

Vacancy: Chief Executive Officer/Head of Charity. Henderson Trust

Location: Henderson Business Centre, Ivy Road Norwich, NR5 8BF

Contract; Full Time (37 hours per week), permanent, 33 days holiday including public holidays per year (25 + 8).

Salary: Starting salary between £55,000 and £60,000 depending on experience. Salary range £55,000 - £65,000.

About Henderson Trust

Henderson Trust is a registered charity based and working in the West of Norwich. The Trust is the successor body to the City's New Deal for Communities delivery body which received government funding between 2000 and 2010. During that time a significant asset base was created and Henderson Trust now uses that asset base as a source of income to continue its community development work. Henderson Trust works in one of the most disadvantaged communities in the East of England.

The Trust owns and manages a modern business centre, numerous industrial units and a fire station which is leased to the local authority. The Trust also manages a community centre and owns and maintains a large community park.

As well as its commercial responsibilities the Trust also undertakes various outreach projects in the community.

Henderson Trust is an equal opportunities employer and is committed to ensure the safety and wellbeing of young people and vulnerable adults, providing prevention, protection and support.

The role of the chief executive/head of charity is to:

- Lead and steer the Trust in achieving its vision, mission, values and objectives
- Maintain, develop and implement services and activities which contribute to the development of the community
- Manage the assets of the Trust to meet all regulatory requirements and to maximise income streams
- Represent the organisation externally, promoting services, and enhancing its reputation with partners

Key Responsibilities

- Strategic Leadership: Provide vision and strategic direction for the organisation, ensuring alignment with its mission and goals
- Governance: Work with the Trustees to establish and maintain effective governance structures and practices

- **Asset Management:** Maintain all of the Trust's assets to high standards, meeting all regulatory requirements and maximising income generation. Maintain the Henderson Business Centre as a successful location and venue for commercial activities
- **Resource Management:** Secure and manage resources, including funding, to support the Trust's activities and sustainability
- **Stakeholder Engagement:** Build and maintain relationships with key stakeholders, including the local and wider community, staff, volunteers, and statutory partners
- **Organisational Culture:** Maintain a positive organisational culture that aligns with the values and objectives of the Trust and reflects the needs of the community
- **Programme Development and Delivery:** Oversee the development and delivery of programmes and services in line with objectives and the needs of funding bodies
- **Financial Management:** Ensure sound financial management, including budgeting, financial reporting, and compliance with relevant regulations
- **Representation:** Serve as the public face of the organisation, representing it in various forums and media
- **Risk Management:** Maintain the Trust's risk management system, ensuring risks are managed appropriately and necessary mitigations are in place
- **Performance Monitoring:** Monitor, assess and report the Trust's performance against targets, goals and objectives
- **Communication:** Communicate the Trust's mission, goals, and achievements to relevant partners using a range of media
- **Compliance:** Ensure compliance with all relevant legal and regulatory requirements and maintain high standards in the safeguarding of young people and vulnerable adults
- **Human Resources Management:** Manage the recruitment, development, and retention of skilled and motivated staff, Trustees and volunteers

About you:

Educated to degree standard or with an equivalent professional qualification

Experience of delivering services and activities in a disadvantaged community and with a wide range of partners

Experience of commercial property management and wider asset management

A good understanding of legal and regulatory frameworks as they apply to all aspects of commercial and charitable operations

The desire to pursue the mission and objectives of the Trust with passion and commitment with a hands-on approach

The ability to lead, manage and motivate staff, Trustees, volunteers and partners in an inclusive, positive and confident way

Willing to undertake a DBS check at the enhanced level

How to Apply:

You should send your CV (no more than two pages) and covering letter (no more than two pages) to:

nick.craig@henderson-norwich.org

or

Nick Craig, Henderson Trust, Henderson Business Centre, 51 Ivy Road, Norwich, NR5 8BF

The closing date/time for applications is 4pm, Friday 19 April 2024. Applications received after this time will not be considered.

Interviews will take place on Monday 29 April. All short-listed candidates will be invited to attend for an interview which will take place in the morning of the 29th. This will be followed by an informal lunch with Trustees and partner organisations with the possibility of a second interview in the afternoon. Please note there is no flexibility in this date.

If you have not heard from us by 24th April you can assume that your application has not been successful. If this is the case, thank you for your interest in Henderson Trust.

The successful candidate will be expected to commence work on Monday 5 August 2024 and may wish to arrange to spend some time with the outgoing chief executive before taking up the position.

JOB DESCRIPTION

Position: chief executive and head of charity

Reporting to: the Trustees and directors of Henderson Trust

Responsible for: the strategic and operational leadership and management of Henderson Trust

Location: Henderson Business Centre and other locations as required in the Trust's area of benefit

Job Purposes/Objectives:

- Lead and steer the Trust in achieving its vision, mission, values and objectives
- Maintain, develop and implement services and activities which contribute to the development of the community
- Manage the assets of the Trust to meet all regulatory requirements and to maximise income streams
- Represent the organisation externally, promoting services, and enhancing its reputation with partners

Main Duties/Responsibilities:

- Strategic Leadership: Provide vision and strategic direction for the organisation, ensuring alignment with its mission and goals
- Governance: Work with the Trustees to establish and maintain effective governance structures and practices
- Asset Management: Maintain all of the Trust's assets to high standards, meeting all regulatory requirements and maximising income generation. Maintain the Henderson Business Centre as a successful location and venue for commercial activities
- Resource Management: Secure and manage resources, including funding, to support the Trust's activities and sustainability
- Stakeholder Engagement: Build and maintain relationships with key stakeholders, including the local and wider community, staff, volunteers, and statutory partners
- Organisational Culture: Maintain a positive organisational culture that aligns with the values and objectives of the Trust and reflects the needs of the community
- Programme Development and Delivery: Oversee the development and delivery of programmes and services in line with objectives and the needs of funding bodies

- Financial Management: Ensure sound financial management, including budgeting, financial reporting, and compliance with relevant regulations
- Representation: Serve as the public face of the organisation, representing it in various forums and media
- Risk Management: Maintain the Trust's risk management system, ensuring risks are managed appropriately and necessary mitigations are in place
- Performance Monitoring: Monitor, assess and report the Trust's performance against targets, goals and objectives
- Communication: Communicate the Trust's mission, goals, and achievements to relevant partners using a range of media
- Compliance: Ensure compliance with all relevant legal and regulatory requirements and maintain high standards in the safeguarding of young people and vulnerable adults
- Human Resources Management: Manage the recruitment, development, and retention of skilled and motivated staff, Trustees and volunteers

Limits of Authority:

- Responsible for all aspects of the Trust's operations
- Local financial control as determined by the Trust's Financial Standing Orders

Staff Management:

- Responsible for all aspects of the Trust's human resourcing
- Responsible for the direct line management of four members of staff

General:

- Work flexibly across operational sites as required
- Work flexibly within an agreed number of hours of work to maintain the most appropriate level of service provision
- Seek to improve personal performance, contribution, knowledge and skills
- Participate in appraisal, training and supervision processes
- Keep abreast of developments in services, legislation and practice relevant to work.
- Contribute to maintaining safe systems of work and a safe environment
- Undertake other duties as appropriate and as required

NOTE: this post is subject to a Disclosure and Barring Service check at an enhanced level

Person Specification: chief executive and head of charity

1. Qualifications/experience

- 1.1 educated to degree level or with an equivalent professional qualification or with equivalent demonstrable experience
- 1.2 at least three years recent management experience at a senior level
- 1.3 recent experience of working at a senior management level in the voluntary and community sector
- 1.4 experience of project management and performance management
- 1.5 experience of effective engagement with local authorities and statutory bodies
- 1.6 experience of working in the community

2. Competencies

- 2.1 ability to lead and motivate a small and diverse staff team and volunteers
- 2.2 ability to communicate complex information effectively in writing and verbally
- 2.3 ability to develop and engage professionally with colleagues from external bodies
- 2.4 ability to think strategically and innovatively, including risk-taking, enabling the organisation to evolve
- 2.5 ability to identify and adopt effective strategies to influence others
- 2.6 ability to negotiate and recognise the relative importance of short-term and long-term goals
- 2.7 competent in the use of IT and communications media
- 2.8 financially competent and able to make best use of resources
- 2.9 ability to manage budgets in excess of £500,000

3. Qualities

- 3.1 ability to prioritise workload, and be self-motivated
- 3.2 an understanding of the complex relationships that exist between statutory bodies, the community and the voluntary and community sector
- 3.3 a constructive and creative approach to problem solving
- 3.4 a personal commitment to equal opportunities and the promotion of diversity
- 3.5 having an entrepreneurial approach
- 3.6 an ability to delegate
- 3.7 well-organised with an appreciation of the need for forward planning