

# GROUNDWORK

CHANGING PLACES  
CHANGING LIVES



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## Job Description

<b>JOB TITLE:</b>	Chief Executive
<b>SALARY:</b>	Circa £80,000 per annum plus pension & benefits
<b>HOURS:</b>	37 Hours per week
<b>FLEXIBLE WORKING:</b>	Flexible working available - Hybrid working options apply to this role with location flexible, but regular attendance at our Head Office in Newton Aycliffe, Team Events, Board Meetings and to meet with partners is expected.

### JOB SUMMARY

Working with the Board and Executive Team you will be responsible for leading the strategic development of the charity, directing a business plan which underpins our sustainable future and bringing together collaborative partnerships that create a fresh, positive and inspiring approach to our operational programmes

Our Chief Executive will provide strategic leadership and management of the Trust ensuring realisation of our organisational aims and goals, in line with our commitments and values.

You'll ensure our Trust's financial development and performance in accordance with legislation and ensure the governance of the Trust is well informed and developed to support and enable our Board of Trustees to meet their legal obligations

You will enhance and maintain the reputation, profile and performance of the Trust through key relationship management, focused operational delivery and effective marketing and communications to

ensure its regional influence and role in community based environmental regeneration through partnership building.

Our Chief Executive will provide inspirational leadership and build high performing teams, maximising capability and creating an inclusive culture. You will also proactively engage and participate within the Groundwork Federation driving the region's voice in national policy and our participation in national programmes

## KEY TASKS

### **Strategic & Business Oversight**

- Develop, monitor, achieve and review the Annual Trust Business Plan and 3-Year Strategic Plan.
- Lead and focus development of programmes and services into areas designated as priority in the Strategic Plan
- Ensure Groundwork NE & Cumbria meets all regulatory and legislative requirements including Charity Commission standards.
- Working with the Board to drive the Trust ambition to be net zero by 2030 and ensure sustainability is embedded within our culture.
- Assume responsibility for all financial, legal and corporate functions and ensure Groundwork NE & Cumbria has in place and regularly reviews, effective frameworks of:
  - Governance arrangements
  - Corporate policies and procedures
  - Relevant monitoring/assessment arrangements
  - Organisational and operational arrangements
  - Reporting arrangements that collectively meet the requirements of the Trust's rules, relevant legislative and regulatory requirements and reflect best practice in the sector.
  - Risk management and reporting
- Proactively represent and lead the region within the Groundwork Federation
- To drive commitment to the vision, values and plans of the Trust.
- Ensuring that the internal and external communications strategies of the Trust are robust and provide up to date information needed for all employees, Board Members and Volunteers.

### **Trust Development & Partnerships**

- Build effective strategic partnerships with private, public, voluntary, community and social enterprise sector partners promoting the Groundwork approach to develop and deliver collaborative proposals which achieve environmental and social impact.
- Ensure all significant investment decisions reflect business plan assumptions, are considered by the Board prior to implementation, and present minimal risk to the Trust.
- Identify, and act upon, trends and growth opportunities.
- Directing strategy towards the profitable growth and value-based operation of the Trust; overseeing and contributing to income generation, marketing strategies and submission of significant proposals to generate new/continuing business
- To work with the leadership team to secure sustainable funding opportunities and partnerships across corporate public and private sector and voluntary, community and social enterprise partners

### **Financial Management**

- Ensure compliance with the Trusts financial regulations and oversee implementation and review of robust financial management systems

- Exercise overall financial control and ensure that the Board is provided with timely and accurate management accounts, including detailed information on budgets, cash-flow, investments and financial performance across the Trust and Trading Companies.
- To have overall responsibility for maintaining and enhancing the long-term financial sustainability of the Trust

## **People Direction and Management**

- Oversee the recruitment, leadership, management and development of all people employed by the Trust.
- Provide inspiring leadership to the Trust's staff team as a whole to ensure high levels of empowerment, engagement and motivation.
- Lead and develop the Executive Management Team to motivate staff and maximise their potential.
- Maximise the contribution of Trust's senior leaders through mentoring and guidance.
- Ensure that equality, diversity and inclusion is integral to the culture at Groundwork NE & Cumbria.
- Lead any required business transformation and cultural change initiatives in an inclusive manner
- Ensure organisational and operational arrangements are regularly reviewed.
- In partnership with the Head of HR, deal with issues around employment terms and conditions and implementation of HR Strategy

## **Governance**

- Ensure the Board's corporate responsibilities under company and charity law meet its obligations within relevant legislation and are in line with governance best practice.
- Ensure the Board is provided with all the necessary information and guidance it requires in order to fully and effectively discharge its responsibilities. including the evolving operating environment, policy trends, opportunity and risk appraisals, human resources and the financial health of the Trust.
- Keep the Board informed of significant developments within the Groundwork Federation, optimising the Trust role within national affairs.
- Liaise with the Company Secretary to ensure that the Board is provided with sufficient advice and information on legal and other governance matters affecting the Trust.
- Ensure Board Members (individually and collectively) have access to the training, development, advice and support necessary to enable them to perform their roles as well as possible
- Undertaking governance reviews and resourcing new Trustees and induct to meet skills gaps to enhance the organisation

## **Health & Safety**

- To have overall responsibility for the management and implementation of the organisations' health and safety. Working with designated responsible person to ensure systems and procedures comply with current legislation, regulations and best practice, including ensuring our commitment to Safeguarding is met.
- Ensure health and safety and safeguarding principles are integral to the culture of Groundwork NE & Cumbria.

## **Additional Requirements:**

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.