

The background image shows the interior of Union Chapel, a Gothic Revival church. The most prominent feature is the large, ornate rose window at the front, which is illuminated from within, casting a warm glow. The ceiling is a complex, dark wood structure with a series of pointed arches and decorative elements. The walls are made of brick and feature several smaller stained glass windows. The overall atmosphere is one of historical grandeur and architectural detail.

Chief Executive Officer

Recruitment Pack

April 2019



UNION
CHAPEL

Union Chapel Project

Chief Executive Officer Application Pack

About Union Chapel Project

Union Chapel Project (UCP) is a registered charity and is an outstanding example of the way in which new uses for an historic Grade 1 Listed building can be achieved without compromising its continuing function, as a Church.

UCP was established in 1992, a decade after a local campaign successfully prevented the building from demolition. UCP was tasked with coordinating the vital conservation works for this important local landmark by opening the building up as a multi-activity hub from which revenues were generated. The building is now a vibrant place, hosting a range of activities including concerts, lectures, rehearsals and the production of our own in-house arts culture and community events. The building is also home to The Margins Project – a charitable subsidiary which provides vital support to people facing homelessness and isolation.

About the Role

Union Chapel Project currently operates with a strong operational leadership team, governed by a board of trustees, who meet bi-monthly. Given the significant challenges and exciting opportunities that the organisation faces in the coming years it has been decided to appoint a CEO.

This is a role encompassing a particularly broad remit, reflecting the complex nature of UC activities. First and foremost, the person appointed must be able to lead a dedicated team, inspiring and empowering them. Although UC is a not for profit organisation, the important work we do requires funding and the CEO must have a strong grasp of financial matters and will be able to guide and develop our existing commercial activities as well as helping to maintain the correct balance in our artistic programming. Our fundraising activities have been successful to date, but UC has a very ambitious plan to further develop the building and activities and the CEO will take a central part in this. Given that the building is an architectural jewel and a very busy space, repairs and conservation will form an integral element of the role. The CEO will work with our charity for the homeless, Margins, and collaborate with the church regarding community initiatives. Finally, the CEO will be key in ensuring the highest standards of corporate governance apply across the organisation.

The skills necessary to fulfil such a broad range of responsibilities could have been gained in a variety of environments, but previous exposure to working with Trustees or in a similar governance model is preferable. A track record of success in running a comparable business and helping it to develop and grow is also ideal.

How to apply

Please apply with your CV and a covering letter, of no more than two pages, outlining your skills and experiences to meet the requirements of the role, why you want to work for Union Chapel Project and your availability to start.

Email to recruitment@unionchapel.org.uk with “CEO” in the subject line.

Closing date: 9 am May 8th

Interviews: 1st round w/c May 13th

2nd round w/c May 20th

Applications will be reviewed on receipt and an appointment may be made before the end of the closing date, therefore early application for this role is strongly encouraged.

We are an Equal Opportunity Employer and we actively encourage people from a variety of backgrounds with different experiences, skills and stories to join us and influence and develop our working practice.

Please complete our Equal Opportunity Monitoring form and email it to recruitment@unionchapel.org.uk It will be treated in confidence and will not be seen by the staff directly involved in the appointment.

Job Description

Job Title:	CEO
Responsible to:	Board of Directors of UCP
Line Manger:	Chair of UCP Board of Directors
Line Manager to:	Head of Finance & Operations, Head of Fundraising & Development, Head of Conservation & Building Projects, Head of Programme and Venue Management
Terms:	Full time 37.5 hours per week, but with the need to work evenings and weekends when required Six-month probation and three months' notice. 23 days annual leave + bank holidays (rising by 1 day for every 2 years of service – to a maximum of 28 days)
Salary:	£60,000

KEY ROLES AND RESPONSIBILITIES

LEADERSHIP

Provide clear, coherent and motivational leadership to ensure that the Charity and its subsidiaries meets their aims and objectives

Further the Charity's regional and national reputation, developing our profile at every level and establishing relationships with a wide range of local and national stakeholders

Develop and implement Union Chapel Project's business plan and ensure the overall financial stability of the Charity

Coordinate and empower the Leadership Team in:

- Developing a strong programme of artistic events within the chapel
- Providing accessible and inclusive community activities and services
- Overseeing the careful repair and conservations of this Grade I & II* listed building, to a critically acclaimed standard, for future generations to use and enjoy.

Facilitate all parts of the organisation to achieve their aims and objectives and balance the needs of stakeholders including the Union Chapel Directions, the Church, Margins and the Friends.

Report directly to the Board of Trustees and enable them to fulfil their governance responsibilities ensuring high standards of governance and transparency across the organisation

ARTISTIC AND COMMUNITY EVENTS

Ensure the delivery of a high calibre arts programme, understanding its relationship to audience and community development

Achieve a balance of commercial, creative and community programming

Work with the Head of Programme and Venue Management to create new partnerships and programme strands, both inside and outside the chapel building, to further our charitable aims

Maximise revenue from hiring out spaces, food and bar sales, without compromising the integrity of the organisation and whilst furthering the work of the Margins' cafe training program

Support the Head of Programme and Venue Management to deliver an excellent experience to audiences and hirers of the spaces

REPAIR AND CONSERVATION

Work with and support the Head of Conservation & Building Projects to implement the building masterplan

Develop the phasing and detailed planning of the masterplan works to best serve the aims and objectives of the charity and the needs of different parts of the organisation

Oversee a structured programme of repair and maintenance work

Attend infrastructure working group meetings

FUNDRAISING, FINANCE AND OPERATIONS

Work with the Head of Fundraising & Development to deliver the fundraising target through relationships with donors, patrons, friends, sponsors and supporters

Assume overall financial responsibility through supporting and working closely with the Head of Finance & Operations and ensuring full accountability and accurate and timely reporting to the Treasurer and Finance Committee. Ensuring strong financial management, governance and full compliance with all relevant regulatory bodies, including accurate budgeting, annual reports, clear financial controls, cash flow and tax obligations.

Prepare and present annual budgets and ensure that operations are consistent with these budgets

Ensure effective operation, maintenance and development of software and technology infrastructure

MARGINS AND COMMUNITY DEVELOPMENT

Ensure that Margins is kept at the heart of the organisation and its activities are integrated, as appropriate, with the other activities in the chapel

Work with the Director of Margins to achieve high quality, and responsive service delivery in line with the aims and objectives of Margins, attending meetings of the Margins Board and communicating their goals to the rest of the organisation

Liaise with the Church and other stakeholders in the development of any new community-oriented initiatives.

STAFF MANAGEMENT AND DEVELOPMENT

Oversee the recruitment, management and professional development of staff in order to ensure maximum efficiency and performance

Ensure that HR procedures and processes are fully compliant and meet best practice standards

Ensure that UCP is fully committed to equal opportunities for everyone, and the avoidance of any form of discrimination on the basis of gender, race, religion, sexuality, disability or age

Convene and chair meetings of the Leadership Team.

GOVERNANCE

Ensure effective governance and sufficient resources, guidance and professional advice for the Board to perform its duties

Ensure compliance with all relevant legislation, including employment law, charity law, company law, health and safety legislation, requirements of funders and relevant agencies

Diligently service the Board, ensuring transparent and timely reporting of progress against the business plan, changes and developments in the business environment, and management of governance and risk

Liaise between the Board and Leadership Team and communicate Board decisions to staff

PERSON SPECIFICATION

REQUIRED

Significant senior management and leadership experience, with a proven track record of strategy development and implementation

Demonstrable success managing change and driving transformation, with strong strategic and operational planning experience.

Highly developed interpersonal, communication, influencing and negotiating skills with a wide variety of diverse stakeholders

Knowledge and experience of financial management, including accountability for significant budgets and well-developed financial planning and budgeting skills

Excellent presentation skills to a range of audiences

Experience of working with a Board of Trustees or similar governance structure and knowledge of governance

Proven experience of overseeing fundraising, particularly Heritage Lottery Funding, with evidence of being able to meet significant income targets

DESIRABLE

Experience of running a charity and knowledge of charity law

In depth knowledge of and experience of working in the UK music industry

Demonstrable and proven track record of artistic programming in a similar/complimentary environment

Experience of maximising self-generated income in an arts or community venue

Experience of working with people facing social isolation and homelessness

Proven experience of fundraising, particularly Heritage Lottery Funding, with evidence of meeting significant income targets

Experience of listed building and heritage management

Experience of managing capital projects

Knowledge of health and safety and risk management