



JOB DESCRIPTION

Job Title: Centre Lead

Job Purpose: To lead the organisation in achieving its aims

Salary: £36,000 – £40,254 subject to experience

Contract: Permanent

Location: Bretnry, Bristol

Reports to: The Board of Trustees

Hours: Full time (38.5 hours, evening and weekend as appropriate)

Annual leave: 25 days plus public holidays

Key responsibilities of the role include:

Developing and implementing the vision and strategy of the Centre.

Ensuring the integrity and quality of service delivery and that all statutory obligations are met.

Effective staff management.

Ensuring the financial stability and security of the organisation.

Duties and responsibilities include, but are not confined to the following:

1. Strategic Leadership and Vision

Ensuring with Trustees an effective business strategy and operating model are in place to deliver BHCC's aims and achieve best outcomes for children and parents.

Providing vision and direction to develop and implement our strategic plan.

Seeking new opportunities for BHCC to achieve the aims of the organisation and develop in the longer term.

Managing staff, to ensure impact and quality of service delivery, through effective support and supervision.

Communicating BHCC's vision clearly to all staff, volunteers, parents and partners.

2. Building Relationships and partnerships

Modelling BHCC's values in both internal and external relationships.

Identifying and fostering strategic relationships and partnerships to further BHCC's aims.

Creating strategies for influencing key stakeholders, organisations and groups.

Managing relationships with Trustees, the Local Authority and Partner organisations.

3. Income Generation and Financial Oversight

Developing a robust financial strategy and business model using a variety of income streams to ensure BHCC's financial viability.

Overseeing the generation of funds (with the Family Support Leads and Finance Manager taking the lead), enabling the organisation to further enhance key service provision.

Monitoring activity and comprehensive reporting of progress to trustees, local authority and partners as required.

Overseeing the annual budget (with the Treasurer and Finance Manager) and making sure that the expenditure is within agreed levels.

4. Communicating the BHCC message

Communicating with key audiences and to the general public to promote BHCC's aims and values in public e.g. through the media, social media, writing articles/blogs, public speaking.

Development and enhancement of the BHCC brand.

5. Governance and General BHCC activities

Work effectively with the Board of Trustees to ensure they are able to carry out their governance and statutory responsibilities as set out by the Charity Commission and Ofsted, and to participate in the joint setting of strategy, targets and objectives.

Oversight of agreed Service Level Agreement with the local authority (with Family Support lead taking day to day responsibility)

Being responsible for ensuring the Requirements of Data Protection legislation is met.

Oversight of BHCC buildings and site issues, with Site Manager taking the lead and guidance from Health and Safety consultants

Oversight of HR procedures and functions, with the HR Coordinator taking day to day lead with support from HR consultants and HR Lawyers.

To act as liaison between the Trustees and staff, including production of regular reports.

Assessing and managing risks to the organisation, ensuring compliance with policies and procedures through a process of regular reviews. Lead the development and implementation of new policies and procedures where required.

To undertake additional duties and responsibilities as required, commensurate with the role.

INDIVIDUAL SPECIFICATION

Key attributes

A strong, insightful, dedicated leader with an ability to motivate and inspire colleagues to achieve the aims of the organisation, in the context of meeting the aspirations and needs of the local community.

A capacity for sound judgement informed by sensitivity, emotional intelligence and exemplary professional standards.

Excellent communication skills, in individual and group situations.

Motivation, persistence, resilience, flexibility and drive to capture opportunities and embrace new initiatives that result in service and workforce development and improvement.

A natural grasp of business practice and financial management.

Experience – Essential

Prior experience of working in an Early Years setting

Substantial experience in leadership and management in a fast-changing complex environment.

Experience in providing supervision, appraisals and performance management.

Experience of budget management and financial scrutiny.

A proven track record of working in partnership with a range of agencies to develop high quality and responsive services.

Experience of setting clear strategic targets and supporting colleagues to monitor and evaluate impact such that outcomes and effectiveness of provision can be demonstrated.

Skills and experience in devising and delivering training.

A commitment to working in partnership with parents and engaging in community development and capacity building.

An understanding of the importance of effective multi agency working and creating a culture within an organisation that underpins and enables this approach.

Evidence of personal professional development and a motivation to support colleagues to grow as leaders, including participating in coaching and/or mentoring.

IT skills including knowledge of and familiarity with systems such as Microsoft Office and the Internet.

Experience – Desirable

Experience of working for a public sector or voluntary organisation.

An understanding of collaborative leadership and how this can be developed to benefit an organisation and community.

Five years management experience.

Recent involvement in research and development that has resulted in significant change and innovation within an organisation or team.

Acting as an advocate for children's rights both in individual circumstances and by challenging systems and authorities.

Knowledge of government legislation related to Children's Centres, Family Health , Early Years and Education, Child and Family Services.

An understanding of the impact of deprivation, stress and mental illness on families.

A commitment to reducing poverty and inequality in the lives of families and young children.

Knowledge and experience regarding Safeguarding responsibilities and procedures.

An understanding of the importance and value of early intervention work in improving outcomes for children and making an impact on parent's lives and expectations.

Knowledge of the workings and responsibilities of a management board or board of trustees

Ability to analyse data in relation to Children's Centre reach areas, identifying need and understanding and communicating the implications of this for service delivery.

Knowledge regarding Children's Centres and the complexities of delivering an effective service in a financially challenging environment.

Educational requirements

Essential

Minimum Degree level or equivalent

Desirable

Evidence of Post Graduate Study

Management qualification, or commitment to achieving such in the future

Additional requirements

Current driving licence and daily access to a vehicle with appropriate insurance are essential to carrying out this role.

General

So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in appropriate Children's Centre policies.

Work in compliance with the Codes of Conduct and Regulations outlined in BHCC Employee Handbook and its commitment to equal opportunities

Ensure that output and quality of work is of a high standard and complies with current legislation/expectations.

Application information

Closing date: Ongoing – please apply as soon as possible.

To apply, please complete an Application Form which can be found on our website at: <http://bhchildrenscentre.org.uk/job-board/> and email it to us at: trustees@bhchildrenscentre.org.uk.

For further information please call 0117 959 3800

Interview date: To be confirmed

Ideal Start date: As soon as possible

BHCC is an equal opportunities employer. We welcome applications from people of all backgrounds including ex-offenders. We can only accept applications from candidates who have the right to work in the UK.

Completing your application

Candidates are asked to complete all the standard information required on the application form, addressing all of the criteria identified at application stage.

Selection procedure

The selection will be by a panel of the Senior Leadership Team. Candidates will be notified immediately after shortlisting has taken place.

The selection process will take place shortly after the closing date. Shortlisted candidates will be given more details.

References

Two references will be required in all cases, both being professional and one being from your current employer. In accordance with Safer Recruitment references will be requested immediately after shortlisting. The offer of employment will be subject to BHCC receiving two satisfactory professional references and an enhanced DBS check.