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**JOB DESCRIPTION**

**Job Title: Group Executive Director Supported Housing**

**Department: Group Housing Services**

**Responsible to: Group CEO**

**Location: Nottingham/home based with regular travel to other sites**

**Hours: 37.5 to include weekends, evenings, and early mornings. This is a senior post so additional hours will be required to fulfil the requirements of the post**

**Salary: Circa £70,000**

**Job Purpose**

* To lead and be responsible for the vision, success, strategic direction, financial sustainability, and ongoing development of the Group Housing Service
* To provide strategic oversight to the Group Housing Service
* To be responsible for compliance across the department and ensure safeguarding policies and procedures are adhered to
* To encourage and role model a culture of employee engagement, continuous learning, and entrepreneurship
* To identify, develop, leverage, and sustain external stakeholders and partnerships that support the Association’s and stakeholder core values, business objectives and strategic priorities
* To be responsible for the leadership, management, and development of direct reports and to the Group Housing Service
* To develop positive working relationships with our Board Members and provide them with regular detailed updates
* To be responsible for the development of an organisational culture that puts our Mission Statement and our Christian Core Values of Caring, Honesty, Respect and Responsibility at the heart of all we do

**Principal Responsibilities**

**Strategic Responsibilities:**

1. To be responsible for leading and managing the Group Housing Service, promoting a culture of high employee engagement, excellent communication, wellbeing, service user and customer focus, entrepreneurship, trust, health and safety and continuous improvement that delivers excellent outcomes
2. To ensure that the Group Housing Service complies with all its statutory requirements including safeguarding and health and safety
3. To lead, empower and motivate the senior management team and be responsible for setting and communicating the strategic direction, vision, Christian Core Values, and ethos of the company
4. To work proactively and effectively with a range of stakeholders, Councillors, politicians, external partners and members of the community to increase and improve the profile of the Group Housing Service and to strategically develop and implement partnerships that support the department’s mission, vision and strategic priorities
5. To ensure the preparation, development, and communication of strategic business plans, aligned structures and processes, strategic priorities and visions, annual budgets, the annual report and other associated documents and publications and to be responsible for ensuring appropriate monitoring, management, remedial action, and reporting
6. To work with colleagues to ensure that all programmes and services delivered are high quality, cost effective, meet the needs of the user, and align with our mission
7. To work with Human Resources and managers to ensure high levels of employee engagement, wellbeing, retention, trust, discretionary effort, and high performance
8. To be responsible for and to guide the Group Housing Service’s decision making and accountability
9. To be responsible for the timely opening and ongoing success, including in relation to positive community impact, financial sustainability, and commercial success, of new accommodation and properties
10. To ensure effective support, legal and digital frameworks are in place to support the delivery of all our services and provisions
11. To satisfy or exceed quarterly performance objectives set on an annual basis
12. To ensure the resident journey and experience is at the heart of all strategic and operational priorities

**Board Responsibilities:**

1. To be responsible for the effective governance of the organisation and ensure compliance with all regulatory requirements
2. To work with the Chair of the Board of Trustees, other trustees, and directors to ensure that working relationships between Trustees, managers and staff of the Group Housing Service is always effective and professional
3. To be responsible for governance issues for the board and Association; to regularly attend board and subcommittee meetings and to ensure the effective organisation of all Board meetings and Sub Committee meetings and the preparation and presentation of appropriate reports

**Financial Responsibilities:**

1. To be responsible for the financial integrity and sustainability of the Group Housing Service
2. To ensure strong financial stewardship and the implementation of financial controls to meet agreed financial targets outlined in the budgeting process

**Responsibilities for all YMCA staff, casual workers and managers**

**1 Ambassador for the YMCA**

 To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA’s core values, mission, vision, and ethos and to positively and proactively protect the YMCA’s reputation.

**2 Other Duties**

To undertake any other duties and responsibilities as may be assigned by your Line Manager. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

**3**  **Discretion to Act**

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

**4** **Relationships and Confidentiality**

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality will be treated seriously and may lead to dismissal.

**5 Association Ethos**

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

**6 Health and Safety**

To adhere to the Association’s Health and Safety policies at all times.

**Line Management Responsibility:**

The postholder will be responsible for the line management of allocated senior managers.

**PERSON SPECIFICATION**

**Please ensure that you address all the requirements marked with an “A”**

**in the final column as we will be looking for this information when Shortlisting**

**Job Title: Group Executive Director Supported Housing**

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| ***Criteria*** | ***Requirements*** | ***How Assessed\**** |
| **Experience** | 1.1 Demonstrable and significant senior leadership experience in a large, complex, and diverse organisation | A, I |
| 1.2 Proven track record of successful change management and project management | A, I |
| 1.3 Experience of managing a heavy and demanding workload with a variety of conflicting tasks and deadlines using effective organisation and planning skills and maintaining wellbeing and emotional resilience | A, I |
| 1.4 Evidence of implementing structures and processes aligned to growth and strategic plans  | A, I, T |
| 1.5 Demonstrable experience of working at a strategic level including strategic planning, writing business plans, and agreeing, managing, and meeting performance indicators, targets etc. and ensuring others are motivated and engaged in the process and outcomes | A, I |
| 1.6 Significant and demonstrable experience of instigating, developing, and sustaining relationships with a range of stakeholders in all sectors to benefit the business in line with our aims, culture, and values  | A, I |
| 1.7 Experience of working effectively with Boards of Trustees / Directors coupled with an in depth understanding of governance, safeguarding and statutory requirements pertaining to the not for profit sector | A, I |
| 1.8 Excellent financial acumen coupled with experience of setting and managing highly complex budgets including forecasting, cashflow, VAT, financial control etc | A, I, T |
| 1.9 Successful and demonstrable track record of stakeholder engagement | A, I |
| 1.10 Proven business acumen and commercial awareness coupled with the ability to operate effectively in both the not for profit sector and the commercial arena  | A, I, T |
| 1.11 Proven success of maximising income, securing funding, and ensuring financial sustainability of services and provisions | I |
| **Skills and Abilities** | 2.1 Ability to motivate influence, negotiate, empower and challenge appropriately | A, I |
| 2.2 Able to explain and be supportive of the YMCA ethos, belief and values and promote, maintain, and ensure understanding of the Association’s Christian ethos and heritage internally and externally  | A, I, T |
| 2.3 Ability to prepare and deliver professional, engaging, presentations to a range of groups including stakeholders, staff, businesses, partner organisations, educational establishments, and community groups | T |
| 2.4 Excellent written communication skills including the ability to write complex, clear reports, articles, and letters for a wide range of audiences in a range of formats | A, I |
| 2.5 Able to demonstrate clear, critical thinking, organisational and problem-solving skills and to be able to consult effectively, listen and assimilate information | I, T |
| 2.6 Excellent time management, prioritisation, motivation and delegation skills and the ability to balance operational and strategic demands | I |
| 2.7 Ability and desire to “roll up sleeves”, be involved in day to day activities, be approachable and act as a role model and ambassador for all our organisations | I |
| **Knowledge and qualifications** | 3.1 MBA (or studying for MBA) or equivalent level of management / business qualification | A, D |
| 3.2 Extensive knowledge and understanding of the workings of the Not for Profit and community sector, the social housing sector and local and central government | T |
| 3.3 Excellent understanding of charity law, health and safety, safeguarding, housing, equalities legislation, and other relevant legislation | A, T |
| 3.4 In depth understanding of vulnerable adults within a supported housing environment  | A, I |
| 3.5 In depth knowledge of funding and fund raising, Government initiatives and maximising income streams | I |
| 3.6 Knowledge and experience of a range of business improvement methodologies and techniques | A |
| **Specific work-related requirements** | 4.1 In depth understanding of the complexities of supported housing sufficient to be able to ensure the effective management, positive community impact, successful stakeholder engagement, financial sustainability, and ongoing success of the provision  | A, I, T |
| 4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the DBS Update Service | D |
| 4.3 In depth understanding of the needs of people from diverse cultural, social, and racial backgrounds and ability to challenge discriminatory or oppressive practice appropriately | A, T |
| 4.4 Flexibility in relation to hours of work including the ability to work evenings and weekends on a regular basis | A, I |
| 4.5 Ability and willingness to travel between sites across the county and to attend meetings, events etc outside of the county. | A, I |

\***\*When Assessed** – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license, DBS, Charity Commission checks etc.

*Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity*

*Nottinghamshire YMCA is committed to the protection of children and adults at risk*