

AURORA  
Wellbeing Services



# Chief Executive

## Aurora Wellbeing Services

Candidate Information Pack

Closing date - 29th March 2024.



Aurora Wellbeing Services  
The Old Library & Museum  
Memorial Avenue  
Worksop  
S80 2BJ



01909 470985  
HR@aurorawellbeing.org.uk  
www.aurorawellbeing.org.uk  
Charity no. 11166462



“ The Aurora service is a lifeline for those people facing the shocking diagnosis of cancer. ”

“ The compassion and support we have received from the first moment we walked through the door has been exemplary.”

“Aurora provide such a wonderful service which is much needed and very much appreciated.”



## About Aurora

The Aurora Wellbeing Services based in Worksop, Doncaster and Mexborough provide a unique service supporting people affected by cancer or long-term conditions, as well as the wider local community.

We provide person-centred, holistic support to local people, and encourage them to be active participants in their wellbeing. We work together to improve both their physical and emotional health.

Aurora provides a range of support services, including counselling, support groups, exercise & dietetic sessions, beauty & holistic treatments and more.

# About the Role



Are you passionate about leading a unique community model for health and wellbeing services, growing our reputation locally, regionally, and nationally, building partnerships, more investment and greater organisational resilience?

If so, you may be the person we are looking for to lead Aurora Wellbeing Services in Bassetlaw, Doncaster and Mexborough as our new Chief Executive.

Aurora wellbeing is looking for an engaging, inspiring and credible leader. One who will deliver our mission of supporting people and families to restore/improve their wellbeing with innovative services: social, community, cultural, heritage, creative and therapeutic.



Job title	Chief Executive
Location	The Aurora Wellbeing Centre, Old Library and Museum Building, Memorial Avenue, Worksop, S80 2BJ. Also operating more widely across our three Aurora Wellbeing Centre sites and the communities we serve.
Salary	Circa £45,000. Pro rata: To be negotiated.
Hours	Flexible hours can be negotiated.
Contract	Aurora Wellbeing Centres standard contract of employment.
Annual leave	28 days annual leave including bank holidays rising to 33 days maximum according to length of service.



## Job Summary

The CEO will be responsible for leading the strategic direction and overall management of the Aurora Wellbeing centres, ensuring that it has a positive impact on health and wellbeing. The ideal candidate will be a driven and visionary leader, with a strong passion for making a difference.

## Key Responsibilities

- Review and refine the existing strategy and strategic plan.
- Build and maintain relationships with key stakeholders, including funders, beneficiaries, volunteers and staff, to ensure that Aurora Wellbeing Centres can deliver its objectives.
- Be bold in our ambition to empower people through self-care.
- Lead, motivate and inspire the Aurora Wellbeing centres to achieve their goals and objectives, ensuring that the organisation has the right talent and resources to achieve its strategic goals.
- Develop and implement fundraising strategies to ensure sustainability, development and delivery of the Aurora Wellbeing centres' future projects, including identifying and securing funding, bid writing, donor stewardship and fundraising management from a range of sources.
- Have a hands-on approach to progressing the Aurora Wellbeing Centres.
- Have regular contact with the Chair and Board of Trustees.
- Ensure that Aurora Wellbeing Centres are compliant with all relevant regulations, including those related to fundraising, governance and charity law.
- Ensure that the Aurora Wellbeing Centres' programmes and services are delivered to a high standard and in a cost effective and efficient manner.
- Build and maintain a strong public profile for the Aurora Wellbeing Services, through representation at events, in the media, and with key stakeholders.
- Develop and deliver a growth plan for Aurora Wellbeing Services.



## Key skills and Experience

- Experience in the charity sector and a clear understanding of charity governance and finance.
- Experience of developing and implementing fundraising strategies and shaping successful funding applications through a variety of sources.
- A value driven leader who drives results through a person-centred approach.
- Aligned to the Aurora Wellbeing Services' ambitions and values, driven by impact for the people we serve.
- A proven track record of success in a leadership role, with a clear passion for driving positive change and making a difference to people's lives.
- Strong strategic planning and management skills, with the ability to take people on a journey.
- Excellent communication and interpersonal skills. Can demonstrate the ability to connect with people at all levels.
- Evidence of relationship building and partnership working.
- Evidence of the ability to manage finances and budgets in a cost-effective manner.
- Clear commitment to developing people to enable them to achieve their full potential. With experience of motivating staff, volunteers, and stakeholders.

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## Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the Aurora Wellbeing Centres somewhere where everyone can achieve their full potential.

The Aurora Wellbeing Services work within its charitable objectives: The promotion of good health and wellbeing by assisting in the relief of symptoms and the improvement of the quality of life by providing beauty, hairdressing, reflexology, massage, acupuncture, counselling and reiki to those who have been diagnosed with cancer and long-term conditions and providing support, information and education on the benefits of receiving complementary holistic therapies and to build awareness, education and research of wellbeing to the general public as a whole.

## Benefits

- Flexible working.
- Annual leave, (pro rata for part-time employees).
- Access to the government standard Peoples Pension.
- Access to learning and development opportunities.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the Aurora Wellbeing Services.

For more information about Aurora Wellbeing Services visit our website:

[www.aurorawellbeing.org.uk](http://www.aurorawellbeing.org.uk)



Key to criteria identification: 1 = Application Form, 2 = References, 3 = Interviews

Qualifications & Training	Essential	Desirable	Identified
Educated to degree standard or equivalent.	X		1
Higher level post graduate management professional qualification.		X	1

Experience	Essential	Desirable	Identified
A proven track record of successful corporate leadership within a multi-disciplined organisation including the formulation and delivery of corporate strategies, policies, and objectives.	X		1, 2 & 3
Experience of successfully establishing and sustaining a strong performance management culture that drives up standards and performance.	X		1, 2 & 3
Experience of successfully leading and managing change, translating organisational ambitions into real and measurable achievements.	X		1, 2 & 3
Experience of creating, developing, and maintaining effective working relationships with key stakeholders e.g. citizens, employees, volunteers, and partners.	X		1, 2 & 3
Experience of working flexibly to manage competing priorities.	X		1, 2 & 3

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Skills, Knowledge & Abilities	Essential	Desirable	Identified
An ability to plan strategically, build consensus and project Aurora Wellbeing Centres vision.	X		1, 2 & 3
An ability to build partnerships with other people and bodies and to act as an enabler and advocate.	X		1, 2 & 3
Enthusiasm and drive to deliver best service.	X		1, 2 & 3
An ability to provide visible and supportive leadership and to foster a positive work environment through empowering, enabling, motivating and developing others.	X		1, 2 & 3
The capability to project Aurora Wellbeing Centres vision and the ability to see the 'big picture', to identify broader opportunities and the potential for operating in different ways to achieve the desired results.	X		1, 2 & 3
An understanding of the Charitable sector.	X		1, 2 & 3
An understanding of the role of information and communications technology in developing public messages and promotional materials.	X		1, 2 & 3
An understanding of the workings of local government, NHS and an awareness of the issues, pressures, influences.	X		1, 2 & 3



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Interpersonal Skills	Essential	Desirable	Identified
Excellent interpersonal skills to communicate effectively with a wide variety of people.	X		2 & 3
Ability to influence and persuade others in order to gain trust and confidence. Excellent written and presentational skills.	X		2 & 3

Disposition & Attitude	Essential	Desirable	Identified
A high degree of probity and integrity.	X		2 & 3
Highly motivated and not easily discouraged.	X		2 & 3
A commitment to the value of diversity and achievement of equality of opportunity in both employment and service delivery.	X		2 & 3
Innovative problem solving and strategic and lateral thinker.	X		2 & 3
Enthusiastic and able to enthuse others.	X		2 & 3

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Competencies	Essential	Desirable	Identified
Builds relationships with individuals and teams both internal and external to achieve results and improve performance.	X		3
Supports and develops both individuals and teams by encouraging skill sharing in order to enhance performance of High levels of political awareness and a strong understanding of the wider strategic and political context.	X		3

General Circumstances	Essential	Desirable	Identified
A willingness and ability to work outside usual office hours as necessary.	X		2 & 3
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	X		2 & 3
A willingness to travel and have access to a vehicle.	X		2 & 3

## Application Process

If you require any further information or to request an application pack, please contact 01909 470985 or email [hr@aurorawellbeing.org.uk](mailto:hr@aurorawellbeing.org.uk). Interviews will take place week commencing 22nd April 2024. Closing date – 29th March 2024.