

## JOB DESCRIPTION & PERSON SPECIFICATION



<b>Job title:</b>	<b>Deputy CEO (Operations, Language School, Plymouth)</b>
<b>Job purpose:</b>	<p><b>This full-time Deputy CEO role is at Senior Executive level</b> representing Christian – based ODILS alongside the CEO. The charity, through this role, requires strong leadership and management of day to day operations including financial operations relating to the Language School and Plymouth based operations. The role involves working closely with the CEO to continue to develop and implement ODILS strategic vision. This Post holder will be responsible for updating and implementing all organizational policy, procedure, process and systems. ODILS has an established position of respect within Plymouth Educational, Political, Statutory and Community services and viewed as a learning centre of excellence. The school reflects quality, client-centered services reflecting best practice. The post-holder will continue to develop this reputation within Plymouth and beyond.</p> <p>Leading from the front we expect the post-holder to excel in motivation and integrity, with the ability to demonstrate compassion and kindness to all. It is essential that effective and timely communications to CEO and Board of Trustees is considered a priority.</p> <p>The successful candidate will be able to demonstrate a mature committed Christian faith and a track record of leadership within the context of personal, family, church life and previous employment. To have clear understanding that ODILS operates within a strong Christian ethos and culture reflecting the charities vision, mission, core values and principles.</p>
<b>Department/Group:</b>	<b>Core – Senior Executive Level</b>
<b>Location:</b>	Plymouth based
<b>Position type:</b>	Full Time Permanent
<b>Hours</b>	35
<b>Remuneration Bandings</b>	£28,000 – £33,000 pro rata
<b>Accountable to:</b>	CEO and Board of Trustees
<b>Reports to:</b>	CEO
<b>Responsible for:</b>	
<b>Travel required:</b>	Yes
<b>Budgetary responsibilities:</b>	Yes

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HR contact:	CEO
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### About the Organisation

Open Doors International Language School is a faith based charitable social enterprise. Its **Mission Statement** is to:

- ***Empower people to contribute to their local community through the teaching of English and other vocational courses.***
- ***Equipping churches to reach the nations on their doorstep in the UK and overseas advancing the Christian faith through the teaching of English.***

ODILS inspiration and values come from our Christian faith. Business and social justice is at the heart of the work we do. These values, enriched and shared by many people, including those of other faiths and of no religious faith, underpin all our work. We work in a multi-cultural society and are proud of our roots.

### Our Values

#### Whole Person

Empowering people of all faiths, creeds and of no faith to reach their full potential, enabling aspirations through a holistic approach to learning and teaching.

#### Partnerships and relations

We can do more together than apart to enable individuals and communities to reach their full potential and aspirations. We aim to work as a team drawing on each other's gifts to complement the organisation.

#### Sustainability

We are committed to a longer-term vision of seeing the life changing aspirations fulfilled in individuals and communities

#### Excellence

We are working to offer the best service we can by investing in training and continual evaluation from learners, staff and partners.

#### Accountability and boundaries

We provide a safe and comfortable place to work and study through openness, transparency, trust and mutual respect and clear rules.

#### Equality and inclusion

Equipping learners and staff in a safe environment where every person is viewed as God sees them: unique, precious, individual and equal.

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### The changing face of serving through the teaching of ESOL

ODILS was founded 17 years by a group of Christians in response to the needs of Asylum Seekers sent to Plymouth under the Government Dispersal Programme. We operate as a training centre and estimate that over the last 17 years we have taught English to over 8,000 individuals and trained 330 teachers of English. 160 are Christians now serving the Lord in the UK and Overseas. We see our role as a bridge for the Kingdom amongst the communities and partners we serve.

ODILS has been able to secure large public contracts and sub contracts to deliver ESOL in Plymouth and Devon; was successful as part of a consortium in winning the delivery of the Plymouth Refugee Integration Service; taken part in many research projects related to language and migration; given a voice for those with English as a Second Language at local regional and national level; contributed to the delivery strategies of ESOL in Plymouth and is nationally working with partners to obtain an English National ESOL strategy

The largest percentage of funding comes through public contracts. In the last 7 years there has been an overall 30% reduction in Adult Education Funding. In 2010 ODILS restructured and reviewed its service offer and has maintained its turnover at around £400K. In the current climate it has been difficult to make a 5-year plan as contracts have been issued annually. There has been a commitment by the government to change this and so it is now important that ODILS builds on the foundation and plans for growth. This new role will be key in the future growth of ODILS.

ODILS vision is to develop a high-tech training centre providing high quality training and equipping for Churches and individuals to serve the nations through the teaching of English. This would include working with church networks offering missional training to people who want to reach the nations on their doorstep or prepare for overseas mission. Alongside the teaching of English and supporting the local communities.

ODILS has increased its training opportunities for Christians through face to face delivery in churches, links with other Christian networks supporting them to start language schools overseas and working with local churches to offer support and provision for Asylum Seekers and Refugees. We would like to develop online teacher training for volunteers and mission focused Intern providing opportunities for those looking to serve the nations overseas or in the UK combining Teacher Training and mission focussed biblical training.

Key challenges in the future for ODILS.

- Increased pressure from public bodies to see those with English as a Second Language access work much more quickly
- Navigating the way through the ever-changing public contracts and the need to acquire and develop premises that are more suited to a 21<sup>st</sup> Century Training Provider in this digital age.
- Framework of increased reporting, greater compliance, limited funds and the need for greater use of IT.
- Continuing to provide effective outcomes,
- Increase our profile and attract or generate new funding to sustain and develop our work for the future.
- Development of relationship networks with churches, local groups and opportunities to increase gospel centred partnerships and funding streams.
- Supporting work with increasing numbers of people isolated from communities and falling into poverty, and a rise in safeguarding, health and wellbeing issues.

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### **Occupational Requirement**

Whilst ODILS is a Christian Charity, not all posts require an occupational requirement. However, the post of Deputy CEO (Plymouth Operations) is a Christian Leadership position, strategically enabling ODILS education and training vision, but also safeguarding its Christian foundation and upholding charitable values both in the UK and overseas. It is essential the post-holder is a committed Christian and able/willing to model a clear Christian example and share their faith journey/story with all. It is a requirement of ODILS that the appointee is able to accept the Evangelical Alliance Basis of Faith and be willing to provide references from their minister/ pastor / priest

### **JOB DESCRIPTION**

#### **Deputy Chief Executive ( Business Support and Operations, Plymouth)**

### **Outline Terms and Conditions of Employment**

Salary c 28,000 – 33,000 pro rata depending on experience.

- Contractual Working Hours – Full Time, 35 hours per week between Monday-Friday: 9.00 – 5.00, with a one-hour, unpaid lunch break. (Flexibility will also be required for some travel and occasional evening meetings)
- Pension is via auto enrolment. If choosing to opt in 3% employer contribution for 2019/2020 with 5% employee contribution.
- Holidays pro-rata: 30 days per year, plus Bank Holidays.
- The post requires the post-holder to undertake an enhanced DBS prior to commencing this post and may be required to be reviewed annually.
- Be required to subscribe to Evangelical Alliance Statement of Faith and provide a Church leader as one of the references.

## KEY AREAS OF RESPONSIBILITY

### 1) ORGANISATION.

#### Strategy, Vision, Planning and Values

To work with the Senior Executive Team, the Senior Management Team and the Board of Trustees to shape the strategy and future vision of ODILS.

Assist with the development of goals, objectives and sales strategy, proactive forward planning, business development initiatives, and increasing revenue streams.

Provide overall management, leadership and accountability for day to day operations in all Plymouth outputs / provision in accordance with the values, philosophies, standards and procedures approved by Trustees.

To work closely with the CEO, prepare business plans including financial forecasts and strategic plans for approval by Trustees.

Initiate and/or support innovative changes / new programmes to ensure that the service develops in line with national standards, current research and future opportunity

Liaison with marketing and communications team.

#### Governance and Reporting

To act as the organization's Health and Safety and Wellbeing nominated Individual – responsible for supervising and managing all regulated activity. This includes updating and implementing Safeguarding Incorporating Prevent.

Ensuring that financial and operational industry standard good practice is maintained using secure and effective monitoring systems as appropriate.

Overall responsibility for ensuring tracking, monitoring and evaluation systems are in place

Responsible and accountable for financial management of all Plymouth operations and output.

Responsible to ensure that all operational systems are updated, secure and robust and that resources are allocated effectively to maximize delivery of the Trustees' priorities and strategy.

Ensure that all reports/returns are provided in a timely manner to the CEO and the Board of Trustees

#### Estates and Resources:

Ensure resources are committed in accordance with ODILS business plan, and that expenditure reflects good value for money, maximizing the delivery of the agreed objectives.

Ensure that robust and secure financial procedures and controls exist across Plymouth ODILS safeguarding against the risk of fraud or error.

Ensure appropriate and cost-efficient insurance cover is in place for staff, trustees, volunteers, buildings and activities

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Managing and ensuring that the building remains fit for purpose and compliant with all regulations and standards (such as H&S, Fire, etc...)

Managing day to day non-academic operations at Woodland Terrace Lane, Onward House and at Frederick Street.

Responsible for all insurances, utilities and other facilities services

To ensure that security and Data Protection align with the GDPR law

Act as Senior Information Risk Owner (SIRO)

## 2) PEOPLE

### Human Resources

#### Responsible for effective implementation of ODILS HR policies and procedures

- Promote and facilitate effective teamwork and staff morale by developing and maintaining an accessible, positive, participative, open, change orientated culture across all teams.
- Promotion of and working with staff to understand equality and diversity, working with respect for each other and all learners.
- Ensuring the safeguarding of vulnerable people including children.
- Pro-active modelling of these values: empower, support, coach and develop staff so that all understand and demonstrate ODILS ethos and values.
- Responsible for the continued development and implementation of appropriate strategies and policies for recruitment and retention, supervision, reviews and appraisals, staff development, reward and excellent employee relations
- Offering a seamless service delivered across Plymouth sites. Supporting RIS Management Team to deliver services at Frederick Street in accordance with the Safeguarding, Health, Safety, Wellbeing Policies.

### OTHER

This job description is an outline of the main responsibilities of the post. It will be reviewed annually. The post holder will also be required to undertake any other duties as may be reasonably requested by the Chair of Trustees.

There will be a probationary period of 3 months with review by CEO & Trustees.

The post holder will be required to sign up to all terms and conditions and professional code of conduct policies and all organizational policies.

It is the nature of the work of ODILS that tasks and responsibilities are, in many circumstances, unpredictable and varied and may include evening and weekend working.

All staff are, therefore, expected to work in a flexible way when tasks not specifically covered in their job description have to be undertaken.

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### Knowledge, Skills, Training and Experience:

#### ESSENTIAL

Higher level qualification in senior organizational management e.g.

- **Management** and **Leadership** Practice
- Strategic **Management** and **Leadership**
- Coaching, Motivating and Mentoring

Proven experience leading a business or voluntary sector organization as a Chief Operating Officer or Senior Manager

Working with Trustees and interacting at Board level

Excellent interpersonal and communication skills

Experience of contract negotiation and management

Ability to lead in negotiations with funders & appropriate levels of national leadership representing CEO and ODILS

Demonstrable HR / financial management in a substantial business and/or charity environment

Proven commercial acumen

Entrepreneurial approach to programmes

Must have a proven ability to operate, think and plan strategically fulfilling organizational priorities and objectives.

Proven leadership experience relevant to an organisation of this size and complexity.

Experience of organisational growth & development

Experience of managing multi-disciplinary teams

#### DESIRABLE

Qualified to at least AAT Level 3

Interest in and commitment to UK and international issues related to Migration, Asylum and Refugees

Experience and understanding of Education Sector  
Understanding of and commitment to good work-life balance in own and employee's lives

Appropriate financial management experience or degree level, MBA or similar or strong business/ charity background

Strong ICT skills

Understanding of the external context of public funding within Adult Education

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Excellent organisational and planning skills to manage a varied workload.

Experience in change management

*Team working and conflict management*

Able to show an ability to lead, motivate and develop teams of staff and volunteers. Collaborative and inclusive style of working. Understanding of and commitment to good work-life balance in own and employees' lives

*Empathy*

Demonstrate a humble, teachable and servant heart with an ability to empathise.

*Determination*

Ability to complete tasks and be a strong finisher.

*Communication*

An effective communicator with the ability to represent ODILS in an engaging and inspiring way

*ICT and Digital Skills*

Must be excellent and competent in the use of IT and digital systems.

*Ambassador*

Be an inspiring, engaging and effective ambassador for ODILS when visiting such as church leaders, churches, sector appropriate charities and those working in the education sector.



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<p>Evidence of and committed to continuing learning and personal/professional development</p> <p><b>Other attributes</b></p> <p>Positive attitude towards all people</p> <p>Integrity</p> <p>Empowering people</p> <p>Humble/teachable/able to take direction and advice</p> <p>Kind and compassionate</p> <p>Patient</p> <p>Team</p>	
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**Corporate Responsibilities😊**

Read the Staff Handbook and Code of Conduct.

Be willing to sign up to appropriate policies and procedures.

Comply with ODILS policies, procedures and instructions, particularly those relating to Equality and Diversity, Health, Safety and Wellbeing and Safeguarding at all times.

Be willing to take responsibility to stay abreast of essential updates of policies and procedures.

Operate within the limits of professional capability.

Be willing to halt with immediate effect any activity which poses an unacceptable risk to self or others.

Be a positive role model for staff, students, visitors and the general public.

**Additional Notes:**

**I confirm that I have read and understood the Job Description and that I will endeavor to fulfill all requirements.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_