



“At Teamwork Trust we care and are passionate about ensuring that **everyone** has access to the same chances, choices and opportunities and we embrace and celebrate individual needs and abilities”.



## CEO, Teamwork Trust Candidate Information Pack

Jan 2022

Candidate Brief for the position of:

## **CEO – Teamwork Trust**

Could you lead this wonderful charity that is passionate about ensuring that everyone has access to the same chances, choices and opportunities?

### **A welcome from our Chair**

#### **Thank you for your interest in the CEO role at Teamwork Trust.**

Having recently joined Teamwork Trust as Chair, I am greatly enjoying getting to know the members, staff and trustees and understanding the amazing work of the organisation and its exciting development plans. The organisation has a proud history of service delivery. It has well developed strategic plans to grow and enhance its services for people with mental health, learning disabilities and autism, ensuring that it remains true to its established values of cultural diversity and equal opportunities. I am delighted to have joined the team at such an exciting time.

I am a qualified youth and community worker and have worked in the charitable sector for more than 30 years in a variety of settings across the Midlands and nationally. Ensuring that everything the organisation does is driven by our members is a key part of my role. I am passionate about the engagement of charity beneficiaries in their organisations.

Teamwork has a proud history over 40 years of serving the communities of North Northamptonshire. It has emerged from the Covid19 pandemic with a new strategy and having completed a reorganisation of its staff teams. It has used the challenges of recent months to innovate in its service delivery and the support it provides for its members. Teamwork's political context has also changed significantly in recent months as the local authorities in which it operates have merged with others in the new North Northamptonshire Council. The challenges presented by the pandemic for local health and social care services have created new opportunities for collaborative working across our sector.

The leadership of Teamwork was historically shared between an Operations Director and Strategic Director. However, the recent rapid growth of the charity, diversification of funding streams, changing political and policy context, and operational challenges presented by Covid have led the Board to seek a Chief Executive to provide focus, direction and leadership for the next stage of the organisation's development. Teamwork has undertaken some significant planned restructuring work in recent months to position it to address the opportunities and challenges it needs to address. This has been implemented collaboratively by a small group of senior managers who comprise Teamwork's SMT. It is now seeking to direct the talents and energy of its restructured staff team to deliver its new strategy, while maintaining a keen focus on its values. The appointment of a CEO is the final stage in this planned process.

**Ceri Davies, Chair**

## About Us

We are [Teamwork Trust](#) – a North Northamptonshire charity and social enterprise with three centres in Corby, Kettering, and Wellingborough. We provide care and support to autistic adults and adults with mental health needs, learning and physical disabilities. We promote a friendly, supportive environment where individuals make new friends, access education, employment and volunteering experience and regain self-esteem and confidence. Support is provided by a staffing workforce, working in all our locations.

We care and are passionate about ensuring that everyone has access to the same chances, choices and opportunities, and we embrace and celebrate individual needs and abilities.

This philosophy means we are all about positive risk taking and adventuring. We work hard to transform day-to-day living experiences into impactful learning opportunities, with our service-users helping to steer and plan everything we do.

At Teamwork Trust, individuals can make new friends, access education and employment experience on our factory floor and in the community and take part in on and off-site activities and education classes. We are good at helping people grow their self-confidence and independence and have a strong vision to become centres of excellence, led and guided by our people – autistic adults and adults with learning disabilities and mental health needs.

Teamwork have gone through a period of significant growth and development. We have successfully navigated the COVID-19 disruptions, being able to continue to provide services throughout the lockdowns. This introduced opportunities for technological development and creative methods of delivery to service users. We are committed to delivering a service that enables people to live the life they choose. We want to be known as a model provider of a high standard of support in existing services and extend our reach into new areas and broadening support.

We are looking for a CEO who shares our passion for delivering a service that enables people to live the life they choose and who can lead us through the transition into our new strategy. This includes re-shaping the organisation structures and delivery models.

**Vision:** At Teamwork Trust we care – and are passionate – about ensuring everyone has access to the same chances, choices and opportunities. We embrace and celebrate individual needs and abilities.

**Mission:** To provide services to vulnerable people, supporting them in achieving their goals.

**Values:** Inclusion, Diversity, rights and responsibilities as a citizen.

**Social objectives:** Building skills in every individual, maintaining emotional and mental wellbeing, Being active, Being safe and caring for the environment.

## How we help

The individuals we support (our members) can choose how they want to spend their time with us. We meet with all of them at the start of their journey with us to create a bespoke package, so that they can choose from a variety of vocational opportunities, education classes, activities and life skills. We regularly assess our members, add new activities and opportunities into the mix.

This means that all our members have fun while they are with us, they smile, make friends, learn vital skills, enjoy vocational experience and are supported at every of the step of the way - and into the wider community.

We have seen some remarkable results and heard inspiring success stories from our autistic adults and adults with learning disabilities and mental health needs during lockdown, and since lockdown eased and our centres reopened.

**“There’s been lots of really positive things to have come out of lockdown for me. I have never felt so motivated.”**  
Charlotte

**“I never feel alone because Teamwork are always there to help”**  
Jenny

**“The staff are lovely, I’ve made loads of friends and I can’t imagine my life without Teamwork Trust. I come three days a week, walk here from home and really like working on the shop floor, particularly repairing hinges and making sure everything is done to time and to customer standards. I’m proud that I live independently, not something many people with PWS manage, and love being part of the Teamwork family.”** Averil

<https://www.teamworktrust.co.uk/blog/what-our-members-say>

## Job description

<b>Location</b>	North Northamptonshire – based mainly onsite at our Kettering centre but expected to regularly attend all Teamwork locations which also include Corby and Wellingborough
<b>Time Commitment</b>	5 days a week – we are also happy to consider flexible working arrangements based on 0.8FTE
<b>Remuneration</b>	£60-65k (pro rata) plus benefits
<b>Reporting to</b>	Chair, Board of Trustees and Service Users
<b>Direct reports</b>	Head of Support, Head of Health and Social Care, Head of Mental Health & Wellbeing

## Overall purpose of the role

- As the Chief Executive provide clear strategic vision, confident leadership and effective management within Teamwork Trust.
- Work with the Chair of the Board and the Trustees to provide effective governance of the organisation, co-produce strategy, policy and implement agreed business plans.
- Lead and work with the senior management team to manage the overall operational management of the organisation, ensuring that the organisation delivers on its aims and operates within the annual budget.
- Ensure our service user's voice is included at all stages and is held at the heart of our offer.

## Main duties and responsibilities

- Managing the senior management team and reporting directly to service users and the trustee board, the CEO will work to drive the organisation's future strategy and structure and enable excellent service delivery.
- Encourage a culture of adventure through risk taking, throughout the organisation.
- Lead and embed the culture of co-production within the organisation.
- Lead on staff wellbeing and development.
- Lead on the development of strategic plans for, sustainability, environmental impacting, co-production, ethical processes, marketing, and internal and external communications.
- Manage the organisation's affairs in an efficient and effective manner, in line with the objectives set out in the strategic plan.
- Work closely with the senior management team to ensure the development, implementation, monitoring and reporting of comprehensive annual operating plans, budgets and financial controls.
- Help to ensure diverse and sustainable income streams including contracts from public bodies, developing social enterprise 'spin offs', individual, corporate, legacy and trust donations.

- Work with the senior management team to build external relationships and influence through partnerships and collaborations within the third sector community, politicians, the media and government officials to advance the organisation's aims and increase community reach.
- Represent Teamwork Trust at external events and publicity opportunities.
- Support and lead on community engagement for the organisation. To be actively involved in networking activities with businesses and organisations on behalf of Teamwork Trust.
- Ensure Teamwork Trust fulfils its legal, statutory, and regulatory responsibilities.
- Establish mechanisms for listening to the views of service users on the organisation's performance.
- Responsible for safeguarding and health and safety for Teamwork Trust, as per The Health and Safety at Work Act 1974 and Health and Safety Regulations 1999.

### **Line management and leadership**

- Lead and create impactful plans to communicate the vision for Teamwork Trust.
- Ensure Teamwork Trust staff, trustees and volunteers are clearly focused on achieving its mission and aims.
- Lead the organisation through relevant service management transition, developing a new training and development plan for staff to support current and future services.
- Lead the SMT to deliver employee engagement and performance plans through effective leadership, communication, supervision, appraisal and mentoring of teams.
- Enable and support the senior management team to fulfil its governance duties and responsibilities, ensuring that the team receives the right advice and information in a timely, thorough and appropriate manner.
- Plan to ensure knowledge and competency relating to safe working practices are maintained by evidencing all staff are trained, and that competency assessments are kept up to date.
- Establish and monitor key indicators of the organisation's impact and financial health.
- Build an effective working relationship with the chair of the trustee board, supply regular reports to the trustee board and attend trustee and sub-committee meetings.
- Develop and maintain a knowledge of best practice within the health, social care and mental health sector and an awareness of risks and changes in the external environment that may affect Teamwork Trust.
- Appointed as the Caldicott Guardian and point of contact for Teamwork Trust, taking responsibility for the strategy and governance, confidentiality and data protection, internal information processing and information sharing.

### **Safeguarding**

All employees have a duty to take appropriate and immediate action to:

- Ensure our people are safeguarded from abuse and to report any instances of alleged abuse which you witness or become aware of.

### **Confidentiality and Data Protection**

- All staff are required to comply with our policies regarding confidentiality and data protection. Any data breach must be reported to the Teamwork Trust data controller.

### **Diversity**

- Teamwork Trust is committed to its diversity policy and practices, and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

### **General**

- This job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken. It will vary from time to time in the light of changing demands and priorities of the Teamwork Trust.

### **Person Specification**

Teamwork Trust have gone through a period of significant growth and development, and we are looking for a CEO who can lead us into our new strategic vision.

### **Personal competencies**

We are looking for someone who has -

- Drive and enthusiasm, is intellectually engaged and naturally results-oriented
- Strong leadership and time management ability – a completer/finisher
- Excellent communications skills, built on trust and understanding
- Confidence, gravitas and reliability to lead under pressure, alongside excellent negotiation and conciliation skills
- Business planning acumen, decision-making, and problem-solving skills.
- Proven ability to work independently at operational and strategic levels.

### **Essential**

- Extensive knowledge of both mental health and social care sectors
- A relevant degree and/or professional qualification or relevant proven experience
- Demonstrable experience in a senior leadership role, ideally within a health and social care organisation/setting.
- Experience and a genuine belief in the importance of co-creating and co-production.
- Experience in leading projects that deliver meaningful transformation.
- Team leadership, understanding of performance management processes (leading a team through project transformation, structured team capacity building, skills in developing KPI's to measure performance within an organisation)
- Strong collaboration and networking experience.
- Track record of applying for and leading successful funding applications and projects.
- A strong knowledge of and experience in working in third sector management and understanding of key partnerships.

### **Desirable**

- Strong understanding of data systems and impact measurement.
- Care certificate (or commitment to achieving this).
- Ability to train, motivate and lead large teams

## How to apply?

Application is by CV and a covering letter which should indicate **why you are interested in applying for the Chair role and how you meet the role requirements**. Please send this to our recruitment partners [Eastside Primetimers](#) at [recruitment@ep-uk.org](mailto:recruitment@ep-uk.org). If you would like a call to discuss the role in more detail, please email Paul Venning, [p.venning@ep-uk.org](mailto:p.venning@ep-uk.org) to arrange a convenient time.

The closing date is **Monday 31<sup>st</sup> Jan** with shortlisting interviews being held by Eastside Primetimers that week and the week after. Interviews with Teamwork Trust will be held in the week commencing 14<sup>th</sup> Feb.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

Teamwork Trust is committed to equality, diversity and inclusion within the recruitment process. Our recruitment organisation Eastside Primetimers works to ensure that their recruitment approach is fully inclusive and reaches a diverse range of potential candidates. We warmly welcome applications from all suitably qualified candidates.