

THE BRIDGE

20 Gainsborough Street, Sudbury

The Bridge Project, Sudbury

Chief Executive Officer

Job Pack

June 2021

About the Bridge Project: executive jobs

The Bridge Project is a dynamic charity with the primary purpose of assisting disadvantaged adults within the local community of Sudbury. We are a unique food-focussed social enterprise where hospitality and community are at the heart of what we provide, which is built on an ethos of sharing and inclusivity. We provide day services for adults with learning disabilities to help them develop new skills, and through our supported living home we provide residential care. The aim of the Bridge Project is to enrich the lives of our service users and to support them with living fulfilled and independent lives. Working at the Bridge Project is both intellectually challenging and personally rewarding.

The Bridge Project Mission:

“We are a leading Suffolk charity with a wide social impact but always with learning disability adults at the heart of all we do. With multiple income streams we adopt a social enterprise model that provides security for the future. A sense of family, home and belonging is important to us, many of our activities are food or craft centred. Crucially we seek to add value to the lives of our client groups and challenge wider society to recognise that value. We embrace difference”.

Chief Executive Officer (CEO) Role Purpose:

The Bridge Project is embarking on an ambitious expansion project involving not only a relocation, but a reinvention of service offerings to diversify income streams and increase presence in the local community. The CEO role purpose is work collaboratively with the Trustees to develop and deliver the strategy for the Charity’s cultural and organisational development, leading on partnership and business development, and being an effective advocate for the Charity and its beneficiaries.

As principal ambassador, the CEO will communicate a compelling vision of the Bridge Project mission to be community led and ensure that services are responsive to the evolving needs of the wider community and reflective of a culture in which vulnerable adults flourish. As a transformational leader and people specialist you will play a critical role in rallying all those involved to the cause by encouraging decisiveness, fostering open communication, and enabling staff to perform at their best.

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Bridge Project Organisational Chart June 2021



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Chief Executive Officer Job Description

Reporting to:	Bridge Project Board of Trustees
Salary:	£60,000pa
Hours of work:	37.5 hours per week worked flexibly across the week (may include weekends)
Benefits:	25 days annual leave plus bank and public holidays

Closing date for applications: 20th July 2021

DUTIES AND RESPONSIBILITIES

Strategy and Leadership

- Led by the vision defined by the Board of Trustees, develop and implement strategies, including those bringing significant change for the Charity, ensuring that risks and threats are robustly managed and minimised.
- Be an inspirational leader for the organisation, so that it consistently achieves excellence, and invites innovation and change.
- Establish the Charity as an employer of choice with aspirations to be a great place to work for paid and volunteer staff.
- Represent and enhance the Charity's purpose and profile across Suffolk and East Anglia.
- Ensure that the Charity's objectives and purposes remain paramount in implementing both operational and people related policies and activities.
- Encourage and foster the development of new and creative thinking that promotes the Charity's contribution to the wellbeing of vulnerable people, including but not exclusively, those with learning disabilities, mental health issues, and the elderly.
- Take an organisational development approach to recruitment and staff development and ensure effective succession planning.
- Use internal and external networks effectively, leveraging relationships and exchanging knowledge.
- Take an organisational learning approach, through anticipating, identifying, and solving problems, and share learning to prevent issues from recurring.
- Develop strong, effective relationships with a range of internal and external stakeholders, including, customers, staff, supporters, and representatives of existing and potential customer groups.

Governance and Compliance

- Take full accountability for the Charity in fulfilling its legal, health and safety, and regulatory responsibilities. Ensure that best practice in governance and safeguarding remains paramount during the change management process and maintained to an exemplary standard.

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- Responsibility for safe recruitment practices, including any decisions made in relation to Disclosure Barring Service (DBS) checks on all staff, and the procedures that are used to implement and the overall efficacy of the DBS process.

Financial Control and Income generation

- Develop and deliver the Charity's business plan, develop income streams, and take responsibility for funding applications. Reviewing progress against plans, budgets and setting appropriate targets to maintain and enhance commercial performance.
- Analysing the Charity's portfolio of services on an ongoing basis and make prompt and necessary commercial decisions as to ongoing viability when required.
- Maintain and develop new relationships with partners, supporters, funders, and potential funders to maximise opportunities for income generation and profitability.

Reporting to and working with the Board of Trustees

- Prepare business, and strategic plans and reports for Board approval. Ensuring information is presented in a professional and coherent manner, including the dissemination of statistics and financial information. Utilising spreadsheets and other reporting software where appropriate.
- Provide sound, clear and timely information and advice to the Board based on professional knowledge and understanding, including the operations of the Charity and matters relevant to the discharge of legal and constitutional obligations.
- Assist the Board in identifying, recruiting, retaining, and developing trustees and working in line with established codes of good practice to ensure continued engagement and participation of all Board members.
- Ensuring the board addresses the right issues and effectively balances commercial and regulatory priorities.

PERSON SPECIFICATION

Qualifications

	Essential	Desirable
Educated to relevant degree level or equivalent professional qualification and evidence of CPD.	✓	
Relevant business management related post-graduate qualification.		✓
Full Clean Driving License	✓	
Associate or Fellow of the Chartered Governance Institute.		✓

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Knowledge and Experience

	Essential	Desirable
Significant proven record of achievement and delivery in a senior position within an organisation.	✓	
Experience of preparing financial reports, analysing budgets, and responsibility for managing a significant annual turnover.	✓	
Experience of leading change management projects such as premises, purchasing, negotiating commercial agreements and staff relocation.	✓	
Strong people management experience.	✓	
An understanding of the issues affecting vulnerable people and those with learning difficulties and the interventions available to support them.	✓	
Previous experience working in the third/not-for profit sector.		✓
An understanding of legal duties, accountabilities, and liabilities of trusteeship, together with an understanding of the financial aspects of running a charity.		✓
Operational hospitality, catering and/or events experience.		✓
Experience of working with multiple stakeholders, including volunteers.		✓

Key Skills

	Essential	Desirable
Demonstrable experience of providing transformational leadership through motivating staff and leading from the front of an organisation.	✓	
Excellent written and verbal communication skills with the ability to influence in a range of situations effectively, diplomatically, and positively.	✓	

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- Possess excellent advocacy and professional skills when dealing with the media and the public and when promoting organisational “brand”. ✓
- Excellent interpersonal skills to build relationships with beneficiaries and staff members to the Board of Trustees. ✓
- Excellent standard of financial acumen to maintain a budget and, increasingly, develop social enterprise activities that provide an opportunity for reinvestment. ✓
- Able to adopt new systems and processes to enable the organisation to continuously improve and streamline operations to increase productivity and efficiency. ✓
- Understanding the process of strategic change and the obstacles and enablers to it. ✓

Behavioural Competencies

Competency	Descriptors	Essential
Leading and deciding: Takes control and exercises leadership. Initiates action, gives direction and takes responsibility.	<ul style="list-style-type: none">• Makes prompt, clear decisions which may involve tough choices or considered risks.• Takes responsibility for actions, projects and people.• Takes initiative, acts with confidence and works under own direction.• Provides others with clear direction and sets appropriate standards and behaviour.• Delegates work appropriately and fairly.• Motivates and empowers others.• Provides staff with development opportunities and coaching.• Recruits staff of a high calibre.	✓
Supporting and Co-operating: Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, customers and staff. Behaves consistently with	<ul style="list-style-type: none">• Upholds ethics and values.• Demonstrates integrity.• Promotes and defends equal opportunities and builds diverse teams.• Encourages organisational and individual responsibility towards the community and environment.	✓

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clear values that complement those of the organisation.

- Demonstrates an interest in and understanding of others.
- Recognises and rewards the contribution of others.
- Listens, consults others and communicates proactively.
- Develops and openly communicates self-insight such as awareness of own strengths and weaknesses.

Interacting and presenting:

Communicates and networks effectively. Successfully persuades and influences others and relates to others in a confident and relaxed manner.

- Expresses opinions information and key points of an argument clearly. ✓
- Makes presentations and undertakes public speaking with skill and confidence.
- Responds quickly to the needs of an audience and to their reactions and feedback.
- Projects professionalism and credibility and makes a strong personal impression on others.
- Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- Builds wide and effective networks of contacts inside and outside the organisation.
- Manages conflict.

Adapting and responding to change:

Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.

- Adapts to changing circumstances. ✓
- Accepts new ideas and change initiatives.
- Adapts interpersonal style to suit different people and situations.

Analysing and interpreting:

Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively.

- Analyses numerical data, verbal data, and all other sources of information. ✓
- Probes for further information or greater understanding of a problem.
- Makes rational judgements from the available information and analysis.
- Produces workable solutions to a range of problems.
- Demonstrates an understanding of how one issue may be part of a larger system.

Creating and conceptualising:

Open to new ideas and

- Gathers comprehensive information to support decision making. ✓

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experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.

- Demonstrates rapid understanding of newly presented information.
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback).
- Produces new ideas, approaches and insights and seeks opportunities for organisational improvement.
- Sets and develops strategies and devises change initiatives.
- Works strategically to realise organisational goals.
- Identifies and develops positive and compelling visions of the organisation's future potential.

JOB APPLICATION PROCESS

1. To apply please provide a comprehensive CV, including details of your achievements in each role. Please include a supporting statement, explaining how you believe your skills and experience match the requirements of the role. Your application will be assessed against the **duties and responsibilities** of the role and the **qualifications, knowledge and experience, and key skills** of the person specification.
2. If you meet the criteria and are shortlisted, you will be invited to attend a 20-minute telephone interview with our human resources consultant.
3. If you are shortlisted, you will be invited to complete a Bridge Project job application form and attend a first stage interview on **23rd July 2021** for us to determine your suitability for the role which will be situational, skills based and assessed on the **behavioural competencies**.
4. If you are successful at first-stage interview, you will be asked to undertake psychometric testing which includes management level verbal and numerical skills, and a personality and leadership Quest profile[®] test which is registered with the British Psychological Society.
5. The final stage in the application process is a second interview assessing leadership capabilities and strengths you will bring to the role based on the outcome of the psychometric profiling.

Any applicant successful at second interview and provided with a conditional job offer will be subject to an enhanced DBS check and Barred Adults List Check in accordance with the Safeguarding Vulnerable Groups Act 2006.

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For an informal discussion of this role or for enquiries please contact Lydia Boyden, External Human Resources Consultant on 01206 233158 or CEO.recruitment@thebridgeproject.co.uk