



CHIEF OFFICER – TOGETHER MIDDLESBROUGH & CLEVELAND

JOB TITLE: Chief Officer

REPORTING TO: The Chair of the Board of Together Middlesbrough & Cleveland

LOCATION: based at the Trinity Centre, North Ormesby, Middlesbrough;
required to work throughout the boroughs of Middlesbrough and Redcar & Cleveland

HOURS: 30 hours per week (0.8 full time equivalent)

THE ORGANISATION:

The work of Together Middlesbrough & Cleveland (TM&C) began in 2012. In 2014 TM&C was constituted as a charitable company in its own right. It is a Joint Venture between the Church Urban Fund and the Diocese of York, and as such has an ethos founded upon the social engagement of the Christian church.

Whilst both the Church Urban Fund and the Diocese of York – the two corporate Members of the company – are entities within the Church of England, TM&C has from the start had an ecumenical board, and it has worked with partners across the range of churches, other religious bodies, statutory and voluntary agencies. Its Christian foundation is intrinsic to its identity, but TM&C is not an overtly evangelistic organisation. It works for the benefit of the whole community.

A description of its work may be found on the website <https://togethermc.org.uk>

THE ROLE:

To work on behalf of the Board of Trustees to develop and deliver the business plan and strategy to ensure the ongoing sustainability, growth and success of TM&C.

To act as a strong figurehead for the charity; a positive ambassador with local churches and faith organisations, communities, and other partners in the voluntary, social enterprise, statutory and private sectors; and a positive leader, manager and role model for employees and volunteers.

To ensure that those with lived experience of deprivation and injustice are placed at the heart of everything the charity does, in pursuit of the mission of helping bring about a lasting difference in the lives of people and communities.

KEY DUTIES AND RESPONSIBILITIES:

1. To ensure that the vision, strategic aims, ethos and values of TM&C are achieved and all activities are delivered to high professional standards.
2. To oversee and monitor the provision of all activities, supporting and supervising staff and volunteers to develop high performance and secure the smooth overall running of the organisation.
3. To line manage staff and develop effective team working, building a positive, respectful working environment where staff are productive, focused, energised and able to learn and grow as professionals.
4. To keep in regular contact and work closely with the Board of Trustees, advising and reporting regularly; and robustly ensuring that TM&C fulfils its statutory responsibilities as an employer and charity.
5. To ensure specific projects and strands of work fulfil their aims, developing internal capacity and growing new charity business activity.
6. To work alongside the Board of Trustees to progress and action TM&C 5-year business plan, developing efficient and innovative ways to resource the organisation and achieve organisational aims, to seek funding for the continuation and growth of TM&C activities and responsibly manage its financial resources.
7. To identify suitable fundraising opportunities to support the work of TM&C, developing and leading income generation approaches; and commissioning appropriate professional support e.g. fundraisers, evaluators etc.
8. To lead and represent TM&C engaging with all relevant external stakeholders, the Together Network and Church Urban Fund nationally, and other Joint Ventures, to promote TM&C's success, facilitate a local collective voice on key issues, develop and share good practice and; and develop collaborative ways of working.
9. To keep abreast of good practice and policy developments in faith in society, charity, poverty reduction, community and social cohesion and thematic areas (e.g. refugees, migration and asylum, food poverty, modern slavery, homelessness, mental health and wellbeing etc); and lead the development of internal systems, policies and working practices.

10. To be a role model, promote a culture of learning and development and play a leading role in developing the skills of the workforce and volunteer teams (and the Board of Trustees) to help the organisation grow.
11. To develop team cohesion, team working and a positive “can-do” culture, which encourages creativity, learning and high performance.
12. To prepare high level reports and evaluations to external stakeholders, funders and trustees, ensuring that performance data is robust, evidence-based and verifiable.
13. To promote TM&C’s values and ethos, ensuring equal access and upholding equal opportunities and agreed policies and procedures; ensuring and modelling a culture of best practice in Safeguarding.
14. To attend appropriate internal, external training courses, supervision and staff/Trustee away days.

The Chief Officer will work the hours of the post flexibly, in order to accommodate necessary working outside office hours, as and when events and engagements require.

The role requires occasional attendance at meetings (some residential and overnight) in locations elsewhere in England; and at speaking and fundraising engagements in the Diocese of York.

PERSON SPECIFICATION:

The appointee will:

Organisational leadership

Have the ability and experience to provide inspirational direction and leading by example, making the vision and Business Plan come alive internally and externally.

Be a self-starter with initiative and creativity, and ability to think, plan and act strategically.

Have experience of shaping organisational strategies and translating them into workable business plans and service quality targets, prioritising in line with resources.

Demonstrable ability to use leadership skills to energise and sustain the organisation.

Operational / Service delivery

Have relevant and transferable management experience.

Have up to date understanding of church and community social action, the complex issues of poverty in England, and a positive view on working in partnership with others to support people and communities to thrive and flourish.

Demonstrable ability to drive projects and work streams forward; encouraging momentum, monitoring, and taking personal responsibility for progress, outcomes and impact.

People leadership and management skills

Show evidence of encouraging an organisation-wide culture of improvement, developing and encouraging strong teams – paid and unpaid.

Have experience of achieving results through leading staff and volunteers and has had experience of working with Trustee boards.

Financial management skills

Demonstrable ability to understand organisational accounts; plan budgets, monitor and manage finances effectively.

Personal attributes

Be a highly credible communicator verbally and in writing; able to promote the organisation externally to funders, decision makers, and internally to Trustees, staff and volunteers; and those with 'lived experience' of deprivation and social disadvantage.

Have experience of successful fundraising and working collaboratively and in partnership.

Have a calm and patient working style, and be able to work productively with others.

Identify with full personal integrity with TM&C's Christian ethos, and be able publicly to articulate and represent its Christian rationale from the standpoint of faith.

CONTACTS AND RELATIONSHIPS:

Working relationships with

- The Chair and Board of TM&C
- TM&C staff
- CUF staff
- Appropriate contacts in the Church of England's Diocese of York and ecumenical partners

- Other external partners including local authorities, Public health, and across the Statutory Sector
- Voluntary sector organisations, social enterprises, informal community networks (especially in the realms of homelessness, social cohesion or debt advice etc)
- People with 'lived experience' of poverty and social disadvantage
- Development workers and other members of the Together Network

SALARY

This is a 30 hour post (0.8 full time).

The salary is in the range of the equivalent of £32500 to £38250 (actual pay range £26000 to £30600) depending on attributes and experience.

Together Middlesbrough & Cleveland Joint Venture between the Diocese of York and the Church Urban Fund

Company registered in England No. 09196281: Registered Charity No. 1159355

Registered office: Trinity Centre, James Street, Middlesbrough TS3 6LD

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