

Wellsprings Together

Chief Officer: Job Description

Context

Wellsprings Together is an established, growing, regional charity with a vision to see faith transforming communities.

The role of the Chief Officer is to lead the team to implement this vision across the Anglican Diocese of Leeds to achieve our four strategic aims:

- Parishes & faith groups having the capacity & empowerment to transform their communities collaboratively & sustainably.
- Change agents & leaders embedded in communities bringing about the change they want to see.
- Local communities learning to live together well & experiencing increased levels of cohesion across differences particularly of faith & ethnicity.
- Decision makers at regional & national levels are informed by the needs of grassroots communities and inspired by the response of faith-informed social action.

Key Responsibilities

Accountable to the Trustees of the charity, the Chief Officer is responsible for coordinating and supervising the work of the Team. They are responsible for delivering on the strategy and vision of the charity, managing stakeholder relationships, securing funding, and the effective management and leadership of the charity including budgetary responsibilities.

Principal Areas of Accountability

1. Oversee the day-to-day implementation of the Wellsprings Together vision & strategy under the leadership of the trustee board.
2. Maintain a strong working relationship with the Anglican Diocese of Leeds on areas of mutual interest, including regular contact with the Ministry & Mission and Barnabas: Encouraging Confidence teams.
3. Maintain strong working relationships with the Church Urban Fund team and other Together Network partners.
4. Ensure effective management and delivery of funded programmes to the satisfaction of funders and key stakeholders.
5. Reporting the progress of projects to funders and stakeholders ensuring delivery to agreed quality, time and budgets.
6. Maintain a network of contacts in local and national organisations that are looking to support work in specific areas of social action which are the focus of the Wellsprings Together strategy, and develop effective approaches to helping potential projects secure funding.
7. Alongside colleagues build effective relationships with other faith bodies in the region and

explore opportunities for collaboration and support.

8. Set and have overall responsibility for the budget of the organisation including the timely spending of restricted funds; supported by the Finance & Operations Manager.
9. Line manager the Wellsprings Together team
10. Support the Wellsprings Together team to achieve their personal objectives ensuring the team can flourish.
11. Support the ongoing development and articulation of a theological rationale for Christian community engagement including partnerships with those of other faiths.
12. Facilitate the Team's development of a culture of service and spirit of cooperation with partners.
13. Deliver engagement activities with specific parishes; supporting them as an effective accompanier to see transforming communities.
14. Develop effective monitoring and evaluation systems to measure impact.
15. Secure funding to ensure the sustainability of the charity and its ongoing work.
16. Ensure adherence to the organisation's policies including Safeguarding, with support from Trustees and Diocesan subject matter experts.

Key Relationships

Wellsprings Together Trustees

Wellspring Together Team: Includes Faith & communities Coordinator, Parish Development Workers (x2) and Network Assistant.

Anglican clergy including Bishops and members of the Area Leadership Team, Parish Clergy, Lay Ministers

Diocesan Staff especially Director of Ministry and Mission, Director of Church Revitalisation and other Senior Leadership Team members.

Contacts in local and national charities or statutory bodies with relevant areas of focus

Leaders within other faith communities

Church Urban Fund staff members

Funders

Person Specification

	Essential	Desirable
Christian Experience and Knowledge		
Committed Christian, able to confidently articulate a theological rationale for Christian community engagement.	X	
Flexibility to work constructively across the range of types of parish contexts across the Diocese (e.g. church traditions, ecumenical working, multi-faith ventures)	X	
Personal Qualities		
Commitment to anti-discriminatory practice in all aspects of work.	X	
Able to handle a demanding and varied workload, prioritising and delegating within the Team appropriately	X	
Committed to building relationships with those of other faiths to seek the common good	X	
Able to establish effective working relationships with colleagues at all levels such that they respond by engaging and supporting	X	
Resilient in setting and maintaining the pace of the Team in the context of many third-party dependencies	X	
Exert leadership by influence. Able to clearly articulate vision and set strategic direction	X	
Entrepreneurship and ability to make linkages across different settings	X	
Excellent self-management and time management	X	
Ability to manage conflict in an appropriate manner	X	
Skills		
Strong facilitation skills, used to enable effective group working of people from a wide range of backgrounds, motivations and abilities	X	
A self-starter – able to work flexibly, independently, with attention to detail	X	

Leadership of a team delivering agreed work programmes and addressing issues in a timely and effective way	X	
Ability to work collaboratively with people at all levels including with senior leaders, congregation members, public sector officers, volunteers and local communities to achieve the organisation's goals	X	
Ability to communicate a vision, enthuse people, and create confidence in the organisation	X	
Financial competence to create business models / budgets and have a firm grasp of the numbers so as to communicate their implications to stakeholders	X	

Experience		
Knowledge and experience of working with the third sector – particularly with organisations working with vulnerable and disadvantaged groups	X	
Proven experience of managing projects from initial scoping to final close-out	X	
Knowledge and experience of community development practice	X	
Experienced relationship manager used to building and maintaining strong working relationships both internally and externally.	X	
Knowledge and experience of leadership within the charity/faith sectors or other relevant experience	X	
Has worked sensitively and effectively in multi-cultural and multi-faith contexts	X	
Knowledge and experience of fundraising and writing grant applications	X	
Knowledge and experience of developing business and action plans	X	
Organising workshops to deliver awareness raising and up-skilling	X	
Setting up and registering new charities/CICs/CIOs		X
Other		
Willing to undergo enhanced DBS disclosure	X	

Flexible to work in such locations and at such times as the organisation may reasonably require in delivering the work programme	X	
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This job description and person specification is not exhaustive. It will be subject to periodic review and may be amended following discussion with the post-holder and employer.

Outline of terms and conditions

Responsible to: Trustees (one of the Trustees will be nominated to act as line manager)

Hours: 28 hours per week, including evening and weekend work as required

Salary: FTE salary £37,000 (35 hours pw)

Location: Church House, York Place, Leeds includes flexible working and ability to work from home as appropriate

Pension: NEST Pension Scheme (8% non-contributory)

Annual leave: 26 days plus 8 bank holidays and 4 customary days, pro-rata to 0.8 FTE

Mileage allowance: 45p per mile

Probationary period 6 months

Start date As soon as available

An occupational requirement exists for the post-holder to be a practising Christian in accordance with the Equality Act 2010