

## Hornsey Lane Estate Community Association (HLECA)

### Management Team

# JOB DESCRIPTION

## Chief Executive Officer

<b>Job Title:</b>	<b>Chief Executive Officer</b>
<b>Salary:</b>	Your salary is £41,332 per annum
<b>Hours:</b>	35 hours Monday to Friday occasional weekend and evenings
<b>Probationary period</b>	6 months [with reviews at 2 months and 4 months]
<b>Contract:</b>	Permanent subject to funding
<b>Holidays</b>	25 days plus public/bank holidays.
<b>Employer</b>	Hornsey Lane Estate Community Association
<b>Post Supervised by:</b>	Board of Trustees

### Key relationships:

- a) Centre Manager
- b) Team Managers -Early Years, Young People, Families and older People
- c) Other Community Centre Staff
- d) Ofsted
- e) Area SENCO
- f) Children, Parents & Carers
- g) Islington's Early Years Team
- h) Islington Councillors
- i) Islington's VCS Team
- j) Bright Start North
- k) Margaret Mc Millan Children's Centre
- l) Hornsey Lane Estate Community Association Board of Trustees
- m) North Locality Youth & Young People
- n) Whittington NHS – Trauma Informed Practice

### Aims of the post:

To manage the community centre and services to the highest standards with regard to safeguarding and welfare requirements within the early year's foundation stage principles & Ofsted regulations.

Promote the welfare and wellbeing of all service users supporting a team of managers and their teams to deliver high quality services.

Work in partnership with the local council, other community hubs and local providers to create a network of local services.

### Scope and dimensions of the post:

To lead and manage the staff teams at HLECA providing the senior management role, and reporting to the board of trustees. Establish a positive environment, for service users and ensuring that high standards are maintained within all of our services.

To act as the Deputy Designated Safeguarding Lead (DSL) in the absence of the lead DSL

Undertake background checks such as Disclosure and Barring Service Reports (DBS). Referral to Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child) and/or Police (cases where a crime may have been committed).

Liaise with the Trustees to inform of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

To lead and take overall responsibility of the finance and fundraising functions of the community centre.

Maintain the legal status of the organisation including updating Charities Commission Annual Report. Reporting changes to Companies House Via the Accountant.

#### 1. Development and Strategy

Taking the lead role, in conjunction with the board of Trustees, in establishing and implementing an on-going development strategy for Hornsey Lane Estate Community Association. This will include:

- 1.1 Developing and implementing neighbourhood/business plan and the Voluntary and Community Sector (VCS) grant objectives.
- 1.2 Fundraising and income generation plans.
- 1.3 Working with staff, volunteers, users and Trustees to regularly monitor, evaluate and - where necessary – to capture impact and to improve all areas of the Association's work.
- 1.4 Maintain an active role in the Octopus Community Network and Employment Cluster with a view to increasing opportunities for collaborative fundraising, capacity building, and partnership working.
- 1.5 Undertake a programme of community consultations and research with key stakeholders, in conjunction with the Trustees, staff and users, to build upon existing and create new projects and activities in response to the needs of the local community, within the framework of HLECA's mission statement, charitable objectives and commitment to equality of opportunities.
- 1.6 Ensuring that HLECA complies with all relevant legislation including safeguarding and child protection, adult safeguarding, health and safety, diversity and equalities, General Data Protection Regulation, NHS and Community Care Act and others.

1.7 Understanding current Government, Charity Commission, Companies House and Local Authority policy regarding voluntary organisations such as HLECA and use this knowledge to identify opportunities for the Association to develop.

## 2. Finance, Fundraising and Income Generation

2.1 Working with HLECA's Trustees, undertake a review and maintain a Charities Commission compliant financial management system, ensuring that HLECA's finances are managed prudently.

2.2 Ensuring the financial viability of HLECA and the centre's activities and present to the Trustees management accounts and annual income and expenditure budgets.

2.3 Working with HLECA's Trustees to develop and implement fundraising and income generation strategies to maximise the Association's income in line with the Business Plan and annual strategies.

2.4 Understanding of Payroll and pension schemes.

2.5 Oversee the bookkeeping and continuously review the bank account.

2.6 Work with Trustees and Finance Officer to create an annual budget for the organisation and monitor the budget on a monthly basis and provide trustees with updates and changes in the budget.

## 3. Support of Staff, Volunteers and Management Committee

3.1 Line managing and undertake regular one to one supervision of HLECA's Finance/Administration Officer, Nursery Manager, Youth Manager, Out of Schools Manager, Older People's Officer and Community Organiser/Food Hub Officer Play Project Manager.

3.2 Provide support to project managers and ensuring that in turn they induct and provide recorded support and provide and record supervision for staff and volunteers in their teams.

3.3 Undertaking supervisory and annual reviews with HLECA's staff and manage a training and development programme for staff, in conjunction with managers.

3.4 Organising quarterly senior managers meetings. organise regular whole staff general staff meetings and ensure regular team meetings are held in each team. Provide regular updates and policy changes.

3.5 Collaborate with the Octopus Community Network and Voluntary Action Islington to implement an effective practice Volunteer Programme within HLECA.

3.6 Work with local organisations to deliver a range of public and social events, including the Summer and Winter Hillrise events.

3.7 Providing a written report at every Trustee's meeting (6 – 8 weeks), including relevant financial information and monitoring data; and verbal reports at other times as requested.

3.8 Attend quarterly Trustee meetings and provide items for the agenda including HR, Fundraising updates, Finance, and safeguarding concerns.

#### 4. External relationships

- 4.1 To act as the 'Nominated Person' with regard to Ofsted.
- 4.2 Undertaking an active role with the Octopus Community Network.
- 4.3 Plan a pro-active programme of outreach and engagement in the local community to develop the profile of HLECA and its services, and further, to implement a programme of relationship development/awareness raising among key stakeholders and funders.
- 4.4 Managing the external relationships of the organisation, including our Accountants, funders, the Local Authority, Voluntary Action Islington, St Mary's Church, Caxton House, Hanley Crouch Community Association, Hornsey Lane Estate EMB, Schools, Childrens Services, Family Information Service, Ofsted and others.
- 4.5 Ensuring that the work of HLECA is promoted as widely as possible, including through the media and social media.
- 4.6 Overseeing the production and distribution of publicity about the centre including production of the annual review and the regular newsletters.

#### 5. General Duties

- 5.1 Overseeing the development and maintenance of the building.
- 5.2 Act as the Deputy Designated Safeguarding Lead
- 5.3 Act as a Fire Marshal/First Aider (with training) and lead on Health and Safety in the centre.
- 5.4 Undertaking any other duties as may be reasonably requested by the Trustees.
- 5.5 Ensure Policies and |procedures are regularly updated with trustees.
- 5.6 Provide written reports, monitoring and evaluation to funders and trustees.

#### ESSENTIAL:

- 1. At least three years' experience of Community Centre management or managing a portfolio of community projects at a Senior Management level in a strong leadership role.
- 2. At least two years' experience of strategic development including business planning and implementation of organisation development activities that have resulted in effective change.
- 3. Knowledge of HR and the processes and policies that need to be in place when recruiting and managing staff.
- 4. At least two years' experience of generating and implementing fundraising (trusts, foundations, ESF, local authority, private business, etc) and income generation strategies with community impact and organisation sustainability being achieved.
- 5. At least two years' demonstrable experience of budget setting, budget management and financial management of a voluntary sector/charitable organisation.
- 6. Demonstrable experience of community-led project development and successful impact measurement in the community, which has led to improved community cohesion and opportunities for local residents.

7. Excellent relationship building and networking experience with a strong ability to communicate effectively with a wide range of audiences, including key stakeholders i.e. the local community, Trustees, funders, etc.
8. Demonstrable ability to lead an effective team and to maximise motivation and potential, resulting in individuals taking ownership of their own work areas and be supported in developing their work further.
9. Willingness and flexibility to work occasional evening and weekends, when required.
10. Demonstrable experience of managing your own workload and effectively using IT to do this.
11. Understanding and implementation of equal opportunities within a community organisation and how this benefits the organisation and the wider community.

DESIRABLE:

1. Experience and/or knowledge of providing social, educational and recreational services
2. Experience of organising events
3. Experience and/or knowledge of marketing and public relations
4. Education beyond secondary level e.g. college/university or through open/distance learning.
5. Experience and/or knowledge of marketing and public relations.
6. Knowledge of managing a business.

## Job Specification

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post.

You should demonstrate on your **application form** how you meet each of the following essential criteria. Please ensure that you address each one of the criteria as this will be used to assess your suitability for the post.

Post Title: Chief Executive Officer	<b>Salary:</b> £41,332 per annum inclusive of annual holiday <b>Working Hours: 35 hours per week.</b>
<b>REQUIREMENTS</b>	
<b>EDUCATION and EXPERIENCE</b>	A/I/T*

<b>E1</b>	Qualification at NVQ level 3 or above in Management and Leadership.	<b>A/I</b>
<b>E2</b>	Minimum 3 years' experience of managing a community centre setting or equivalent. Managing a community setting including working with Early Years Foundation Stage. Would be an advantage.	<b>A</b>
<b>E3</b>	A sound knowledge of safeguarding and child protection and the safeguarding of vulnerable adults.	<b>A</b>
<b>E4</b>	Demonstrate experience of staff supervision and managing HR processes.	<b>A/I</b>
<b>E5</b>	Demonstrate a track record of fund-raising and income generation for a registered charity.	<b>A/I</b>
<b>E6</b>	To undertake the role of the Designated Safeguarding Lead and understand the duties	<b>A/I E</b>
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E7</b>	Proven commitment to meeting the needs of the whole community, undertaking outreach and research and promoting activities to the wider community both inside and outside the community centre.	<b>A/I</b>
<b>E8</b>	Ability to safely recruit, staff volunteers and students. Undertake relevant background checks and Ensure that safer recruitment procedures are followed at all times.	<b>A/I</b>
<b>E9</b>	Commitment to developing and maintaining the ethos of the community centre with service users and the wider community.	<b>A/I</b>
<b>E10</b>	Understanding of the importance of appropriate information sharing and confidentiality in supporting service users.	<b>I</b>
<b>E11</b>	Ability to contribute to evaluating provisions and initiate and manage appropriate change.	<b>I</b>
<b>E12</b>	Ability to develop wider partnerships and support a multi-disciplinary team approach to our work with communities and individuals.	<b>A/I</b>
<b>E13</b>	Evidence of commitment to fostering equality and inclusion in relationship with service users and the wider community.	<b>A/I</b>
<b>E14</b>	Sound knowledge of current developments and issues in the education and care of children, including those who are vulnerable or disadvantaged and to meeting the needs of families.	<b>A/I</b>
<b>E15</b>	Knowledge and understanding of how to meet the needs of more vulnerable service users including children and adults and providing an enabling environment for the wider community.	<b>A/I</b>
<b>E16</b>	Develop and adopt policies and procedures to support the work of the organisation	<b>I</b>
<b>E17</b>	Ability to support colleagues to identify their own strengths and areas that need development.	<b>A/I</b>
<b>E18</b>	Knowledge and understanding of using information technology, IT systems, promoting services to the wider community and using Social media to raise the profile of the organisation.	<b>A/I</b>
<b>E19</b>	High level of communication and inter-personal skills, combined with energy, enthusiasm and good humour.	<b>A/I</b>
<b>E 20</b>	To ensure the reputation of the organisation is maintained and undertake regular reviews of the services and activities available.	<b>A/I</b>
<b>E21</b>	Knowledge of business management and developing a business plan and local area plan.	<b>A/I</b>
<b>E22</b>	Ability to plan and deliver successful events and activities in the community.	<b>A/I</b>
<b>E23</b>	To undertake training to support the effective management of the centre including Prevent Duty,	

	Food Hygiene, Health and Safety, First Aid, Safeguarding and DSL training.	
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>		
<b>E23</b>	<b>Ability to promote Fundamental British Values.</b>	<b>A/I</b>
<b>SPECIAL REQUIREMENTS OF THE POST</b>		
<b>E24</b>	<b>This post requires an enhanced level of Disclosure &amp; Barring (DBS) Disclosure</b>	<b>A/I</b>
E= Essential D= Desirable		
*Assessed by: A= Application I= Interview T= Test		

## General

- a) Commitment to working within and actively promoting equalities within the workplace and business environment.
- b) Flexibility to occasionally work overtime.

This job description is neither prescriptive nor totally inclusive of all the possible tasks or roles that are or may be expected of the post holder. The post holder may be from time to time called upon to undertake other tasks not explicitly stated here but which are consistent with the nature of the post and of HLECA's work.