**JOB DESCRIPTION**

Position Chief Executive Officer

Hour of work: Full time hours (with some flexibility as to hours and hybrid working).

Contract Duration 2 years (Target Start Date: 1st September 2024)

Closing Date 30th June 2024

Department Executive Leadership

Remuneration A competitive salary commensurate with the role and the successful candidate’s experience and qualifications will be paid.

**Safeguarding**

Shrewsbury House Youth and Community Centre is committed to safeguarding and promoting the welfare of children and young people. Safer Recruiting practices will be followed throughout this search. Successful candidates will be required to undergo a check at Enhanced Level with the Disclosure and Barring Service before starting work. It is expected that candidates applying for this position will have considerable experience of current Safeguarding and Child Protection standards, policies and procedures. This search will be consistent with the Organisation’s Recruitment of Ex-Offenders Policy.

**Shrewsbury House Youth Club**

Shrewsbury House is a Youth Club in Everton, Liverpool. Founded by Shrewsbury School in 1903, it is known locally as “the Shewsy”. It is built on strong Christian principles and the CEO will be respectful of this and expected to work closely with the Church of St Peter’s and its officers. It has also always enjoyed a very strong relationship with Shrewsbury School in Shropshire which continues to the present day. Its core business is working with children and young people who often live in challenging circumstances. Through informal education, the Club aims to meet the social, recreational, emotional and spiritual needs of its young people. This is done through the relationships and self-confidence that are built - and the activities and learning programmes offered. The vision is to draw out the talent and potential of all young people so that each one will discover a positive purpose and direction for their life. The Shewsy is an open-access, inclusive, full-time centre which welcomes young people of all religions, belief systems and none - and runs a full programme of activities each week of the year.

**Responsibility**

The governance function of the Youth Club is now through the modern foundation CIO model with the original 1903 powers of appointment of Trustees preserved for the original stakeholders (Church, PCC & Shrewsbury School) The Board of Trustees is constitutionally responsible for the management of Shrewsbury House. The oversight of this responsibility is devolved to sub-committees (currently Compliance & Risk, Executive (Operational) Committee (EXCO) and Programmes). The structure and nature of the sub committees is flexible by design and, while each committee must include one Trustee, there is provision to involve volunteers. The executive operational responsibility for the safe and compliant function of the club is devolved to the CEO who can and has influenced the nature of the sub committees to ensure that governance efficiently supports the primary function of youth work.

After over 120 years in operation the Youth Club has a rich heritage of supporters and in the Friends of Shrewsbury House, who are Associate Members of the CIO, there are a number of former club members, volunteers and those who have contributed to the management of the Youth Club. While retaining responsibility and oversight of all operations the CEO may choose to engage with this wealth of volunteer experience to assist with/inform work streams.

**The Post - Summary**

1. Shrewsbury House is seeking to employ an CEO able to develop a strategic vision for the Club and to oversee its executive and operational functions.
2. The CEO will report to the Chair of the Board of Trustees who will conduct his / her annual appraisal. This responsibility may be delegated to another Trustee.
3. The Club is open Monday - Friday each week . There is an expectation that the CEO will, in time, become a familiar figure and regular attendee at Junior and Senior Clubs.
4. It is expected that the CEO will be in a position to be a high profile and regular presence in the Club and the local community developing excellent relations with Youth Workers, Admin Staff, Club Members, Volunteers and Community Leaders.
5. The CEO will likely have experience of working in a senior role with young people and be familiar with and empathetic to the issues facing communities with similar demographics to West Everton.

**Key Responsibilities**

1. The CEO:
   1. is responsible to the Chair of the Board of Trustees who acts as his / her Line Manager and who will conduct his / her annual appraisal. The CEO and Chair meet regularly in face-to-face meetings normally in advance of the Board of Trustees Meetings which take place three times per year. In addition, the CEO will immediately liaise with the Chair on significant issues of risk and reputation which may arise in the Club.
   2. is the Board Secretary preparing the Agenda, collating Reports, distributing the Board Papers and writing the Minutes.
   3. is a member of the ExCo which meets every 5 weeks to agreed Terms of Reference and Agenda. Its membership currently comprises Trustees, the Vicar of St Peter’s Church, and the Senior Youth Worker. The CEO is responsible for preparing the Agenda, collating Reports, writing and distributing the Minutes of EXCO.
   4. works closely with the Chairs of the Sub-Committees and, in normal circumstances, is expected to attend in person the meetings which take place 3 times a year.
   5. works closely with the Treasurer to oversee finances including development of the Annual Budget, contribution to the strategy of the Income Generation, reviewing the Management Accounts and ensuring expenditure is controlled.
   6. oversees the development of major bids (working, as appropriate, with fund raisers / bid writers) for grant-aided funding to support the income of the Organisation.
   7. chairs the weekly Senior Leadership Team (SLT) meeting which ensures that the Youth Work programme, administration (such as the Staff Rota) and finance are well aligned.
   8. while respecting the professional expertise in the discipline of youth work , line Manages the Senior Youth Worker and Deputy Senior Youth Worker and conducts their Annual Performance Management reviews combined with overseeing the management of 30 employees and volunteers
   9. works closely with the Administration Team on general administration, HR and finance acting as the Line Manager and Annual Appraiser to the key Administrators.
   10. oversees the Club’s IT and Digital strategies and their implementation.
   11. works closely with the Site Manager to ensure the Club is clean and is compliant with its statutory responsibilities for Health and Safety in the Workplace, Food Standards and Hygiene, Security, Repairs and Maintenance.
   12. maintains excellent working relations with Shrewsbury School designing and overseeing the Year 12 Social Studies Residential Visits, the Year 10 Outdoor Week visit and the Year 9 Field Day trips to the Shewsy. In addition, the CEO will likely be part of the team organising and overseeing visits of Shewsy Club Members to the Shrewsbury School.

**Person Specification**

1. The CEO will:
   1. have an interest in working with young people and develop strong relationships with Club Members their families and the local community.
   2. be committed to the Club’s Safeguarding and Child Protection policies and practices and oversee their implementation.
   3. have a background in leading organisations towards fulfillment of their Vision, Mission and Values.
   4. be empathetic to the Club’s historic and Christian foundations.
   5. be skilled in working with a variety of organisations typical of those who have agency in the Shewsy such as St Peter’s Church, the Parish Council and the local Community Groups who use the Club.
   6. be able to develop strategy, see the big picture and have an eye for operational detail.
   7. be a Team Player able to work closely with the various teams within the Shewsy (Youth Work, Admin, Finance).
   8. be skilled in leading and managing people including volunteers and driving successful recruitment, onboarding and development of staff programmes.
   9. be able to delegate key tasks and ensure compliance with the objectives.
   10. be passionate about inspiring, training and developing the work force towards improved productivity and outcomes for the Organisation.
   11. have an enthusiastic willingness to take part in a full range of club activities and events.
   12. be a reflective practitioner willing to think carefully about the role and how to balance the variety of needs within the Organisation.
   13. have empathy, compassion and consideration for the Club, its members and colleagues who live and work in challenging circumstances.
   14. be an ambassador for the Club and its values.
   15. be a reliable and committed professional colleague willing to work beyond the Job Description in support of the Club’s members and its goals.
   16. have a can do and positive attitude towards the issues that arise on a daily basis across the Club’s various domains.
   17. Ideally have some experience of fundraising

**Development and Training**

The Club provides ongoing formal and informal training in:

1. Safeguarding and Child Protection.
2. Health and Safety at work.
3. Fire and Emergency Evacuation.
4. First Aid.
5. Food Standards and Hygiene.
6. IT / Tech including access to the Club’s digital workspace where key documents and policies are held.

In addition, the Club’s extensive network of contacts opens access to a wide range of training and development opportunities in the fields of Youth and Play Work, Leadership and other broader issues of relevance to the Club’s members.

The successful candidate may be allocated an experienced mentor who will act as a critical friend and provide support and guidance.

**Pay and Benefits**

1. The Trustees are offering a two-year full-time contract.
2. Salary will be commensurate with experience and will take into account the overall benefits package.
3. The hours of work are full-time, however we could be flexible for candidates who we believe could deliver our objectives while working compressed or part-time hours.
4. The Organisation’s pay rates are reviewed annually in September.
5. The successful candidate will be entitled to 25 days Annual Leave as identified in the contract in addition to all Public / Bank Holidays.
6. There may be a potential for accommodation depending on circumstances.