

Emmaus Brighton & Hove
Application Pack for Permanent Chief Executive Officer
(full-time, permanent post)



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Terms and Conditions of Employment

This is a full-time, permanent role and you will work 40 hours. Saturdays may be included. A probation period of 6 months will apply.

Salary will be in the range of £45,500 to £47,000 per annum.

Pension – Stakeholder pension

Training & Development – Individually tailored induction, training and development

Annual Leave – for full time employees, 25 days per annum plus 8 bank holidays

How to apply

Please send the completed Job Application Form, showing how you meet the person specification, and return it together with the Equal Opportunities Monitoring Form (to be sent out on application) to **admin@emmausbrighton.co.uk** or by post to **Emmaus Brighton & Hove, Drove Road, Portslade, East Sussex, BN41 2PA.**

The closing date for applications is **27th June 2021.**

Interviews will take place on **8th July 2021.**

Interviews will consist of:

1. A formal interview with a panel of 4 trustees:
2. A discussion with Companions and other stakeholders.

We are looking for the successful candidate to start in November 2021.

If you would like to arrange an informal discussion about the role, please contact the Chair of Trustees via **admin@emmausbrighton.co.uk.**

About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging.

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus Community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus Community and work in the social enterprise, where they support themselves and one another. There are currently 850 Companions living at 29 Emmaus Communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for Companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing Companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus Communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask:

- That Companions work for 40 hours per week, or give as much time as they are able, in the Community's social enterprises.
- That they behave in a respectful way towards one another.
- That no alcohol or illegal drugs are used on the premises.
- That they sign off all benefits, with the exception of housing benefit.

Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus Community, £11 is generated in social, environmental and economic returns.



The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs.
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill.
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus Communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

The Emmaus UK federation strategic plan 2020-25

Our ambition, by 2025:

- We will provide a home to **1,100** people.
- We will be **75%** self-funded through companion-led social enterprises.
- More than **95%** of companions will describe Emmaus as a positive experience.
- We will support **100,000** people each year through acts of solidarity.
- We will have reduced our carbon footprint and we will be actively looking to **improve** our environmental impact.
-

Our strategic priorities:

We will help more people by:

- Delivering a wider range of activities to address social exclusion.
- Creating more homes
- Developing a range of employment and move on housing options.

We will work smarter by:

- Improving our processes and making better use of technology
- Developing and growing our social enterprises
- Actively seeking opportunities to improve our environmental impact.

We will shout louder about:

- Who we are and how we make a difference.

The Emmaus Brighton & Hove Community

Our vision is for a thriving, diverse and resilient Emmaus Community, making the most of our amazing asset that is our extensive site in the heart of Portslade Old Village and the passion and skills of the people that make it tick.

A Community that is home. A transformative place where Companionship for formerly homeless people is at the core of what we do – helping vulnerable individuals in crisis when they need it most, providing a home, work and the best life opportunities we can offer, for as long as they need.

A Community that is a destination. A much-talked-about place that attracts people from across the city and beyond to visit, browse, shop, eat and relax – with a reputation for the experience we offer our visitors, from customer service to great bargains, enjoyable events and a unique, positive environment within which Companions play a key role.

A Community that is a hub. A place within the local Community that welcomes all and shares a broad integrated offer with local residents, schools, businesses, charities and volunteers – bringing the local community together to help people help themselves, perhaps establish a home, go to work, celebrate a birthday, learn something new or simply find a sense of belonging and build new relationships over a cuppa.

A place to stay, a place to feel safe, a place to get support, a place to visit, a place to grow, a place to connect, a place to contribute.

Job Description

Job Title:	Chief Executive Officer
Organisation:	Emmaus Brighton & Hove (EBH)
Reports To:	Chair of Board of Trustees
Direct Reports:	Community Manager, Business Manager, Finance Manager, Administrator and Systems Development and others as needed
Location(s):	Drove Road, Portslade, East Sussex, BN41 2PA
Date:	June 2021

Job Purpose:

The Chief Executive leads the Management Team in delivering the agreed strategy, goals and objectives and policies of the organisation, ensuring its solvency, compliance with regulations and advising the Board of Trustees. The Senior Management Team promotes Emmaus internally and externally, and partners with other Communities and organisations to build key relationships. The CEO is also responsible for the successful leadership and management of the organisation according to the Emmaus ethos, values and missions, policies and procedures.

Principal Accountabilities:

1. Support and advise the Board, its committees and task groups in their duties and responsibilities, including Compliance matters

1. Deliver the five year strategic plan and ensure the outcomes are achieved, subject to annual review with the Board and in order to deliver the Community values and mission.
2. Keep Trustees appropriately informed and engaged with the operational activities of the Community. Includes provision of agreed evidence and Data to facilitate informed decision making
3. Ensure policies are drafted and reviewed against best practice and agreed timelines, and recommend changes to Board to meet statutory requirements and to support our mission and strategic objectives.
4. Facilitate the organisation in the required compliance and linked training, covering:
 1. GDPR adherence

2. Charity Commission guidelines and requirements,
3. Health and Safety
4. All other regulatory areas.

2. Companions

1. Deliver our social/charitable objectives
2. Optimise the 'offering' to our Companions to provide the most effective support we can, ensuring it is in line with current thinking and best practise.
3. Ensure there is adequate provision for supporting vulnerable adults and safeguarding procedures are fully implemented.
4. Facilitate effective communication with companions, including listening and feedback channels to achieve a culture of enabling, empowerment and engagement.
5. Ensure good 'home' and business-related facilities are provided
6. Achieve and maintain target Companion numbers

3. Financial

1. Develop, ensure approval and manage the Community's annual budget, in order to meet the strategic plan and remain a going concern. Maintain 3-5 year forecasts to ensure longer term objectives can be met.
2. Collaborate closely with the Treasurer, on financial matters, policies, compliance and strategy.

4. Operational

1. Ensure procedures supporting the Board's policies are in place and reviewed against best practice; and that the Community operates according to these.
2. Translate the agreed strategic and operational targets and standards into work programmes to meet our objectives, These to be monitored regularly.
3. Establish adequate employee cover for the safe operation of the Community and its businesses at all times, whilst complying with the H&S at Work Act. This includes duties and responsibilities to cover for holidays and absences and may require the post holder to cover the duties of other employees.
4. Undertake succession planning for key people, along with flexibility to allow staff to meet all necessary current needs.
5. Maintain a Business Continuity Plan and arrange effective tests.
6. Ensure that effective administration systems are established, maintained and monitored to support the work of the organisation.
7. Monitor complaints procedures in accordance with agreed requirements
8. Maintain the organisational Risk Register and alert the Board to any high or emerging risk areas.
9. Lead the organisation in developing a culture of risk management and appropriate risk taking according to policy.

5. Business Development;

1. Maintain and deliver a short and long term business strategy
2. Agree and meet annual business targets
3. Develop efficient practices
4. Plan and develop new business opportunities, including online sales; all based on solid business cases

6. Staff and Volunteers

1. Lead and motivate employees and volunteers, to maximise their contribution and ensure effective running of the operations.
2. Lead and deliver an efficient and effective human resource function, enabling EBH to recruit, train and develop employees who perform well in their jobs, are proactively engaged with the Emmaus movement and have potential for individual growth and development including succession planning. This includes a programme to support staff wellbeing.
3. Be personally responsible for the appraisal and development of all managers who report directly to the Chief Executive.
4. Put in place succession and backup plans for key staff, to mitigate risk
5. Ensure all staff have opportunities for growth and development
6. Recommend/ review/ implement a strategy for optimum use of volunteers, balancing the needs of the organisation whilst making sure volunteers have a satisfying experience.
7. Ensure the relevant HR related correct policies and procedures are in place.

7. Site Maintenance and Development

1. Ensure routine maintenance is carried out within budget and H&S matters are assessed and actioned with urgency.
2. Ensure a 5 year maintenance plan is in place and funding catered for through internal or external sources.
3. Lead and manage any related projects.
4. Ensure the health and wellbeing of all who use the site
5. Ensure knowledge and experience is retained via staff or contractors
6. Ensure the service is adequately accommodated and equipped in consideration of its needs and the effective operation of the service. Maintain our infrastructure, including IT, Broadband.

8. Networking and Fundraising

1. Maintain and encourage regular liaison and cooperation with Emmaus UK, Emmaus Europe & International and other Emmaus Communities to maximise EBH's¹ and Community member's engagement with solidarity in the Emmaus movement.
2. Maintain and grow an external relations strategy and partnerships resulting in profile raising, relationship building, PR and fundraising opportunities. To include community consultation, relations with local government, the business community and the media in order to enhance our work in the locality.
3. Identify marketing and communication needs, allowing EBH's message to be circulated to the right audience.
4. Expand our capacity to attract and successfully apply for the grants, donations and loans, needed to facilitate the organisations sustainability and growth.

General Supporting Requirements for the Role

1. To include any other duties as required by the Chair of the Board of Trustees.
2. Residential stays are likely to be required on occasion, at other Emmaus UK Communities and possibly international Communities. There is also likely to be a requirement to participate in national and international Emmaus meetings for example Chief Exec/Director/General Manager meetings, UK National Assembly and Emmaus International World Assembly.
3. A willingness to work flexible hours when needed.
4. The CEO will need to engage personally to perform fundraising support activities.
5. DBS checks will be required.

Person Specification

Our focus for this role, is someone who exhibits a strong desire and ability to grow and develop personally, and who will lead the organisation on an exciting journey of change, growth and development also.

Key Attributes:

Essential Experience

- Significant recent experience of senior leadership in a charity or non-profit organisation working to a Trustee Board
- Experience of managing change across an organisation, including the alignment with strategic plans.
- Experience of managing, leading, motivating and empowering staff teams
- Evidence of forming effective networks; informal and formal partnerships with a range of agencies, groups, individuals, external stakeholders, funders and service users.
- Significant experience of the financial management of an organisation within the voluntary sector, in these challenging times
- Experience of working to satisfy governance requirements, internal controls/targets and indicators. Experience of providing evidence and data for effective decision making and ability to manage risk.
- Evidence of a solid understanding and ability to work within the Emmaus movement and values
- Working within a service aimed at reducing homelessness.
- Understanding of business drivers and profitability factors for a social enterprise

Desirable Experience

- Experience of fundraising and income generation in the voluntary and community sector
- Evidence of understanding of the needs of and the ability to work directly with homeless individuals or those with lived experience of homelessness

Essential Skills and Knowledge

- Strong financial and budget management skills including the handling of multiple income streams (with an annual budget in excess of £1m)
- Knows how to work in a fast-changing sector and a service environment, with changing priorities, fluctuating workloads and providing leadership when circumstances lack clarity. Will work calmly and accurately under pressure and help others work effectively in this environment. Has commitment to creating an inclusive culture.
- Excellent communication skills.
- A good up to date understanding of equality, diversity and inclusion. And has the negotiating skills to motivate, empower and lead diverse groups, teams and individuals.

Desirable Skills and Knowledge

- How to approach the project management of key initiatives
- Use and management of volunteers

Personal Attributes

- The ability to feel a high level of commitment to and adhere to the aims, principles, values and policies of the Emmaus Movement.
- Has a solutions-based, objective, organised, positive, 'can do' attitude. Embraces change.
- Commitment to personal learning and development and continuous improvement. Enjoys new learning and challenges often with high levels of ambiguity.
- Ability to earn and maintain the trust of those people they interact with. Builds constructive and 'mature' working relationships..
- Has resilience with sound judgement and is able to deliver a 'straight' message when required. Enabler of conflict resolution.

Safeguarding and Right of Work in the UK

The role will involve working with Companions and in the Community, therefore the successful applicant will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some Companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties
- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.

How we store and use your personal information

The application form will be separated from the Equal Opportunities form when received.

Your information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The application form only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed from your form. This includes:

- Name
- Address
- Age

This is to protect your personal information, but also to enable us to shortlist without bias to help ensure we are as fair and equitable as possible to encourage a diverse workforce.

Read our Privacy Statement for Employees and Potential Employees using:



<http://www.emmausbrighton.co.uk/who-we-are/our-strategic-plan/privacy-statements>

Emmaus Brighton & Hove

Job Application Form

Emmaus Brighton & Hove, Drove Road, Portslade, East Sussex, BN41 2PA

01273 426470

admin@emmausbrighton.co.uk

Registered charity 1053354

www.emmausbrighton.co.uk

Emmaus UK – www.emmaus.org.uk

Please complete this form in black ink or type, and **return by post to Emmaus Brighton & Hove, Drove Road, Portslade, Brighton BN41 2PA, marking your envelope ‘private and confidential’ or by email to admin@emmausbrighton.co.uk**

Please complete this form accurately, giving as many details as possible of your skills and experience relating to the job. Shortlisting will be based on the information gathered from this form, read in conjunction with the enclosed person specification.

<p>Please state where you saw this post advertised:</p>
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Job Details

Title:	First name	Surname:
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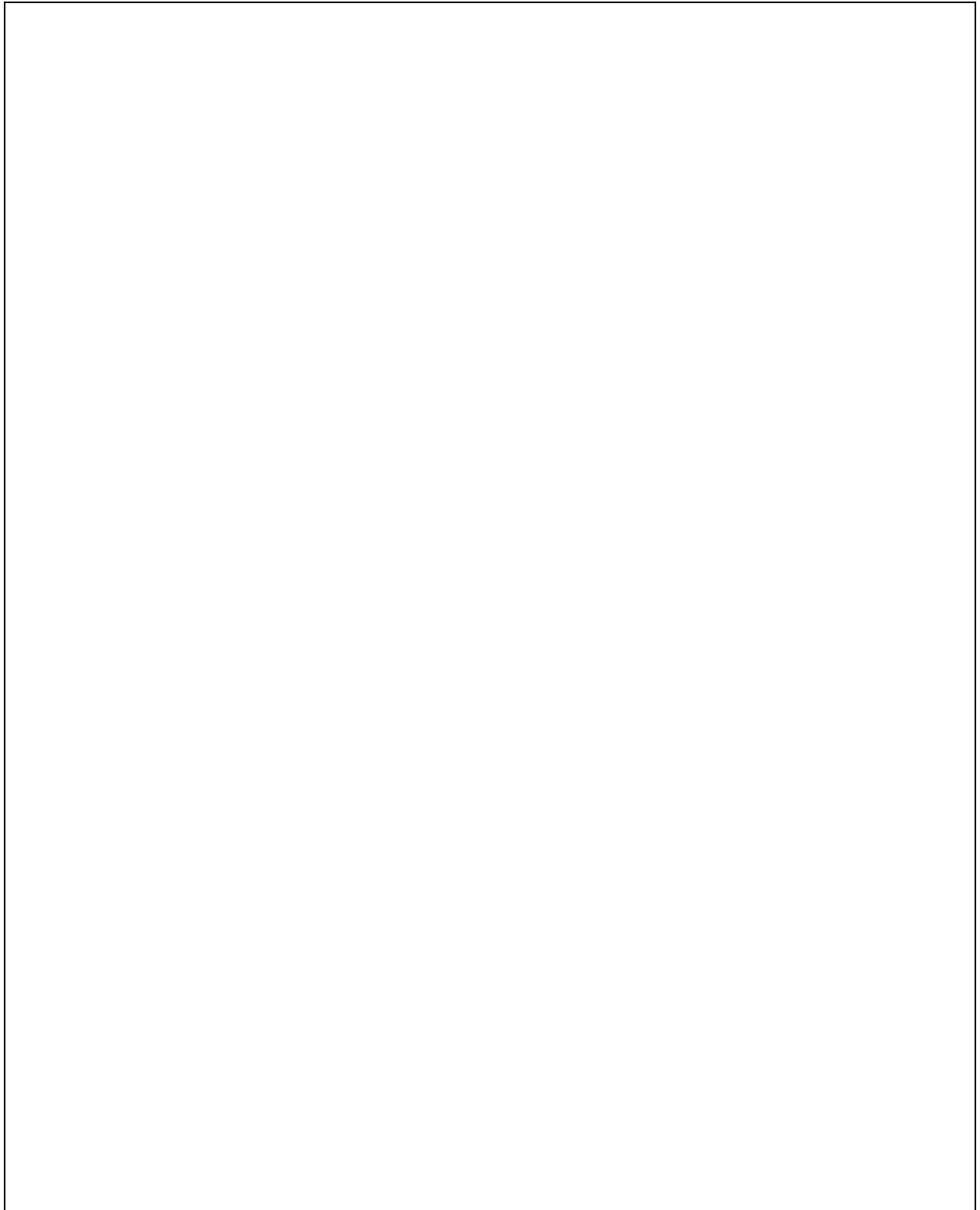
Address:	Email address:
	Home tel:

	Work tel:
	Mobile tel:

Do you have an indefinite Right to Work in the UK?	Yes/No
How much notice are you required to give your current employer?	

Reasons for Applying

Please outline your reasons for applying for the post. (Please continue onto a separate sheet if necessary)



Education and Qualifications

Please list any qualifications you have gained or are about to gain (most recent first) that are relevant to this role.

Date	Name of School / College / University / Training Body	Type of Qualification	Subject	Result

Training

Please list any training you have received, or courses you have attended that you feel are relevant to the post (most recent first).

Date	Details of Training Course

Past Employment Details

Please start with your most recent/current employment. Briefly describe the main duties and responsibilities.

Employer's Name & Address	Job Title	Brief Description of Duties	Date		Salary	Reasons for Leaving
			From	To		

Employer's Name & Address	Job Title	Brief Description of Duties	Date		Salary	Reasons for Leaving
			From	To		

Relevant Skills and Experience

Please provide information that shows **how you meet the person specification** and how your skills and experience support your application for the position. The person specification and job description relevant for this section can be found in the application pack. (Please continue onto a separate sheet if necessary)

Other Interests

Please give details of any relevant vocational activities or voluntary commitments:

Referees

Any offer of employment is dependent on receipt of 2 satisfactory references. Please provide details of two referees who can comment on your suitability for this post. We would normally wish to see one reference from your present or most recent employer. References will only be taken up for the successful candidate.

Referee 1:

Referee 2:

Name:

Name:

Position:

Position:

In what capacity does this person know you:

In what capacity does this person know you:

Organisation:

Organisation:

Address:

Address:

Tel:

Tel:

Email:

Email:



Declaration and Signature

I confirm that the information contained in this application form is accurate and correct.

Signature _____ Date _____

By signing and returning this application form you consent to Emmaus using and keeping information about you relating to your application or future employment. This information will be used solely for recruitment purposes, and will be retained on file for 6 months.

In addition, Emmaus may wish to hold your details on file for consideration for any future vacancies that may arise. Please indicate if you wish to be considered for other posts which may arise within the next 6 months: **Yes/No**

Thank you for completing this application form.

Please forward this together with other associated forms to the address specified at the beginning of this form.

Emmaus Brighton & Hove Rehabilitation of Offenders Policy Statement

Commitment to the Rehabilitation of Offenders Act 1975:

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications for both paid and voluntary positions from a wide range of candidates, including those with criminal records. We select candidates for interview based upon skills, qualifications and experience.

A Disclosure & Barring Service (DBS) check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, application packs, adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover (Declaration of Criminal Record Form) to a designated person within Emmaus and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record we will only ask about 'unspent' criminal convictions as defined in the 'Rehabilitation of Offenders Act 1974'. We will ensure that all those involved in the recruitment process have access to advice from staff suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate information on the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the position and the circumstances and background of offences.



**Emmaus Brighton & Hove
Criminal Record Declaration Form**

Only to be completed by shortlisted candidates by 8th July 2021.

The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions (spent or unspent), cautions, reprimands and final warnings on your criminal record need to be disclosed. For further information please refer to the Rehabilitation of Offenders Policy.

Please complete this form and return it in a sealed envelope along with your application.

Job applied for:		Location:
Title:	First name	Surname:

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?	Yes*/No
*If yes, provide details of offences, penalties and dates below:	

If you have declared a criminal record and we believe this will have a bearing on the requirements of the post, we will discuss the matter with you at interview. If you require further information or have concerns about filling in this form, please contact us.

Please note Emmaus takes its responsibilities under the Disclosure & Barring Service very seriously and takes every step possible to ensure confidentiality. The DBS Code of Practice on Disclosure can be found at www.gov.uk/government/publications/dbs-code-of-practice. Alternatively, we will ensure a copy is made available to you.



Declaration:

I confirm the information contained in this application form is accurate and correct.

Signature _____ Date _____

Thank you for completing this form. Please forward this together with your completed application form.



Emmaus Brighton & Hove

Equal Opportunities Monitoring Form

Emmaus is committed to equal opportunities in employment and volunteering and will assess for roles fairly without regard to sex, age, marital status, race, colour, nationality, ethnic or national origins. People with disabilities will be assessed on the needs of the role they have applied for.

We will send you the form separately from the job pack.

We would therefore be grateful if you could complete and return this form once received. The information you supply will be separated from your application before the shortlisting and interview process begins, and will be kept confidentially and will only be used so that we can monitor the implementation of our equal opportunities policy.