



Job Vacancy: Chief Executive Officer

Reports to: Board of Trustees

Responsible for: Managing the organisation, strategy, staff management and ensuring continuation of funding with a move towards environment sustainability.

Hours: Between 30-40 hours.

Permanent position with some flexibility, the role can mostly be performed during regular office hours. Due to the nature of Growing Works' offerings and services you will sometimes be required to work on weekends or in the evenings.

Salary: £28,646 - £31,500 p.a. pro rata

Based at: Home working and several outdoor venues as required but mainly Wakefield Road Allotments, Dalton, HD5 9XN

About the Organisation

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Founded in 2011, Growing Works is a charity based in Huddersfield, which works in and with local communities, to nurture healthy lives and empower vulnerable people to build resilience. Growing Works promotes good health in local communities by providing inclusive and creative opportunities for physical and mental wellbeing. Growing Works delivers therapeutic outdoor activities for families with different needs as well as people in isolated and vulnerable circumstances and those with mental health issues.



Through this programme of gardening and other outdoor activities the charity also works to educate the local community about the importance and benefits of the natural environment. Growing Works is a Kirklees Volunteering Quality Award holder and runs a volunteer program to recruit and train local residents to support the events and growing spaces managed by the charity and promote gardening for the benefit of all.

We seek to encourage diversity in our workforce, and we welcome applications from candidates from any background.

Growing Works

Growing Works delivers a range of projects to a diverse participant base. To support these projects Growing Works has developed an outdoor training and therapy centre at Wakefield Road Allotments in Huddersfield, which will also be available for use by other community groups.

Purpose of the role

The Chief Executive Officer is the most senior staff member at Growing Works and is responsible for shaping and implementing the strategic direction. The Chief Executive Officer also ensures the smooth running of the charity, provides leadership to staff, supports the Board of Trustees to fulfil its strategic and governance duties and ensures the delivery of grants and contracts.

Key Responsibilities

Strategic Planning

Work closely with the Chairs and the Board to develop and deliver Growing works strategy

In collaboration with the wider team, update the aims of the business plan annually, ensuring that they reflect the strategy

Monitor progress against the business plan, ensuring its aims are met

Leadership and management

Provide effective line management of direct reports through regular one-to-one meetings, annual job reviews and day to day support as necessary, giving encouragement and constructive feedback.

Work with the Finance Manager, accountants and board of Trustees to ensure sound financial management in line with Charity Commission regulations.

In collaboration with the Finance Manager set annual budgets and provide quarterly updates to the Board of Trustees

Be a named signatory of bank accounts, and oversee financial procedures and controls

Ensure that the skills and knowledge collectively required to deliver Growing Works activities/projects are maintained and that any gaps are met through training and development

Ensure appropriate quality standards are in place including accessibility analysis and that these are included in quarterly reports to the Board of Trustees.

To participate in a number of operational activities to inform the development and delivery of Growing Works' services in line with the aims and objectives of the charity

Develop excellent working relationships with other organisations and commissioners that support and develop charitable purpose of Growing Works.

Promote a healthy work culture encouraging diversity, equality and inclusion in all Growing Works' activities and practices.

Income generation and funding

Working with Growing Works team and delegating as necessary, identify negotiate and secure contracts, grants and other income generation opportunities, ensuring the sustainability and success of Growing Works.

Actively seek and explore innovative opportunities for income generation to enable the development of new services and the sustainability of existing service provision.

Monitor, evaluate and report on the outcomes and impact of funding providing reports as required to funders and quarterly reports to the Board of Trustees.

Promotion and community engagement

Liaise with the board of trustees, funders and stakeholders to ensure Growing Work continues to develop its services in response to community needs and that monitoring requirements are met.

Through networking raise the profile and promote the mission and purpose of Growing Works

Communicate effectively with a diverse range of stakeholders.

Lead on developing effective service user and stakeholder feedback to continually improve the services Growing Works provides and to promote the impact of the charity.

Projects

Manage a small team of professional staff and dedicated volunteers to deliver high quality educational and therapeutic horticultural activities

Lead the team to develop Growing Works charitable enterprise activities to optimise income generation

In collaboration with the wider Growing Works team and in line with the strategic objectives lead the development of new projects developing partnerships with key stakeholders and developing relationships with key target audiences.

Compliance

Together with the Board of Trustees, ensure that Growing Works meets all relevant statutory, company, charity and regulatory obligations.

Ensure all Growing Works activities conform to health and safety requirements; manage and implement Health & Safety policy and procedure reviews annually or as necessary.

Manage the risk register, ensuring a proactive approach to mitigating risk, escalating risk in a timely manner and ensuring the board are cited on all risks being managed in quarterly board reports.

Oversee effective safeguarding management and compliance with safeguarding legislation.

Conduct policy reviews and recommend any changes to the board of trustees

Other responsibilities

Undertake any other duties required which are consistent with the responsibility of the post including acting as the 'Out of Hours' emergency contact for services operational at those times

About you

Desired Qualifications

These may be at B-tech, City and Guilds, NVQ or degree level and you may have one or more.

Recognised Leadership or Management Qualification

Charity working qualification

Finance for non- Financial Manager

Recognised Horticulture/horticulture therapy

Desirable Experience

Experience of working in the charity sector

Experience of outdoor work

Experience of supporting and working with people with a range of diverse needs

Experience of working with community groups and partner organisations.

Skills, Values and Qualities

Demonstrate alignment to Growing Works values
Organised, capable of multi-tasking, methodical,

Excellent time management and prioritisation skills.

Excellent people management skills and experience.

A strategic thinker able to develop and ensure the success of the charity.

An empathetic person, with excellent communication skills.

An understanding of eco therapy and mental health.

Ideally live locally and have knowledge and understanding of the Kirklees community.

Influential.

Environmentally aware.

A good understanding of safety, confidentiality and safeguarding requirements.



You will need to pass an Enhanced DBS check.

The successful candidate will need a flexible approach to their working hours and demonstrate a willingness to meet with operational teams at times which suit the charities activity schedule.

To discuss the role please contact richard@growingworks.org.uk