



HEMLINGTON DETACHED YOUTH WORK PROJECT LTD (Linx)

Job Title: Chief Executive Officer **Reporting to:** Linx Board of Management

Contract Type: Permanent (Secondments considered) **Salary:** circa £40,000 per annum pro rata

Contractual Hours: 30 - 37 hours per week, which can be worked flexibly in hybrid format. This will include some work from the operational base and occasional evenings / weekends.

Base: The Bungalow/Recreation Centre, Cass House Rd, Middlesbrough, TS8 9QW

Annual leave entitlement: 30 days including declared Public and Bank Holidays. (Rising to a maximum of 5 extra days' leave after 7 complete years' service (pro rata).

Notice period: 12 weeks **Direct reports:** Operations Manager + Financial Manager

Overview

The Chief Executive Officer will provide leadership for the Linx organisation and be responsible for mapping, shaping and securing funding for the future of the organisation.

You will be accountable to and work closely with the Board of Management to develop the business plan and strategy to meet Linx aims. Together with the Board, this role is responsible for governance.

You will ensure that Linx services, contracts and projects are delivered to the highest standard with due regard for timescales, targets and budgets. Direct support for all financial and budgetary matters will come from the Financial Manager and you will have direct support from the Operations Manager who is responsible for operations including implementation of the business plan and people plan.

To arrange to discuss the role with a Board Member, or if you have queries:

Contact Lynne Hammond by email (using REF: CEO 0822 in the header): Lynne@petandr.co.uk

Apply ASAP by sending Lynne your cv and covering letter Please supply two references, at least one of which must be a recent employer. (*References will be taken up for the successful candidate when an offer is made*).

Shortlisted applicants will be asked to submit a (max.) five-minute presentation on video in which they set out "What I can do to help Linx enhance their offer". Just send us a video from a laptop, phone, or tablet. These will be viewed by our advisory panel of staff, young people, and partner organisations.

This role is subject to an appropriate DBS check and six-month probationary period. Please note that Linx has a responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, if you receive an offer of employment, this will be subject to Linx verifying that you are eligible to work in the UK before you start work

We encourage a diverse workforce and aim to provide a selection process that allows candidates to demonstrate their full potential. If you require a particular adjustment to be made to allow you to fully participate in our recruitment process, please let us know.



Key Duties and Responsibilities:

Leadership

To motivate and support staff and volunteers to meet Linx aims

- Fulfil contractual obligations to funding bodies.
- Lead by example: instil a culture of professionalism and inclusion through coaching and staff development.
- Develop effective working relationships with relevant external organisations to promote the work of Linx and facilitate its strategic objectives.
- Reviewing overall staffing establishment

Strategic and Business Development

Shaping and securing the future of the organisation by:

- Analyse the external environment and stakeholder needs to develop the service.
- Review and reshape delivery methods to adapt to the changing needs of our community.
- Develop Linx's business model to ensure income is maximized through fundraising, service contracts, etc.
- Work towards the achievement of long-term sustainability

Partnership and Performance

- Seek out, develop and nurture beneficial partnerships with supporters and stakeholders.
- Ensure that Linx services, contracts and projects are delivered to the highest standard with due regard for timescales, targets and budgets.
- Recruit and manage staff within the organisation's people plan and established HR processes with external HR support organisation.
- Be responsible for the custody, maintenance and efficient use of Linx assets.

Financial Management and Control

Working with the Board of Management, develop and lead the implementation of Linx's financial plans, to include:

- setting and monitoring budgets,
- formulating income generation strategies and overseeing fundraising activity.

Working through the Finance Manager,

- ensuring that Linx remains in good financial health, identifying risks and taking timely appropriate action.
- overseeing production of management accounts and annual reports and ensuring proper Governance and Compliance



Board duties include

- Attending and ensuring the organisation and recording of all Board meetings,
- Preparing a written report in advance of each meeting detailing matters of interest and concern.
- Organising the Annual General Meeting (AGM) with the support of the Chair, Finance Manager, Operations Manager and staff team.
- Ensuring that LINX complies with all its legal, governance, and funding obligations

Maintain effective operational policies and processes in all Linx's functions. Review and update scope and content to meet legal, regulatory and best practice needs.

- Ensure the safeguarding of children, young people and vulnerable adults through rigorous DBS procedures and staff training. The Operations Manager is accountable for safeguarding.
- Ensure that collection of personal information complies with current Data Protection regulations.
- Ensure that Health and Safety and all other policies required by the organisation are regularly reviewed, understood and followed, major risks identified and that procedures are in place to mitigate risks, taking overall accountability for Health and Safety across the organisation.
- Ensure through robust performance management that the key targets of the organisation and funders are met

This list is not exhaustive, and the post holder may be required by the Chair and the Board of Management to undertake any other reasonable duties as and when required.

Person Specification

Essential skills and experience

Passion for supporting young people
Financial management and income generation.
Delivering results at strategic level.
Project management / service delivery.
Leading, managing, motivating and developing staff.
Third sector governance, policies and statutory requirements.
Ability to engage with and influence a wide range of stakeholders.
Strong team player with a 'can do' attitude and the ability to follow direction from the Trustees.

Desirable skills and experience

Working with a Board of Management /Directors
Working knowledge of the voluntary sector, governance and its key challenges
Knowledge and understanding of the target Linx groups and provision of services
The ability to provide support to the development of programmes for young people.
Experience of youth work/working with young people would be advantageous.
Management or Leadership qualification.
Good IT skills.
Car driver (helpful but not essential)



HEMLINGTON DETACHED YOUTH WORK PROJECT LTD (LINX)

Our Values, Mission and Objectives

Mission Statement: “Providing high quality services and opportunities that enable children and young people living in Hemlington and surrounding areas to achieve their full potential, develop a sense of belonging and improve their life chances.”

Objectives:

- To deliver high quality services and positive learning opportunities that contributes towards children and young people’s health & well-being and enables them to succeed and achieve.
- To work in partnership with key statutory, voluntary/community agencies and alongside government programmes and initiatives to break down barriers and promote social inclusion.
- To ensure that organisation is a great place to work and volunteer that supports the continuous development and learning of all staff.
- To be a robust, sustainable, well managed organisation valued by our stakeholders.

Core Values and Principles

LinX is a well-established and dynamic third sector youth organisation which is creative and able to think outside the box. It is proud of and passionate about its work and strives to provide the best possible service to young people of the Hemlington, South Middlesbrough and surrounding areas. LinX has substantial experience and expertise, our staff, volunteers and Trustees live and work locally. Whilst they understand the complex social and economic challenges that face young people and families, they recognise that they have dreams, aspirations and are brimming full of potential.

The work is based upon the following core values and principles:

- To be a user focused organisation that recognises and values the voice of young people.
- Ensure that the work reflects current youth knowledge and is focused on the needs of local young people.
- Delivery of excellent services based on youth work principles, practice and expertise.
- Committed to working in partnership with key stakeholders to ensure best value and maximum impact.
- Commitment to continuous improvement, solution focused work delivered by an expert multi-disciplinary team

To find out more about linX and what we do, and to hear and see what our young people think of the service, please follow these links to:

our website: www.linxyouthproject.co.uk

our facebook page: <https://www.facebook.com/LinXYouthProject>

our promotional video: <https://youtu.be/eP0fLvcDmZU>

