

## Chief Officer: Job Description

### Context

Wellsprings Together is an established, growing, regional charity with a vision to see faith transforming communities. We work across the Anglican Diocese of Leeds in both urban and rural contexts with a desire to see the flourishing of all.

Wellsprings Together aims to support faith communities in social engagement with a particular focus on parish based community engagement and community cohesion. We want to help nurture and inspire a movement of faith-motivated social action which will enable people and communities to thrive.

The role of the Chief Officer is to lead the team to implement this vision to achieve our four strategic aims, which are that:

- Parishes & faith groups have the capacity & are empowered to transform their communities collaboratively & sustainably.
- Change agents & leaders in local communities are supported to bring about the change they want to see.
- Local communities learn to live together well & experience increased levels of cohesion across differences particularly of faith & ethnicity.
- Decision makers at regional & national levels are informed by the needs of grassroots communities and inspired by the response of faith-informed social action.

### Key Responsibilities

Accountable to the Trustees of the charity, the Chief Officer is responsible for coordinating and supervising the work of the Team. They are responsible for delivering on the strategy and vision of the charity, managing stakeholder relationships, securing funding, and the effective management and leadership of the charity including budgetary responsibilities.

### Principal Areas of Accountability

#### *Leadership and Management*

1. Oversee the day-to-day implementation of the Wellsprings Together vision & strategy under the leadership of the trustee board.
2. Set and have overall responsibility for the budget of the organisation including the timely spending of restricted funds; supported by a Finance person and the Diocesan Finance Team.
3. Line manage the Wellsprings Together team: supporting them both to achieve their personal objectives and to work collaboratively together as a team.
4. Lead staff recruitment, induction, development and training and work with the Network assistant to manage HR records including annual leave, TOIL, parental leave and sick leave.
5. Support the Wellsprings Together team to deliver activities and programmes with parishes and faith groups that transform communities.

6. Develop effective monitoring and evaluation systems to measure impact, and report regularly to trustees.
7. Ensure adherence to the organisation's policies including Safeguarding, with support from Trustees and Diocesan subject matter experts.

### ***Relationships and Networking***

8. Maintain a strong working relationship with related people and teams in the Anglican Diocese of Leeds.
9. Maintain strong working relationships with the Church Urban Fund team and other CUF partners.
10. Maintain a network of contacts in local and national organisations that are looking to support work in specific areas of social action and develop effective approaches to helping potential projects secure funding.
11. Alongside colleagues build effective relationships with other faith bodies in the region and explore opportunities for collaboration and support.

### ***Funding***

12. Secure funding to ensure the sustainability of the charity and its ongoing work.
13. Ensure effective management and delivery of funded programmes to the satisfaction of funders and key stakeholders.
14. Reporting the progress of projects to funders and stakeholders ensuring delivery to agreed quality, time and budgets.

### ***Theological Reflection***

15. Support the ongoing development and articulation of a theological rationale for Christian community engagement including partnerships with those of other faiths.

### **Key Relationships**

Wellsprings Together Trustees

Wellspring Together Team: Includes Faith & Communities Coordinator, Parish Development Workers (x2) and Network Assistant.

Anglican clergy including Bishops and members of the Area Leadership Team, Parish Clergy, Lay Ministers

Diocesan Staff especially Director of Ministry and Mission, Director of Church Revitalisation and other Senior Leadership Team members.

Contacts in local and national charities or statutory bodies with relevant areas of focus

Leaders within other faith communities

Church Urban Fund staff members

Funders

## Person Specification

	Essential	Desirable
<b>Christian Experience and Knowledge</b>		
Committed Christian, able to confidently articulate a theological rationale for Christian community engagement.	X	
Flexibility to work constructively across the range of types of parish contexts across the Diocese (e.g. church traditions, ecumenical working, multi-faith ventures)	X	

<b>Personal Qualities</b>		
Able to handle a demanding and varied workload, prioritising and delegating within the Team appropriately	X	
Excellent self-management and time management	X	
Able to establish effective working relationships with colleagues at all levels	X	
Entrepreneurship and ability to make linkages across different settings		X
Commitment to anti-discriminatory practice in all aspects of work	X	
Commitment to building relationships with those of other faiths and cultures to seek the common good	X	
<b>Skills</b>		

Leadership of a team (in a voluntary or paid capacity) delivering agreed work programmes and addressing issues in a timely and effective way	X	
A self-starter – able to work flexibly, independently, with attention to detail	X	
Ability to work collaboratively with people at all levels including with senior leaders, congregation members, public sector officers, volunteers and local communities to achieve the organisation’s goals.	X	
Ability to work with colleagues with expertise in finance to prepare monthly management accounts	X	
Ability to create business models and understand budgets and to communicate them to stakeholders	X	
Able to communicate a vision, enthuse people, and create confidence in the organisation.	X	
Ability to manage conflict in an appropriate manner		X
Strong facilitation skills, used to enable effective group working of people from a wide range of backgrounds, motivations and abilities		X

<b>Experience</b>		
Knowledge and experience of leadership working with the charity/faith sectors – particularly with organisations working with vulnerable and disadvantaged groups	X	
Proven experience of managing projects from initial scoping to final close-out	X	
Experience of fundraising and writing grant applications	X	
Experience of developing business and action plans	X	
Has worked sensitively and effectively in multi-cultural and multi-faith contexts		X

Knowledge and experience of community development practice		X
<b>Other</b>		
Willing to undergo enhanced DBS disclosure	X	
Flexible to work in such locations and at such times as the organisation may reasonably require in delivering the work programme	X	

This job description and person specification is not exhaustive. It will be subject to periodic review and may be amended following discussion with the post-holder and employer.

## Outline of terms and conditions

<b>Responsible to:</b>	Trustees (one of the Trustees will be nominated to act as line manager)
<b>Salary:</b>	£40,139 p.a.
<b>Pension:</b>	NEST Pension Scheme (8% non-contributory)
<b>Hours:</b>	35 hours per week, including evening and weekend work as required. Can be worked flexibly in agreement with line manager.
<b>Location:</b>	Church House, York Place, Leeds - includes flexible working and ability to work from home as appropriate
<b>Annual leave:</b>	26 days plus 8 bank holidays and 4 customary days
<b>Mileage allowance:</b>	45p per mile
<b>Probationary period:</b>	6 months
<b>Start date:</b>	As soon as available

An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010