in response to feedback and data
- Ensure the health and safety and safeguarding of all participants, staff and volunteers who engage in Inspiring Communities Together work
- Ensure that Trustees are kept well-informed of key developments and provided with sufficient financial and management information to enable them to exercise their statutory responsibilities
- Carry out all roles and responsibilities required by the Charities Commission



Financial

- Produce regular financial reports and forecasts and manage the charity budget.
- Ensure full and accurate reporting including the preparation of an annual report and financial statements to the Charities Commission.
- Track record of securing medium and large scale grants and contracts along side developing income generation ideas
- Ensure that the charity's financial resources are managed effectively and that Inspiring Communities Together remains in good financial health, identifying risks and taking appropriate action
- Liaise with the Board and senior management team to develop and lead on the implementation of the charity's financial plans, including setting budgets, formulating income generation strategies and overseeing all fundraising activities
- Maintain effective financial management and control systems; ensure delivery within budgets and to performance targets

Communications

- Oversee brand consistency across Inspiring Communities Together, ensuring it reflects our values.
- Oversee the development and implementation of an integrated campaigns and media strategy, raising the charity presence and profile.
- Manage the development and maintenance of effective channels of marketing and communication with all stakeholders and ensure effective internal communications

Other

- Work flexibly and attend meetings and events outside normal working hours (evenings and weekends)
- Undertake training and professional development as and when required
- Ensure high levels of professional conduct including punctuality, dress, presentation and administration
- Comply with the policies of Inspiring Communities Together at all times

Please note if this job involves working with young people and vulnerable adults, we will ask you to complete Enhanced DBS check. You must tell us in your application if you have any convictions, bind-overs or cautions, even if they are spent under the Rehabilitation of Offenders Act 1974. Please note that disclosing a conviction does not necessarily bar you from appointment.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the organisation will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Date job description prepared/revised: 10 April 2024

Prepared/revised by: Bernadette Elder

Agreed job description signed by holder:

Personal Specification

Note to applicants:

The below heading are the key requirements for the role. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so will mean that you will not be invited for interview.

Experience	
E	At least five years' experience of operating at a Senior Manager level within the Charity/Voluntary Sector or hold transferable skills
D	Level 3 or above Leadership and Management qualification
E	Experience of working with committees or boards either in paid or unpaid capacity
E	Sound strategic planning and a track record of achieving targets.
E	Successful financial planning and budget management.
E	Experience of developing strong external public relationships promoting and representing an organisation within Greater Manchester
E	Extensive experience of successfully securing funds (medium size grants and large scale contracts) and working with funding partners and grant making organisations.
E	Proven record of leading teams or organisations to deliver high quality results.
Knowledge	
D	An understanding of place based working and knowledge of asset based models
E	Understanding of issues relating to equality, diversity, health and safety when working in neighbourhoods
D	Knowledge of funding methodology and related financial issues including contracting and income generation
E	An understanding of the key measures of financial management and control in a challenging environment
D	Knowledge of role of Charity Commission and requirements need to ensure compliance
Skills	
E	Strategic thinker with the ability to develop and articulate a clear vision.
E	Leadership style, which encourages, motivates, inspires and develops staff and volunteers
E	Excellent communicator (both orally and in writing) with effective listening, influencing and negotiation skills.
E	Highly effective decision-making skills with excellent analytical and problem-solving abilities.
D	Excellent administrative, organisational and IT skills
E	Intellectual rigour, financial acumen and the ability to accurately analyse and explain complex issues.
E	Excellent interpersonal skills and being able to work collaboratively both within the Charity and with wider stakeholders
Personal Skills	
E	Ability to act honestly, reasonably and with integrity
E	Active commitment to equality and diversity
E	Commitment to promoting the core values of the organisation
E	Personal resilience, optimism and an openness to change.
E	Resourcefulness and creativity
E	Willingness to confront issues and make difficult decisions.



**YOGURT POTS
CHILDCARE**

**INSPIRING
HOUSING**

Contact Details

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