

# Chief Executive Officer

# Candidate Information Pack

For more information visit

<http://www.shapingourlives.org.uk>

**Shaping Our Lives is committed to equality, diversity and inclusion. We welcome and encourage applications from people from marginalised and often excluded communities.**

# Background information

## About us

Shaping Our Lives is embarking on an exciting period of growth. We received a four-year lottery grant which has enabled us to expand our services, transform our identity and raise the profile of our work. We are looking for a capable and inspiring Chief Executive Officer to continue the growth and sustainability of the organisation.

Shaping Our Lives is a user-led organisation that hosts a national network of user-led groups, service users and disabled people. We are a non-profit-making Community Interest Company, co-chaired by Peter Beresford OBE (activist, author and Emeritus Professor of Social Policy at Brunel University) and Ann Nutt (a leader of meaningful service-user involvement in Essex). The management board and National User Group are all disabled people and/or from diverse communities who are committed to inclusivity and diversity while also having considerable experience in user involvement.

We specialise in user-led research and inclusive involvement practice ensuring that diverse and excluded communities are represented in the policy-making, planning and delivery of health and social care services.

We work in an accessible and inclusive way and are committed to the equal involvement of people from marginalised and oppressed communities.

## Our vision

A society in which everyone has equal life chances and support for independent living. A society which prioritises inclusion.

## Our mission

We work with people, especially those facing the biggest barriers, to build better more inclusive services and support.

*We need to do more.*

The agenda of inclusivity and the voices of service users influencing and shaping policy and services has gathered momentum in recent years, the reasons for this include:

* Involving people and communities in planning, commissioning, delivery and evaluation of the health and social care services they receive is not only the right thing to do but also brings clear benefits and saves money.
* Policymakers and health and social care organisations have a statutory duty to consult people (Equality Act 2010 and Care Act 2014).
* The pandemic highlighted the health inequalities experienced by marginalised communities.
* The killing of George Floyd by the police in the United States which resulted in an increased focus on the Black Lives Matter movement and racism, which has led to organisations reviewing their approach to equality and power sharing.

This all provides a positive environment and demand for our work; however, there is still a long way to go and there are many challenges and opportunities for Shaping Our Lives to do more, to promote better, more meaningful inclusion, and to support marginalised communities to influence and improve services and policies. We aim to be the leading user-led organisation providing inclusion expertise, to that end we have the following aims:

* To promote best-practice inclusive involvement of people who use health and social care services locally and nationally.
* To provide resources and research to support organisations and people who take part in engagement activities to have a meaningful and influential experience.
* To deliver inclusive involvement guidance, training and practice so that health and social care providers can create better and more effective services for the people who use them.
* To ensure that the experiences of people who use health and social care services are considered by policy and planning personnel.
* To give a shared voice and provide a network to user-controlled organisations.
* To work in an equal and accessible manner so everyone can take part.

For the full picture of our plans for the coming years, please refer to our [Business Plan 2022–2025](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/SOL_Business_Plan_2022-25.docx).

## About the role

Shaping Our Lives has significant potential. The organisation stands at a moment where our impact could enable an authentic step-change in the inclusion movement. This is why we have decided that this is the right time to find our first CEO, who will be able to work with the Directors, Officers, the National User Group, the team, consultants and external stakeholders to ensure that we maximise the opportunities available to us to deliver meaningful and impactful change. This really is a unique opportunity for an authentic and values-driven leader to join our talented, committed and passionate team to bring about more inclusive policies, services and support for people who face marginalisation and oppression.

There are plenty of reasons to feel excited about this role, including:

* Being able to bring your passion and commitment to an organisation where you can combine your skills and experience with the history, expertise and track record of everyone at Shaping Our Lives, to make a mark on the landscape.
* Joining a diverse and talented team of staff, consultants and volunteers who have a wealth of expertise. So, there will be lots of expertise and knowledge around and the CEO will learn a lot and they will feel valued and supported.
* This is an opportunity to “be on the right side of history,” as a member of the staff team said. The CEO will be part of making a real difference at a time when there are lots of opportunities and potential to maximise our impact but also to be part of the voice that changes what can at times be a toxic environment for the work of inclusivity.

## About You

In order to meet the challenges and opportunities above, we are looking for a CEO who is passionate about helping those most marginalised in society and committed to helping improve the health and social care services they use. You will be resilient, with strength of character, flexibility and the ability to prioritise complex situations.

The CEO could come with experience and skills formed in a range of organisations and settings. You may already be a CEO or be someone who feels ready to step up and lead an organisation for the first time. Whatever your background, we will be delighted to hear from you, especially if you have outstanding organisational and leadership skills together with an entrepreneurial mindset, with a proven track record of generating an income for an organisation and a passion for equality in our society.

**Lived experience of disability will be welcomed and valued, and people with lived experience are especially encouraged to apply.**

# JOB DESCRIPTION

**Job Title:** Chief Executive Officer

**Location:** Home-based with some travel

**Salary:** £40,000 to £45,000 per annum (pro-rated for a 4-day week)

**Hours:** Full time or 4 days per week[[1]](#footnote-1)

**Responsible to:** Directors

**Responsible for:** The staff team (with support from the Involvement Manager

**Contract type:** Permanent (six-month probationary period)

**Benefits:** Working from home allowance, 3% Employer contribution to pension and 25 days annual leave (pro-rated for a 4-day week) plus bank holidays

## Main responsibilities

The Chief Executive Officer will be responsible for Shaping Our Lives strategic and business planning and associated financial and operational management. Reporting to the Board of Directors, the CEO will be accountable for overall performance, ensuring sustainability, growth and long-term success in furthering its charitable aims.

Joining a highly committed and successful team you will have experience of business development and fundraising from a range of sources, partnership working, strategic leadership and financial planning and day-to-day management, including meeting financial targets.

An excellent communicator, you will have an innovative and creative approach and understand the challenges that non-profit making organisations face in the current financial climate. You will be able to talk authoritatively about inclusive involvement, barriers which lead to discrimination and exclusion and be able to implement working practices that support equity and diversity. Building relationships with a broad range of external stakeholders is crucial for this role. You will represent Shaping Our Lives at external events and optimise opportunities to advance the organisation’s aims.

## Key responsibilities

### **Strategic Leadership and Management**

* Provide leadership to the organisation and to be responsible for the management and administration of the Community Interest Company (CIC) within the strategic, policy and accountability frameworks agreed by the board of Directors and Officers in order to ensure that effective, appropriate and high-quality services are provided to clients.
* Ensure the leadership of the Shaping Our Lives team reflects the culture and values of our organisation and fosters confidence in our capacity to deliver on our strategy and business plans.
* Lead and manage with emotional intelligence and take a coaching and talent development approach to working with the team, enabling the individuals and team to flourish.
* Provide HR guidance and excellent staff and team management to ensure a motivated and cohesive team.

### **Income Generation**

* Create and secure sustainable and innovative funding streams, which will provide robust revenues for the work of the CIC. This will involve networking with public, statutory, private and education organisations plus current and potential funders.

### **Communications and Relationship Building**

* Build strong relationships with the Directors, Officers and National User Group, staff, consultants and be an advocate for and represent Shaping Our Lives to external stakeholders.
* Work collaboratively with the team to ensure that Shaping Our Lives communications activities continue to improve, grow, and engage both existing and new audiences.

### **Financial and Governance**

* Work with the Directors, Officers and National User Group and support them to deliver their responsibilities and act as a bridge between the governance structures and the staff team in as open and transparent way as possible to deliver the Business Plan.
* Oversee the financial management of the organisation, ensuring that Shaping Our Lives is sustainable and can continue a trajectory of steady and sustainable growth.

In addition, the postholder will be required to undertake any other activities appropriate to and commensurate with, their level of responsibility and accountability. The postholder will be home-based and may, on rare occasions, be asked to work in the evenings or at the weekend.

# PERSON SPECIFICATION

## Essential experience, knowledge and skills

You will be able to demonstrate that you have the following:

* Working in a senior strategic leadership role in the non-profit or related sector.
* A successful track record in securing grant funding, winning tenders and developing opportunities to increase earned income.
* Strong and effective financial management, reporting and governance.
* Experience of preparing and managing a complex budget with competing demands for resources. A demonstrable ability to manage cashflow and projected income making appropriate resource allocations.
* Delivering a values-driven service, which engages staff, stakeholders and service users/clients.
* An excellent track record in leading, supporting and developing individuals and teams, and successfully leading and managing change, including culture change.
* Experience working with a Board and a strong understanding of governance, statutory compliance and general management best practice.
* An empowering and consultative leadership and management style that is mission and values driven and inspires and creates a committed team.
* Strong negotiation and influencing skills to work with a wide range of stakeholders and funders.
* Ability to problem solve and drive innovation in developing services and organisations.
* Strong understanding of intersectionality and the barriers and discrimination that marginalised communities experience, including Disabled people, racially marginalised people and those from other oppressed groups.
* Experience of service-user involvement in research, policy, planning and evaluation of services.
* Strong understanding and commitment to the Social Model of Disability

## Desirable experience, knowledge and skills

* Lived experience of being a Disabled person and/or a member of a marginalised or oppressed community.
* Professional qualification (e.g. MBA).
* Experience of making communications accessible to d/Deaf and Disabled people with a range of communication access needs.
* Experience of working in the user-led sector.

# TIMETABLE

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| Deadline | 5pm on Tuesday 11 April 2023 |
| Initial interviews | Week of 17 April |
| Panel interviews (via Zoom) | 26 April |
| Final interview in London (in person) | 3 May |

# HOW TO APPLY

If you would like to apply for this role, please download and complete the [**Application Form**](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/SOL-App-Form.docx) and [**Equal Opportunities Monitoring Form**](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/EO_Form.docx), and attach your **CV** outlining your career to date along with any academic and professional qualifications.

Please send these three documents, **by 11 April @ 5pm**, to [SOL@allysondavies-consultant.com](mailto:SOL@allysondavies-consultant.com)

## Further information

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email, or call 0796 855 6164.

## Data Protection

The personal information that you provide will be used to process your application for employment with Saving Our Lives. Personal information about unsuccessful candidates will be held securely for six months after the recruitment exercise has been completed; it will then be destroyed or deleted. If your application is successful and you take up employment, the information will be used in the administration of your employment with us. It will be kept secure and will only be used for purposes directly relevant to your employment.

1. To be negotiated with the candidate [↑](#footnote-ref-1)