



ELITE

Supported Employment



GROUP CHIEF EXECUTIVE OFFICER RECRUITMENT PACK



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Welcome Letter

Dear Applicant

Job Vacancy – Group Chief Executive Officer

After 30 years of building and leading our amazing charity our Group CEO will be retiring in October 2024.

We are therefore seeking a strong, inclusive, and credible leader with the ability to inspire and influence at all levels, both internally and externally.

If you are a positive, forward-thinking individual who is passionate about improving services for disabled people or those at a disadvantage, and would like a new challenge we invite you to apply for this exciting role.

As an inclusive employer, we welcome applications from all suitably experienced persons. We are committed to creating a diverse workplace and encourage applications from candidates of all backgrounds.

This role is subject to an enhanced DBS check.

Thank you for your interest in ELITE, and we look forward to hearing from you.



Andrew Hole
Chair of the Board of Trustees

ELITE Group

ELITE Supported Employment was established in 1994 to enable adults with learning disabilities to access, obtain, and maintain paid employment opportunities, Over time this has expanded to meet the needs of anyone with a disability or those who are disadvantaged.

In addition to the main charity ELITE runs four social enterprises. Our social enterprises aim to create paid work opportunities for our candidates, allowing disabled people and those at a disadvantage to gain valuable skills & experience before moving on and progressing within their local community.



ELITE Paper Solutions Based in Pentre Bach, Merthyr Tydfil and provides organisations throughout Wales with the provision of confidential destruction, archive storage, and document scanning.



ELITE Clothing Solutions Based in Ebbw Vale and offers a bespoke garment manufacturing and embroidery service.



ELITE Training Solutions A training enterprise delivering a wide range of specialised training within the employment sector.



ELITE Catering Enterprise Based in Merthyr Tydfil providing catering services to employees working on construction at Prince Charles Hospital, the general public and hospital employees.

Vision, Mission and Core Values

Our **Vision** is to enable vocational experiences and/or paid employment opportunities for people with disabilities or those at a disadvantage.



Our **Mission** is to support disabled individuals or those at a disadvantage, to access, obtain and maintain paid employment via appropriate support.



Our five Core Values underpin the work we do and guide us in the decisions we make as an organisation.



ENABLING We aim to empower everyone to achieve their person-centred goals.



INSPIRE We lead by example to promote equity, diversity, and inclusion.



INVEST We invest in people and provide them with the tools to reach their potential.



KINDNESS We lead, guide and treat each other with kindness, consideration and respect.



QUALITY We strive to set, review, and maintain high standards within everything we do.

Employee benefits



20 days annual leave rising by one per year of service until 25 days plus the usual Bank Holidays in England and Wales and four Wellbeing days.



Company sick pay after 12 months service.



Paid lunch break.



Free tea, coffee, and toast at our main bases.



Wellbeing Support Group



Free parking at our main bases. Monthly allowance for essential car users.



GROUP CHIEF EXECUTIVE OFFICER

LOCATION

ELITE Head Office

DIVISION

Group

RESPONSIBLE TO

Management Committee

SALARY

£64,261.37 - £70,036.54 per annum

HOURS

37 hours per week

OVERALL, PURPOSE

- To ensure that the service is managed effectively, professionally, and efficiently within agreed policies, procedures, and strategies.
- To identify and utilise resources appropriately.
- To ensure the implementation and maintenance of high standards of Financial and Corporate management, in line with legislative requirements
- To ensure that there is a clear strategic framework for the maintenance and development of the organisation.
- Compliance with the governance of the Charity/ organisation.

JOB DESCRIPTION

LINE MANAGEMENT RESPONSIBILITIES

- To provide support to the Senior Management Team

FUNCTIONAL RESPONSIBILITIES

- **Management Committee Ministration (5%)**

1. To ministrate the requirements of the Management Committee in relation to the appropriate management and development of the organisation, including the organisation of meetings and provision of relevant paperwork.
2. Act as Company Secretary.

GROUP CHIEF EXECUTIVE OFFICER

FUNCTIONAL RESPONSIBILITIES

- **Finance and Fundraising (40%)**

1. Strategically pursue contracts, either in relationship to maintenance of services or expansion of services, to enable adequate resources to implement the Business Plan and relevant service delivery.
2. Produce an annual budget and cash flow in conjunction with the Finance Manager.
3. Authorise company expenditure in line with the organisation's Financial Policies and relevant contracts, or in line with delegated authority.

- **Staffing and Supervision (5%)**

1. Provide regular forms of supervision to identified Senior staff.
2. Provide effective management to the Senior Management team to ensure appropriate service delivery.
3. Recruitment and appointment of Senior staff.
4. Liaise with the Training Manager and Operations Managers in relation to the production of the annual Training Plan.
5. Ensure the organisation meets its legal obligations in relation to its employment of staff.

- **Organisation and Promotion (10%)**

1. Encourage, promote and represent the organisation appropriately to a range of bodies/ stakeholders, providing presentations, as necessary.
2. Participate in relevant networks and business forums.
3. Oversee the strategic marketing plans of the organisation to establish a positive plan of regular activity and influencing.

- **Strategic Development and Maintenance (35%)**

1. Inform and advise the Management Committee to identify, produce and recommend new organisation policies, procedures or strategic documents required for adoption and implementation, in conjunction with all relevant staff.
2. To review and where necessary, develop the organisation's existing policies, procedures, or strategic documents annually, enabling implementation where adopted.
3. To produce an annual and longer-term Business Plan for the organisation, in conjunction with strategic development planning.
4. To initiate and implement structures / systems to achieve strategic change and development of ELITE's service.
5. Provide and maintain appropriate and effective systems of communication, both internally and externally.
6. Develop the organisation to meet the requirements of existing and future contracts
7. To ensure the strategic implementation of a continuous quality improvement culture throughout all of ELITE's work, embedding regular reviews, assessment, and evaluation against our standards, addressing findings appropriately within our resources. This includes strategic delegation to Human Resources, Finance, Service Provision, Training, and Administration departments to maintain, develop, and achieve organisational accreditation demonstrating capability and sustainability for future contracts.

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FUNCTIONAL RESPONSIBILITIES

- **Service Delivery (5%)**

1. Enable the deployment of adequate and appropriate resources to ensure appropriate service delivery.
2. Provide a job finding service to ELITE's jobseekers.
3. Monitor and evaluate:
 - Equity, diversity and inclusion within the organisation
 - Service Provision
 - Funding Source Satisfaction
 - Communication

GENERAL DUTIES AND RESPONSIBILITIES

- Manage your own time and prioritise work to ensure deadlines are met and targets achieved.
- Provide cover across the team as appropriate and when required.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety. Including regular evaluation to enable assessment appropriately.
- Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
- To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.
- Recognise and work within the organisation's quality system and standards, that encompass those of our funders.
- To work flexible hours in relation to business needs.
- To work as a member of the team, taking part in regular supervision, planning meetings and appropriate training.
- To ensure compliance of ELITE's Data Protection Regulation's Confidentiality Policy and security measures at all times, including Data Protection Policy adherence for colleagues, beneficiaries and customers.

STATEMENT

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

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PERSONAL SPECIFICATION

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working at a senior management or organisational level.	X	
Experience of managing and developing an organisation including working on and implementing the organisation's strategy	X	
Experience of working in a third sector organisation		X
Experience of working in the supported employment sector		X
Experience, and proven track record, of generating income/ funding from a range of sources	X	
Experience of working with a Board of Trustees		X
Experience of managing and being accountable for budgets.	X	
Experience of managing change effectively	X	
Experience collaborative and partnership working	X	

QUALIFICATIONS AND TRAINING

	ESSENTIAL	DESIRABLE
Degree level qualification in a relevant subject, or demonstratable experience	X	
Management qualification at level 5 or above, or demonstratable experience	X	

KNOWLEDGE

	ESSENTIAL	DESIRABLE
Knowledge of the local employment market and strategies to utilise/promote the recruitment of people with disabilities.	X	
Knowledge and understanding of the challenges faced by disabled people or those at a disadvantage in accessing the employment market.	X	
Knowledge of current employment legislation		X
Knowledge of the governance requirements for charities set out by the charity commission		X
Knowledge and understanding of risk management	X	
Knowledge and understanding of the social enterprise model		X

GROUP CHIEF EXECUTIVE OFFICER

SKILLS AND ABILITIES

	ESSENTIAL	DESIRABLE
Excellent leadership skills: Able to motivate staff and volunteers to achieve organisational goals	X	
Able to influence at all levels to advocate for the organisation and promote it's aims and objectives	X	
Excellent interpersonal skills with an ability to build relationships with a variety of stakeholders.	X	
Excellent written and verbal communication skills, able to communicate effectively with a variety of stakeholders, at all levels.	X	
Excellent planning skills with the ability to manage a demanding workload and meet tight deadlines	X	
Proven ability to think, plan, and act strategically	X	
Confident public speaker	X	
Good computer literacy skills		X

PERSONAL ATTRIBUTES

	ESSENTIAL	DESIRABLE
Leads by example	X	
Leadership style that empowers and values the contributions of others	X	
Empathy and respect for beneficiaries of the charity	X	
Passionate about the organisation and achievement of its goals	X	
Innovative thinker	X	
Commitment to Equity, diversity, and inclusion	X	
Champions employee Wellbeing	X	

How to Apply



Please send a copy of your current CV with a covering letter answering the following questions to kriley@elitesea.co.uk

1. Why are you applying for this role?
2. How do you feel you meet ELITEs values?
3. What skills and qualities will you bring to the role to progress the organisation further?

For informal enquiries about the role please contact **Andrea Wayman** awayman@elitesea.co.uk or **Andrew Hole** andrew.hole@pentan.co.uk

Timings

Closing date: Monday 3rd June 2024, 9am

Interview schedule:

- Round 1 interviews to be held on Monday 10th, and Tuesday 11th June at ELITE Head Office, Magden Park.
- Round 2 interviews to be held on Monday 24th June at ELITE Paper Solutions, Pentrebach.