



Registered Charity No. 243044



# Group Executive Director Supported Housing

**Recruitment Pack**

Nottinghamshire YMCA

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# Welcome from our CEO



Dear applicant,

As Group CEO of Nottinghamshire YMCA, I would like to thank you for considering applying for the position of Group Executive Director - Supported Housing.

As a movement, we are deeply committed to promoting **youth development, healthy living** and **social responsibility** and so every service we deliver both internally and externally works to energise our communities to **belong, contribute** and **thrive** as we grow together.

Prioritising the needs of young people feeds the soul of our charity, and we particularly believe in the importance of nurturing partnerships along with a collaboration of hearts and minds to create meaningful social mobility. It is only by listening to our staff members, local families, children, businesses and local agencies that we can develop effective programmes and deliver vital frontline services that truly reflect the needs of the people we support.

Our wide range of services thus include everything from day camps, digital programmes, Adventure Guides and childcare to the development of world-class facilities at our evolving Community and Activity Village in Newark. Supporting homeless young people through YMCA's life-shaping housing provisions and providing 24-hour children's residential care services across Nottinghamshire and East Riding of Yorkshire remain key strategic priorities; along with promoting fitness, education and wellbeing through our gym, CrossFit and Malt Cross hospitality facilities at the heart of Nottingham.

Sitting on our Executive Leadership Team, the successful candidate for this exciting new role will be an experienced leader equipped to empower our charity to achieve an ambitious growth trajectory for our Housing department and YMCA Goole.

Our ideal candidate will have significant experience of supported housing and an in-depth knowledge of the issues facing vulnerable adults and young people (16+) living in supported housing, in addition to managing large and diverse teams.

You will develop and deliver a Housing strategy that is aligned to our core values of **caring, honesty, respect** and **responsibility**, enabling vulnerable adults to successfully move on to sustainable housing.

Your experience of managing heavy and demanding workloads will be instrumental in ensuring a quality service is delivered consistently across a range of sites.

As a recognised Mindful Employer, Nottinghamshire YMCA is committed to Staff Wellbeing with qualified Workplace Chaplains and Mental Health Champions on hand to help you feel supported. We believe in a holistic approach to nurturing the **mind, body** and **spirit** of all our employees.

If you join us, you will have access to a wide range of employee benefits including free gym membership, access to a health cash back scheme upon successful completion of your probation period, staff engagement and activity events, volunteer days, generous annual leave and pension scheme and fantastic training opportunities to further your professional and personal development.

We would love for you to be part of the organisation's journey in our shared belief that everyone deserves a chance to be the best version of themselves that they can be. Apply today to begin your next chapter with YMCA and help us shape our revolutionary future.

**Craig Berens, Group CEO**

# Mission and Strategy

Our mission, based on Christian core values, is to develop the mind, body and spirit of individuals, families and communities to improve health and wellbeing for all.

Nottinghamshire YMCA was set up in 1871 by a small group of friends who wanted to make a positive difference to the lives of local people. We are a wholly inclusive organisation, welcoming people from all walks of life, from all faiths and backgrounds. Our core values of **caring, honesty, respect** and **responsibility** remain embedded across the association and always remain at the heart of everything we do.

150 years later, we continue to grow and be steered by the evolving needs of young people, with our strategic direction always working to develop innovative programmes and frontline services that are geared towards transforming the life experiences of local people. Through an ambitious growth strategy, our goal is to continue empowering even more members of our communities to reach their potential so they can **belong, contribute** and **thrive**.



**Job Summary**

**Group Executive Director  
Supported Housing**



## Job Description

- **Job Title:** Group Executive Director - Supported Housing
- **Department:** Housing/YMCA Goole
- 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 £65,000

## Job Purpose

- To lead and be responsible for the vision, success, strategic direction, financial sustainability, and ongoing development of the Housing department and YMCA Goole
- To provide strategic oversight to the Housing Department and YMCA Goole
- 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 Housing department and YMCA Goole
- 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



### APPLY NOW!

If you would like to apply, please send your detailed CV to: [emma.hodgett@nottsymca.org](mailto:emma.hodgett@nottsymca.org)

# Principal Responsibilities

## Strategic Responsibilities:

1. To be responsible for leading and managing the Housing department and YMCA Goole, 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 Housing department and YMCA Goole 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 Housing department and YMCA Goole 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 YMCA Goole and the Housing department'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 YMCA Goole and the Housing department 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 YMCA Goole and the Housing department
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 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 the group and to keep confidential all information about individuals and the business of the group. 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**

Criteria	Requirements	How Assessed*
<b>Experience</b>	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
<b>Skills and abilities</b>	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

\*\*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

<b>Criteria</b>	<b>Requirements</b>	<b>How Assessed*</b>
	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
<b>Knowledge and qualifications</b>	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
<b>Specific work-related requirements</b>	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

# SOME OF THE BENEFITS OF WORKING FOR NOTTINGHAMSHIRE YMCA

From day one of employment

<b>Values based organisation</b> We have served the people of Nottingham for over 150 years	<b>Generous Annual Leave</b> Rises by 1 day a year for first 5 years, 2 days after 10 years, and 2 days after 15 years (pro-rata if part time)	<b>Paid Volunteer Leave</b> One day one year	<b>Work Shadowing</b> Opportunities across the Association	<b>Training Opportunities</b> Both internal and external plus support with educational qualifications
<b>Commitment</b> Regular supervisions, one-to-one meetings and team meetings	<b>Employee Recognition Awards</b> Colleagues can nominate each other for recognition	<b>Free Beverages</b> Free tea (including herbal teas), coffee and drinking water at all sites	<b>Counselling sessions</b> Up to 6 face-to-face or telephone sessions for those not in Westfield (via your manager/HR)	<b>Workplace Chaplain</b> Confidential support on a wide range of topics
<b>Free Access</b> When available, access to student counsellors	<b>Free YMCA Gym Membership</b>	<b>Reduced Price CrossFit 1871 Membership</b>	<b>Free Staff Fitness MOTs</b>	<b>Reduced cost workplace massages</b>
<b>Staff only gym classes</b>	<b>Reimbursement for flu jabs</b>	<b>Reimbursement /Payment</b> Hepatitis A and B vaccinations for staff working in areas where such vaccinations are required	<b>Time Off</b> Smoking cessation support	<b>Staff Newsletters</b> Keeping you up to date with what's happening
<b>Paid Sick Leave</b> Rising in line with length of service	<b>Pension Scheme with Royal London</b>	<b>£50 per week</b> Amazing school holiday camps for your children	<b>Social Activities</b> Regular, organised (and sometimes subsidised or free) e.g. Christmas Party, Alton Towers day trip	<b>Death in Service Benefit</b>

Plus, following confirmation in post after a successful probationary period:

<b>Interest Free Training loans of up to £3000 per year</b>	<b>Westfield Health Cashback scheme (inc. 24x7 counselling and advice line) and Westfield Rewards Scheme OR financial support towards travel to work OR financial support towards childcare OR financial support for external gym membership</b>	<b>Green travel / public transport loans of up to £1000 per year</b>
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# Staff Wellbeing Programme



At Nottinghamshire YMCA, we are committed to supporting Staff Wellbeing. We try to create an environment where staff feel they can be open about their wellbeing. Our tailored Wellbeing and Mental Health policies facilitate promotion of this important agenda in the workplace by addressing the needs of our employees. Most importantly, it is our respectful and caring culture that really demonstrates this priority, with wellbeing being a key cornerstone that resides at the heart of one-to-one discussions.

We support mental health issues in the same way as we would a

physical issue. We have a number of qualified Mental Health Champions across the workforce and they are on hand to offer bespoke support as and when required.

### Some of the wellbeing initiatives we offer include:

- **Westfield Health Membership\***
- **Confidential Counselling via Riverside Natural Health Centre**
- **Workplace Chaplain**
- **Gym Pastors**
- **Free gym membership**
- **Free body MOTs and fitness classes**

- **A proactive approach to Sickness Absence Management**
- **Staff Wellbeing events such as Aromatherapy workshops**
- **Staff Engagement Group**
- **Staff Activities**
- **Volunteer days to encourage a sense of “giving back”**

Many of our employee benefits complement the wellbeing package and details of these are included in this pack.

\*Some initiatives are only available once the probation period is successfully completed



**"We would love for you to be part of the organisation's journey in our shared belief that everyone deserves a chance to be the best version of themselves that they can be."**



"We believe in a holistic approach to nurturing the **mind, body** and **spirit** of all our employees."



## Get in touch

 @NottinghamshireYMCA

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