



Providing Christian support for adults with learning disabilities

Main Street, Market Overton

LE15 7PL

Tel. 01572 767234

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[www.lodge-trust.org.uk](http://www.lodge-trust.org.uk)

[admin@lodge-trust.org.uk](mailto:admin@lodge-trust.org.uk)

The Lodge Trust CIO (Charity No. 1161735)

## Chief Executive Officer

(Full Time)

We are looking for a confident, dynamic and forward thinking individual to undertake the above role at The Lodge Trust.

### **Do you have vision and enthusiasm for people with learning disabilities to develop further the work of the Trust?**

*Are able to provide spiritual leadership based on a strong evangelical Christian commitment?*

*Do you have broad management experience?*

*Are you able to motivate and manage a varied staff team?*

*Do you have experience of managing budgets?*

*Have you good communication skills to represent the work of the Trust in churches?*

*Are you able to work with commissioners and manage large contracts?*

*Do you have experience in the charitable sector?*

### **If so, you may be just the person we seek.**

To the successful candidate we offer a salary c. £45,000 plus a reasonable relocation package.

This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Full details are available at [www.lodge-trust.org.uk/jobs](http://www.lodge-trust.org.uk/jobs)

We actively encourage you to visit us to see what we do. Please call David Whitmarsh on 01572 767010 to book an informal visit and discussion.

### **Application closing date – 12 noon on Wednesday 20th March**

(Our plan is to conduct interviews on 4<sup>th</sup>/ 5<sup>th</sup> April 2019)



**INVESTORS  
IN PEOPLE**

**Bronze**



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31<sup>st</sup> January 2019

Dear Applicant,

Thank you for your interest in the opportunity to become the **Chief Executive** at The Lodge Trust. Please find enclosed the job description and person specification relating to the position.

The Lodge Trust is situated in a rural setting in the small Rutland village of Market Overton. Further background information explaining the work of the Lodge Trust and an application form may be downloaded from [www.lodgetrust.org.uk/jobs](http://www.lodgetrust.org.uk/jobs)

If you are interested in applying and would like to know more about us you are very welcome to visit, have a look around the site and meet some of the people who live and work here. Just give us a call and we will fix a time and date.

We actively encourage you to visit us to see what we do. Please call David Whitmarsh on 01572 767010 to book an informal visit and discussion.

We look forward to hearing from you.

Yours faithfully

Richard Stevens  
Chair of Trustees



## Background

Since 1984 we have been providing Christian support for adults with learning disabilities in Market Overton, Rutland, empowering them to live out their faith as well as to enjoy choice and control over their lives. Coming from all denominations, their spiritual wellbeing is as important to us as their physical and emotional wellbeing. Our Biblical beliefs shape everything we do, including the way we care for our residents and staff.

Our approach is community-based and encourages meaningful work as well as education to improve skills and grow potential employment opportunities.

We currently provide accommodation for 30 people in a variety of different settings each with their own style and character. The residents enjoy a full and active life with many options to suit their own individual needs.

Our Work and Education Service, accessed by residents and external Service Users, provides opportunities in woodwork, crafts, horticulture, and catering services, as well as the chance to gain knowledge and complete courses in each of these work areas and various life skills.

The Lodge Trust's values are (T.I.E.):

### **Teamwork – better together**

*Each one of us has one body, and that body has many parts. These parts don't all do the same thing. In the same way, we are many people, but in Christ we are all one body. We are the parts of that body, and each part belongs to all the others.* **Romans 12:4-5 (ERV)**

### **Integrity – building trust**

*Do for others what you want them to do for you.* **Luke 6:31 (ERV)**

### **Excellence – in everything – increasing effectiveness**

*Every time you find work to do, do it the best you can.* **Ecclesiastes 9:10 (ERV)**

*Do everything without complaining or arguing.* **Philippians 2:14 (ERV)**

### **The organisation:**

The Lodge Trust provides a range of services to adults with learning disabilities:

- Residential Care – 30 permanent residents
- Work & Education Services – approximately 15 additional Service Users

The organisation currently has approximately 75 staff both full-time and part-time and a number of casual workers who provide back-up and relief duties.

For more information please visit the charity's website [www.lodgetrust.org.uk](http://www.lodgetrust.org.uk)

<b>JOB TITLE</b>	<b>Chief Executive – Job Description</b>
<b>Responsible to</b>	<b>Trustees</b>
<b>Staff Reporting directly to this post</b>	Registered Manager, Learning & Development Manager, Health & Safety and Facilities Manager, Administration Services Manager, Systems & Technology Coordinator and the Support Development Officer
<b>Service Aims</b>	<p>The Lodge Trust aims to provide services for adults with learning disabilities which promote Christian virtues and values.</p> <p>The staff group will support service users to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.</p>
<b>Role</b>	<ul style="list-style-type: none"> <li>• To maintain the evangelical Christian ethos of the charity</li> <li>• To oversee the spiritual life of the charity</li> <li>• To oversee the smooth running of the Lodge Trust</li> <li>• To ensure the provision of a high standard of support to all residents</li> <li>• To ensure the provision of a high standard of support to staff</li> <li>• To protect, promote and utilise the charity's assets in order to further the objectives of the charity</li> </ul>
<b>Responsibilities and Duties</b>	<p><b>Spiritual</b></p> <ul style="list-style-type: none"> <li>• Guiding and leading the staff to deliver the Christian service in line with the Trust Deed</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Attending and servicing Trustees' meetings, providing vision, direction and leadership in the formulation and achievement of the charity's strategies while working within their Christian ethos and values</li> <li>• Being a member of the Management Committee, ensuring they have the relevant information to fulfil its responsibilities and obligations in its governance functions</li> <li>• Ensuring the charity is provided with the business planning, financial security and effective human resources management to develop and maintain its services and its reputation for excellent service delivery</li> <li>• Preparing draft Policy documents to meet current and future needs for review/ approval by the Trustees and their subsequent implementation</li> <li>• Complying with all reasonable requirements of the Trustees</li> </ul> <p><b>Service Users</b></p> <ul style="list-style-type: none"> <li>• Oversight for welfare and development of all those whom the organisation provides a service for and ensuring that they are assisted in reaching their full potential.</li> <li>• To be a champion of person centred practice and user involvement in the development and delivery of services.</li> <li>• Effective engagement with all stakeholders relevant to the delivery of services, internal and external to the organisation</li> </ul> <p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Oversight of Residential and Work and Education Services</li> <li>• Oversight of staff and resident Training, Health &amp; Safety and Facilities</li> <li>• Oversight of Human Resources, Financial and Administration Services</li> </ul> <p style="text-align: right;">(continued overpage...)</p>

<b>JOB TITLE</b>	<h2 style="text-align: center;">Chief Executive – Job Description (continued)</h2>
<b>Responsibilities and Duties</b>	<p><b>Operational</b></p> <ul style="list-style-type: none"> <li>● Maintain contact with the Local Authorities/ CCGs of all of the residents and obtaining top-up fees in accordance with the agreed annual budget</li> <li>● Liaise with all appropriate professional services, e.g. auditors, solicitors, insurers, architects, etc..</li> <li>● Manage all operational activities as well as the overall management and administration of the charity's functions and services</li> <li>● Ensure the high performance and quality management of the senior management team</li> <li>● Attract, retain and develop all staff across the organisation</li> <li>● Act as the Nominated Person providing the service within CQC requirements</li> <li>● Ensure that all statutory requirements are fulfilled and address any gaps identified to ensure the expectations of all stakeholders are met (including requirements in relation to adult safeguarding)</li> <li>● Ensure all services are audited internally and implement corrective action to ensure quality of service is met</li> <li>● Ensure systematic monitoring of all health and safety issues, to include risk assessment and reporting on complaints, untoward incidents and accidents</li> <li>● Drive process improvements to ensure excellence in delivery of service</li> <li>● Ensuring the identification of increasing needs of residents and applying for appropriate additional funding</li> <li>● Undertake, in conjunction with appropriate line managers, all staff salary reviews (with the exception of the CEO's) with the involvement of the Trustees and later timely implementation</li> <li>● Maintain estate, buildings, vehicles and all other equipment</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>● Prepare and manage all financial budgets in conjunction with appropriate senior staff for Trustees approval</li> <li>● Prepare monthly financial reports for all Trustee's meetings</li> <li>● Maintain the fiscal health of the organisation including both the maintenance and development of the organisation's income streams as well as the management of the expenditure</li> <li>● Review monthly the key cost elements (especially staffing) and adherence to set budgets and drive corrective action to problem areas</li> <li>● Ensure annual accounts are prepared for approval by the Trustees at the AGM in accordance with the requirements of (and submitted in a timely fashion to) the Charity Commissioners</li> <li>● Ensure fees are collected for all residents from the appropriate sources</li> <li>● Act as signatory to cheques and be responsible for personally checking the monthly bank reconciliations</li> <li>● Raise funds as appropriate to the needs of the organisation and in ways that are in line with our Christian ethos</li> </ul> <p><b>Quality</b></p> <ul style="list-style-type: none"> <li>● Complying with all relevant legal requirements of Care Standards, HSE, employment and other relevant legislation.</li> <li>● Establishing and maintaining good Public Relations.</li> <li>● Promoting the charity both locally and nationally.</li> <li>● Ensuring links are established and maintained between the charity and other similar appropriate organisations.</li> <li>● Ensuring that all relevant requirements of the Charity Commissioners are brought to the attention of the Trustees and appropriately implemented.</li> </ul>
<b>Entitlements</b>	<p style="text-align: center;">Terms and Conditions – outlined in the contract of employment</p>

JOB TITLE	Chief Executive – Person Specification	
	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent in Finance or Management</li> <li>• Access to a form of transport to enable you to fulfil the duties as outlined in the Job Description</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Health &amp; Social Care qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Managed a large team effectively</li> <li>• Managed large budgets</li> <li>• Aware of Health and Safety implications and responsibilities</li> <li>• Awareness of the Care Act 2014 and the responsibilities of the Nominated Individual to CQC.</li> <li>• A proven track record of working at Senior management level ("working at or reporting directly to an individual at Senior Leadership Team or above") successfully leading an organisation/department at a strategic and operational level, with budgetary responsibility</li> <li>• Demonstrable experience of encouraging, motivating and developing others to reach their full potential</li> <li>• Proven experience of developing and implementing innovative ideas to deliver person centred services for the benefit of its end users and the organisation as a whole</li> <li>• Demonstrable experience of successfully building and maintaining relationships with a wide range of stakeholders and identifying collaborative opportunities to the benefit of the organisation</li> <li>• A proven track record of successfully tailoring your communication style when engaging with a diverse range of stakeholders (up to and including Board level)</li> <li>• This post is subject to an Occupational Requirement that the post holder is a committed evangelical Christian under Part 1 of Schedule 9 to the Equality Act 2010.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 years' experience in senior management</li> <li>• Experience in LD care sector</li> <li>• Experience of the charity sector</li> <li>• Experience of managing the delivery of HR services</li> <li>• Experience of using IT, including the ability to improve communication and processes</li> </ul>
<b>Skills/Abilities</b>	<p><b>Leadership and Vision</b></p> <ul style="list-style-type: none"> <li>• Able to provide effective leadership, Christian oversight and direction and able to lead Christian devotions, communicating Bible truths effectively</li> <li>• Able to understand situations and respond appropriately; using your own initiative, making wise decisions and responding appropriately in an emergency</li> <li>• Able to manage and motivate a team</li> </ul> <p><b>Business</b></p> <ul style="list-style-type: none"> <li>• Able to exercise good business judgement, having financial awareness; able to assimilate information and make clear decisions</li> <li>• Able to administrate and plan as well as work under pressure</li> <li>• Able to understand and work to contract specifications; manage contractors and use IT effectively</li> </ul> <p><b>Public Relations</b></p> <ul style="list-style-type: none"> <li>• Able to interface with all relevant professionals; to represent the trust at churches, exhibitions and other meetings/occasions</li> <li>• Able to speak in public</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing a care home</li> <li>• Experience of facilities management</li> <li>• Able to understand equipment maintenance</li> <li>• Able to carry out Risk Assessments</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Have a passion for people with learning disabilities</li> <li>• Able to agree to the Doctrinal Basis of The Lodge Trust</li> <li>• Able to agree to the Christian ethos and the work ethic of The Lodge Trust Work and Education Services</li> <li>• Able to maintain confidentiality and willing to learn</li> <li>• Flexible in being able to cover for absences within the team</li> <li>• Robust physical and mental health</li> </ul>	

# Guide of the Selection Process

Applicants must clearly and fully demonstrate on their application how they meet the requirements of the role. The Lodge Trust may decide to interview only those applications who appear, from the information they have provided, to be most suitable in terms of relevant experience and ability. It is essential therefore that applicants fully describe how they meet the requirements of the role.

Applications must be marked for the attention of David Whitmarsh and submitted by email to:  
d.whitmarsh@lodgetrust.org.uk

Alternatively you can send your application by post (marked Private & Confidential) to:

David Whitmarsh, The Lodge Trust, Main Street, MARKET OVERTON LE15 7PL

## References

Applicants are required to identify two references, one of which should be your current employer (if applicable). References will be taken up prior to any offer of employment. You should not seek as a referee anyone who is related to you. References must be deemed by The Lodge Trust to be satisfactory before any offer of employment is made.

## DBS Checks

Due to the nature and seniority of this post, a satisfactory enhanced DBS Disclosure is required to be completed by the successful candidate. It is the successful candidate's responsibility to disclose any relevant convictions/cautions upon request and for completing the relevant DBS Disclosure.

As noted in the Job Description the successful candidate will also be required to act as the Nominated Individual with respect to CQC requirements.

## Conflict of Interest

This position requires the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned, should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict. It is important, therefore, that candidates consider their own circumstances when applying and identify any potential conflicts of interest, whether real or perceived.

Information which might be relevant could include for example financial interests or share ownership, or membership of some societies or organisations. All applicants therefore will be asked a number of conflict of interest questions at the end of the interview process. Any information given will be treated in confidence.

## Eligibility Sift

After the closing date, the first stage in the selection process will be to conduct a sift of the CVs against the essential criteria. Applicants who have not fully demonstrated on their CV how they meet each of the essential criteria will not be progressed to the next stage of the process. Where necessary, The Lodge Trust may apply desirable criteria in order to reduce the number of applications down to a manageable level.

## Interview

Candidates successful at the eligibility sift stage will be invited to attend an interview with representatives from The Lodge Trust. The panel will assess the extent to which the applicants meet the essential and desirable criteria in the Person Specification. It is anticipated that the interviews with The Lodge Trust will be held on 4th/ 5th April.

Candidates will be notified should an additional assessment method be incorporated into the selection process. Relevant instructions will be issued to candidates with the invitation to interview.

### **Further Information**

Should you have any further queries about this recruitment and selection process, please call David Whitmarsh on 01572 767010.

### **Timetable**

The anticipated timetable is as follows:

- Closing date for receipt of applications – 12noon on Wednesday 20th March 2019
- Eligibility sift – Friday 22nd March 2019
- Interviews— 4th/ 5th April 2019

### **Terms of Appointment**

Salary: Salary will be c. £45,000 (commensurate with experience) and a reasonable relocation package will be offered if appropriate.

Annual Leave: **23 days** (plus 8 days bank and Public holidays); an additional day is granted for each year of service from 1st April (up to 5 days—attained after 5 years service).

Pension contributions: 5% Employer plus 5% employee

Hours of Work: **40 hours** However, there may be a requirement to work outside of these hours on an back-up basis.

Location: The Lodge, Main Street, MARKET OVERTON LE15 7PL