

# Changing Lives Charity Chief Executive Officer

## Job description

### Role Summary:

Changing Lives is a Christian-led charity founded in 2015 to support people facing challenges like addiction, mental health issues, offending, and homelessness. Working locally in North Somerset and Bristol, Changing Lives provides employment training, advice, and accommodation for those recovering from addiction at the Changing Lives supported living centre, Andrew House. Changing Lives business ventures raise essential funds for charitable work in the local community and also provides volunteering work experience, enabling the Changing Lives mission to help those in need to find hope and a future.

The CEO is responsible to the board of trustees for translating the mission, vision and strategy of the charity into an effective business model to deliver effective change. Having an open mindset to bring fresh thinking and encourage wide participation in decision-making, the CEO will lead both the teams of staff and volunteers, setting standards and expectations of the charity. Also responsible for external stakeholder management with the wider community media and other key partners and agencies.

### Key Responsibilities:

- Supporting and investing in the Christian ethos and practice in Changing Lives.
- Attending all Board Meetings, providing a written report in advance on the performance of all aspects of the Charity and drawing to the attention of the Meeting any issues of concern or matters that require the consideration and agreement of the Trustees.
- Taking ownership of the Charity's Business Plan ensuring its translation into effective strategies and detailed plans for each component.
- Preparing budgets and targets for sales, revenue & capital expenditure. Monitoring financial performance and anticipating the need for corrective action. Liaising with the Charity's banker, lenders, and external Finance Support functions.
- Leading, supervising, and motivating staff members and volunteers, delegating where necessary and appropriate, to ensure all functions of the Charity are effectively resourced, led, and managed.
- Chairing regular meetings of the senior staff team (ministry and trading) and making the time spent effective and relevant.
- Taking responsibility for compliance with the Statutory Bodies, Finance, Administration, H&S, Safeguarding, GDPR, IT Systems, Communications, and Property.
- Developing, maintaining, and applying a Risk Register relevant to the Charity's activities.
- Directing, overseeing, supporting, and reporting on the work of those external individuals/ organisations commissioned to raise funds for the Charity.
- Developing and implementing an effective communications strategy designed to engage with the diverse interests of different stakeholder groups.
- Performing all duties in accordance with the Employee Handbook, policies, and procedures.

### Educational Qualifications

- Minimum NVQ Level 3 / 2 A levels or above
- Qualification and / or membership of an approved professional organisation or learned society in Business Management, Health & Social Care, Housing Management, or a similar, relevant setting.

### **Experience/Skills**

- Leading / managing / growing organisations with complex and competing demands in business and care settings.
- working with external agencies especially around mental health.
- Objective setting, strategising, action planning and measuring performance.
- Recruiting, leading, managing, developing and empowering teams of employees and volunteers
- Financial planning, monitoring, and measuring performance
- Working with those affected by drug/alcohol issues, homelessness, mental health issues and other support needs.
- Experience in handling sensitive and potentially volatile situations.
- Excellent communicator at all levels both orally and in writing.
- Strong team player, demonstrating initiative and determination.
- Hold full driving licence and own transport.

### **Working Conditions:**

- Occupational Requirement that the post holder is a Christian and an active member of a faith community in accordance with the Equalities Act 2010.
- Part-time position 22.5 hrs per week.
- Anticipated core hours are flexible but usually between 9am and 5pm
- A hybrid working practice is in operation between Changing Lives office in Clevedon, Andrew House and some homeworking.