

YMCA

Registered Charity No. 243044



Group Strategy and Transformation Manager

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 Strategy and Transformation Manager**.

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.

Reporting to the Group CEO, the successful candidate will maximise mission impact by transforming and mobilising the values-driven heart of Nottinghamshire YMCA as the charity embarks upon its most exciting development journey to date.

You will develop unified company strategies aligned with our core values of **caring, honesty, respect and responsibility**. Self-motivation and flexibility will be key when utilising your experience of stakeholder management within complex organisations to ensure appropriate governance infrastructures are in place.

In addition to performing company secretary duties and providing strategic and operational support to the CEO and Group Board members, you will energise the company to operate with agility and nurture its unique value position in the marketplace.

As a recognised Mindful Employer, Nottinghamshire YMCA is committed to Staff Wellbeing with qualified Workplace Chaplains and Mental Health Champions on hand to support you as 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 activities, 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 our 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 Strategy and Transformation Manager



Job Description

- **Job Title:** Group Strategy and Transformation Manager
- **Department:** Support Services
- **Responsible to:** Group Chief Executive Officer
- **Location:** NVAC, 7 Mansfield Road and home based
- **Hours:** 37.5 hours per week, mainly Monday – Friday with some evening and weekend work. This is a senior post so additional hours will be required to fulfil the requirements of the post.
- **Salary: Circa** £40,000

Job Purpose

- To provide strategic and operational support to the CEO and Group Board members
- Develop a unified Group long-term (3Y) and near-term (1Y) company strategy
- Run internal consulting projects (strategy development & execution)
- Summarise the strategy for the Exec, Board and wider company
- To ensure appropriate corporate governance structures are in place that maximise mission and operational impact
- Facilitate strategic alignment across the group of companies supporting them to operate with agility; and deliver services in its unique value position in the marketplace.
- To build, maintain and coordinate effective stakeholder management collaboratively with the Group Chief Executive Officer
- To act as the Assistant to the Group Chief Executive Officer, supporting them to focus on strategic priorities and developments
- To act as the Group CEO's point of contact among Corporate Board members, Executive Directors, the Senior Leadership Team, employees, and external partners
- To be an effective member of the Association's Senior Leadership Team and promote the development of an organisational culture that puts our Christian Core Values – Caring, Honesty, Respect and Responsibility - at the centre of all we do.



APPLY NOW!

If you would like to apply, please send your detailed CV to: emma.hodgett@nottsymca.org

Principal Responsibilities

Strategy and Transformation Manager (50% of the role)

1. Partner with the Executive team and senior leadership team to help set the strategic direction for the company
2. Training, integration and adoption of group strategic and operation management systems
3. Work with the business to define strategies and drive execution of complex, cross-functional and high impact initiatives
4. Help lead the cross-functional and cross-country strategic planning process, ensuring clear expectations, quality strategy development and buy-in from all parts of the company
5. Take a lead role in preparing Board and company-wide presentations
6. Oversee complex financial modelling and lead teams to discover, analyse, and interpret trends or patterns in complex data sets to perform strategic analysis and research

Company Secretary (25% of the role)

1. To guide the CEO and Board on their responsibilities under the rules and regulations to which they are subject and on how those responsibilities should be discharged
2. To support the Chair of the Board in ensuring the Board functions efficiently and effectively
3. To ensure good information flows within the Group's Boards and between executive and senior management structures
4. To lead and coordinate the recruitment and induction of new Board members, ensuring compliance checks are completed promptly
5. To develop and oversee governance systems and processes to ensure company compliance
6. To undertake the day-to-day administration of the Group e.g. organising Board meetings and AGMs, preparing agendas, taking minutes, and following up on action points

7. Contribute to meeting discussions and when required advise members of the legal, governance, accounting, and tax departments of the implications of proposed policies
8. Liaise with external regulators and advisors such as auditors

Assistant to CEO (25% of the role)

1. To fully support the Group CEO by organising and scheduling meetings, preparing meeting agendas, undertake research for meetings and take minutes at meetings
2. To book business travel arrangements as and when required
3. To maintain office correspondence, including crafting routine correspondence
4. To manage the Group CEO's diary effectively
5. To solve simple IT problems and issues
6. To create and maintain electronic filing systems, ensuring they are kept up to date and in working order
7. To liaise with other internal and external partners on behalf of the CEO
8. To prepare and deliver reports and presentations on the behalf of the CEO
9. To support the CEO with financial matters, including expenses, credit card statements and monthly management accountant summaries

Responsibilities of all YMCA staff 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 specific duties and responsibilities as may be assigned by the immediate Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that the 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 and to use best practice commensurate with the safety of clients and colleagues, and the effective and efficient use of resources.

4. Relationships

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 is extremely serious and may lead to dismissal.

5. Personal Development

To play an active role in the development and implementation of your development.

6. Association Ethos

To support the Christian aims, objectives, ethos, and core values of the Association. The Association is committed to equality of opportunity in recruitment, employment and service delivery and expects all staff to abide by our Equality and Diversity Policy.

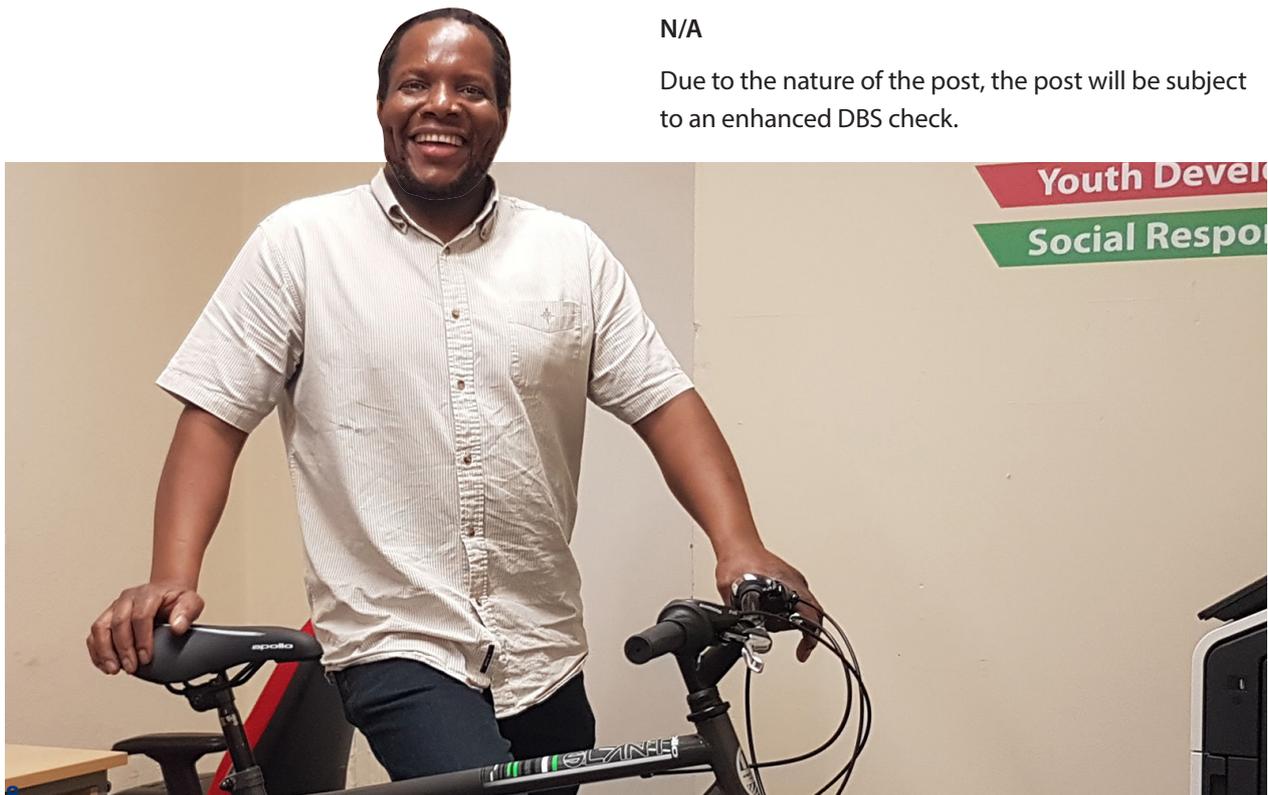
7. Health and Safety

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

Line Management Responsibility:

N/A

Due to the nature of the post, the post will be subject to an enhanced DBS check.



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*
Experience	1.1 Experience of working in an accountancy and finance setting/ business management or in a legal setting would be advantageous	A, I
	1.2 Experience of effective stakeholder management in a complex organisation	A, I
	1.3 Significant experience of working with confidential and commercially sensitive information	A, I
	1.4 Experience of providing executive level support to senior management	A, I
	1.5 Experience of setting up new systems, policies, and procedures to enhance corporate governance	A, I
	1.6 Experience of instigating and developing positive relationships with stakeholders, including external partners, senior managers, and employees	A, I
	1.7 Experience of working within governing/ compliance frameworks	A
	1.8 Experience of working in a fast paced, multi-faceted organisation	A, I
	1.9 Experience of diary management and calendar coordination	
	1.10 Experience of organising corporate events such as staff conferences would be advantageous	
	1.11 Experience of undertaking research and summarising findings succinctly	
Knowledge and Qualifications	2.1 High level of business acumen and knowledge of Charity regulatory responsibilities	A, I
	2.2 Formal related qualifications such as ICSA qualifications are desirable or ability to qualify in 12 months of employment	D
	2.3 Exceptional standard of numeracy, ICT, and literacy	T
	2.4 Understanding of the third sector and charity law	A, I
	2.5 MBA or Masters in business related fields – or ability to be supported to undertake upper level degree	A
	2.6 Understanding of Ofsted requirements in relation to governance	A, I

Criteria	Requirements	How Assessed*
Skills and Abilities	3.1 Strong communication, interpersonal and presentation skills coupled with high levels of personal credibility and professionalism	A, I, T
	3.2 Business acumen, technically strong and insightful and able to operate effectively at strategic and operational levels	A, I
	3.3 The ability to learn quickly, multitask and prioritise	A, I
	3.4 Ability to problem solve and make sound business focused decisions	A, I
	3.5 Ability to motivate, influence, negotiate, empower and challenge appropriately	I
	3.6 Ability to be self-motivated and work with minimal supervision in addition to being able to contribute as a Senior Leadership Team member	A, T
	3.7 An ability to be diplomatic whilst having the confidence to support senior managers and Board members	A, I
	3.8 Ability to act with integrity and discretion when dealing with sensitive information	A, I
	3.9 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	
	3.10 The ability and desire to "roll up sleeves" and be involved in the day-to-day activities of the Group	I
Other Work-Related Requirements	4.1 Willingness to work additional hours if required and to work flexibility in order to get the job done	A, I
	4.2 Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update	D
	4.3 Ability to travel between sites and attend training, meetings as necessary including at weekends and evenings as required	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 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

SOME OF THE BENEFITS OF WORKING FOR NOTTINGHAMSHIRE YMCA

From day one of employment

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

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

Interest Free Training loans of up to £3000 per year	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	Green travel / public transport loans of up to £1000 per year
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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

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