

TRANSFORMING NOTTS TOGETHER

Job Description:

Position: Chief Officer

Hours: 24 hours per week – flexible (evenings and weekends occasionally)

Office: Unity House, Lenton, Nottingham, NG7 2FF and home working

Salary: £24,343 (£35,500 FTE at 35 hours a week)

Accountable to: Chair of TNT board of trustees

Accountable for: Development Workers and Operations Lead

Annual Leave: 25 days, plus 8 bank holidays pro rata for 24hrs a week

Main purpose of the job:

Transforming Notts Together (TNT) is a growing charity with a vision to play its part in seeing a society free from poverty and isolation where people are able to thrive.

TNT achieves this through building relationships with churches across Nottingham and Nottinghamshire; inspiring, equipping and connecting them as they help people break free from poverty and isolation arising from injustice and inequality.

The purpose of this role is to lead and develop our small staff team to deliver on this vision, taking the lead on maintaining, managing and developing the work of TNT, with delegated responsibility from the TNT trustees.

Role Description:

Strategic & Leadership:

- To lead TNT in accordance with the vision and values of the charity to deliver on the current (2022-24) strategic plan
- To be continually exploring how TNT can develop and improve on what it does and allow this to influence future strategic plans.
- Identify other areas of work where TNT could have a significant impact on the churches' response to poverty.
- To lead the staff team as they enable churches to make a greater contribution to the social and spiritual transformation of communities in the county, especially in areas of the greatest deprivation.
- To line manage TNT Development Workers providing regular supervision & annual reviews.
- To promote partnerships and collaborative working where possible between TNT and others, and churches/ Christian projects and others.

Finance & Fundraising:

- Lead and manage TNT's annual budgeting process
- Work with the chair and treasurer to ensure effective ongoing financial reporting mechanisms for the board's information.
- To work with the treasurer and chair to ensure that there are effective mechanisms to ensure the robustness of external and internal controls (financial and non-financial)
- Deliver operationally on the strategic plan within the approved budget
- Develop, implement and review TNT's fundraising strategy and leading on the charity's financial planning.

- Work with the trustee fundraising group to explore funding options and apply for the required funds.
- Oversee the relationship management of key funders and ensure relevant monitoring and evaluation is carried out.
- Contribute to reactive income generation opportunities, such as coordinating bids and proposals, undertaking analysis and modelling

Administrative & Communications

- To coordinate the practical and administration tasks of running TNT, to ensure its smooth running- including policies, staff recruitment and budgets.
- To identify appropriate methods for monitoring the performance of the charity and to report back to the trustees on the performance of the charity against its strategy and its action plan.
- To coordinate the impact reporting of TNT, including reports to the board, CUF reports, charity commission and annual reports.
- To develop, as appropriate, the charity's public profile and foster good relationships with government, statutory, voluntary and private bodies, and other external stakeholders
- To manage the relationships with other occupiers within Unity House and ensure compliance with lease conditions.

Other Responsibilities:

- Develop new relationships and partnerships with key influencers and partner organisations.
- To stay up to date and active in conversations about how church/faith based social action is changing, developing best practise and adapting to the constantly changing contexts it is operating within
- To maintain an effective partnership with the Diocese of Southwell and Nottingham, liaising with key individuals as required.
- To relate to CUF and the wider Together Network, attending TN steering group and other meetings as necessary.
- To be flexible as the job changes, taking on new areas of responsibility at the request of the line manager and relinquishing other roles as the staff team develops and responsibilities change. This may involve further training.

Person Specification:

The appointee will demonstrate the following:

Organisational leadership

Be a self-starter with initiative and creativity, and ability to think, plan and act strategically.

Have experience of shaping organisational strategies and translating them into workable business plans and service quality targets, prioritising in line with resources.

Have relevant and transferable management experience.

Have up to date understanding of church and community social action, the complex issues of poverty in England,

Have a passion for working in partnership with others to support people and communities to thrive and flourish.

Able to demonstrate up to date understanding of how COVID has impacted churches and how TNT may play a role in helping them to move forward in this post COVID context.

People leadership and management skills

Show evidence of encouraging an organisation-wide culture of improvement, developing and encouraging strong teams – paid and unpaid.

Experience of achieving results through leading staff and volunteers

Experience of working with Trustee boards.

Experience of leading teams where they are the experts, and your role is to develop an environment and culture that allows them to flourish

Financial management skills

Demonstrable ability to understand organisational accounts; plan budgets, monitor and manage finances effectively.

Have experience of successful fundraising.

Personal attributes

Be a highly credible communicator verbally and in writing

Able to demonstrate ways the values of TNT align with own personal values.

Identify with full personal integrity with TNTs Christian ethos, and be able publicly to articulate and represent its Christian rationale from the standpoint of faith.