



Chief Executive (CE) Recruitment Pack



Signpost Stockport for Carers

The Heatons Centre

Heaton Moor

Stockport

SK4 3LD

Charity Registration Number: 1085727

www.signpostforcarers.org.uk

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A message from our Chair

Dear Applicant,

Signpost Stockport for Carers provides a wide range of practical and emotional support to those with an unpaid caring responsibility in Stockport. We have a varied offer for carers of all ages, starting with our young carers at six years old. We also manage a vibrant community building in Heaton Moor.

Our dedicated team of staff and volunteers work tirelessly to offer personalised, values led support and we are very proud of the impact and outcomes that we have with our carers. We are part of Stockport's vibrant voluntary sector and play an essential role in raising the profile of carers and caring at a local, regional and national level.

Over the last few years, Signpost Stockport for Carers has grown significantly. We have been successful in winning competitive tenders for adult and young carer services, and have been instrumental in the development of Stockport's Carers Partnership and Carers Strategy. Our current CE, Julia Hewer, has played a key role in increasing our services and partnerships, enhancing our offer to carers and improving our sustainability,

As Julia moves on to new opportunities, we are excited to welcome a new CE who will build on these strong foundations and lead Signpost into its next chapter. We are confident that Signpost has a bright future and that the profile of, and support for, carers will continue to grow.

If you are interested in discussing this role further, please feel free to contact me, Paul Connellan, using the details below. We look forward to receiving your application and embarking on this journey together.

With best wishes,

Paul Connellan

Chair, Signpost Stockport for Carers

Email: Chair@signpostforcarers.org.uk

Role Description

Chief Executive (CE)

Contract: Permanent post

Hours: 37 per week

Location: Working from the Signpost office, SK4 3LD

Salary: NJC Scale Band 12, Point 42-46 - £56, 067 dependent on experience

Established over 30 years ago, Signpost is a specialist independent charity supporting unpaid carers from the age of six upwards. Signpost believes that being a carer should not be a barrier to a fulfilling life. Our mission is to help carers manage their caring role, sustain their own health and wellbeing and balance their caring role with a life of their own. To this end, Signpost provides a range of practical, financial, social and emotional wellbeing services in the community to both adult and young carers.

The CE will be an experienced leader, with a track record of income generation and a solid understanding of sustainability. They will be responsible for the strategic development of the organisation, ensuring effective operational and financial management of Signpost's services. This includes the Heaton's Centre, our community building which is operated as a social enterprise.

Supported by Signpost's board of trustees, they will ensure effective and appropriate outcomes-based delivery of services to anyone providing unpaid care for a friend or family member in Stockport. They will play a vital role in progressing the carers agenda in Stockport, building and maintaining essential relationships with stakeholders. This includes co-chairing Stockport's Carers Partnership Board and Carers Network.

This role requires someone with the vision and insight into how we can ensure that carers are at the centre of all that we do, whilst operating with very limited resources.

The Chief Executive will need to demonstrate the following Signpost values:

COMPASSION - It is essential that the CE has a good understanding of what it means to be an unpaid carer and the impacts that this can have. Whilst this role is primarily strategic, it is vital that carers are at the centre of all future plans for the organisation. The CE needs to understand the impact that carer conversation has on the team, and know how to support the wellbeing of colleagues as well as their own.

COMMUNICATION - The CE must have the ability to build relationships with a variety of people, including service users, stakeholders and staff. They must be confident in chairing, facilitating and presenting at multi-agency meetings and must be able to communicate new and sometimes challenging ideas so that they are understood. Experience of, and ability to, motivate staff and volunteers, developing our cohesive and supportive team is essential. They will be able to tell our organisation's story in funding bids and grant applications, ensuring that we generate the income necessary to sustain and develop services.

RESPECT - This role requires a deep respect for people and for data. The CE will have overall responsibility for ensuring that the charity is supporting Stockport's diverse carer community. They will ensure that our data has integrity and tells the true story of the work of the organisation.

EMPOWERMENT – The role is varied and requires someone who is able to adapt to change and be able to undertake a variety of roles and tasks. The CE will inspire and innovate, developing and trialling ideas, listening to feedback and responding to needs. They will encourage their senior management team to make and follow through with decisions, and to recognise when plans need to change. They will be driven by the concept of empowering carers, overseeing systems and services that are responsive and strengths based.

EXCELLENCE – The CE is the key role in developing and implementing the strategic vision of the organisation, supporting Signpost towards a vision of a Stockport where carers are recognised, supported and empowered. They will have excellent attention to detail and will strive to achieve the best outcomes for carers, for their team and for themselves.

The main tasks will be as follows:

- To ensure that the organisation remains in a strong financial position, with the necessary processes and procedures required of an organisation of its size

- To lead on the strategic development and implementation of services for carers of all ages
- To support the senior management team to deliver on their outcomes in a positive and supportive environment
- To support the Signpost Board of Trustees to understand and deliver on their responsibilities, including safeguarding, health and safety, data protection and staff wellbeing
- To hold regular support and supervision sessions with the senior management team, individually and as a team
- To provide regular reports, verbal and written, to the Board of Trustees and other stakeholders, including funders, about the outcomes of the organisation
- To oversee the collating of monitoring information and using this information to develop services
- To represent the organisation at external events and publicity opportunities
- To ensure that Stockport's carers engaging with Signpost receive an outcomes based, comprehensive, informed, tailored and consistent service in an appropriate and accessible way.

The trustees reserve the right to alter the content of this job description to reflect the changes to the job or services provided, without altering the general character of the post or level of responsibility. The trustees will consult with the postholder before any changes are made, and will seek advice from the charity's HR provider where appropriate.

Reasonable adjustments will be considered as required by the Equality Act 2010.

The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all employees and volunteers as well as the carers and professionals that we support and meet.

Person Specification	ESSENTIAL (E) OR DESIRABLE (D)
Qualifications/training	
Well educated, preferably to degree level	E
Experience	
Experience of providing supervision and support to members of staff through being a team leader.	E
Experience of working in partnership with a range of public, private and/or voluntary sector organisations	E
Experience of project and process management	E
A good understanding of the issues which affect carers	E
Experience of delivering projects with specific outputs and outcomes	E
Experience of working strategically	E
Experience of generating income through community & corporate fundraising, enterprising activities and through grants and trusts.	E
Skills and Abilities	
Excellent communication skills, both written and verbal	E
Ability to promote and engage carers and professionals	E
Ability to develop creative and imaginative ways to work in different environments	E
Strong organisational skills	E
Ability to adapt quickly to situations and think independently	E
Ability to use data to drive process change	E

The application process

How to apply

Please send your CV and covering letter to chair@signpostforcarers.org.uk.

Closing date for applications

Please ensure that we receive your application by 9am on Monday, 25th November 2024

As part of our candidate application and recruitment process, Signpost collects, processes and stores personal data about you. If you have any questions about how we handle your personal information, please contact our Data Protection Officer: dpotruster@signpostforcarers.org.uk