



## **CEO Recruitment Information Pack**

**September 2025**

Dear Friend

Thank you for your interest in being the next CEO of Emerge.

We are excited about this next part of the journey for Emerge in our work supporting young people in the BD4 area and beyond. To best share the passion that drives us, we have created this full pack of information which summarises our story to this point. It aims to give a helpful picture of what the role includes and what we are looking for in our next CEO.

This is an amazing opportunity to join Emerge and lead our work with young people into the future. The organisation is in a position of stability and great potential with a consistent and experienced team of staff and volunteers. We have a good reputation across Bradford within the voluntary sector and schools based on high quality activities and interventions with young people.

Things are constantly changing in the voluntary sector landscape as funding, priorities and the potential for development all change. We are therefore looking for a leader who will build on our existing strengths and work with young people and the team to build and develop into the future, while holding onto the vision and values which define everything we do.

If you are passionate about finding ways to enable positive change with young people and have experience of leading youth work projects and organisations, then please consider applying.

You will find information on how to apply on page 2 of this pack and the full job description and person specification for the role from page 4 onwards. Please also take a look at the document and video available on our website. <https://emergeonline.org.uk/emerge-vacancies/>

If after reading everything included here, you would like a conversation about the role or to visit Emerge, please get in touch on 01274 660244 or [info@emergeonline.org.uk](mailto:info@emergeonline.org.uk). We would be happy to arrange a visit and/or a conversation with one of the trustees or with the outgoing CEO.

Yours sincerely

Howard Astin

Chair of Trustees, on behalf of the Trustee board

## HOW TO APPLY

This is an important role for Emerge, so we have thought through the application process carefully, starting with this information pack. If you have questions or anything is not clear, please do contact us for clarification.

### **To apply for this role, please send us the following:**

1. Your CV including all your contact details, education and employment history
2. A short video (ideally 3 to 4 minutes max) which tell us about yourself and describes why you would be suitable for the role. See below for more details.
3. Optional – a short covering letter with any extra details you have not been able to include in the CV or video

Please apply by email to [info@emergeonline.org.uk](mailto:info@emergeonline.org.uk) with your CV and cover letter (optional) as attachments, and a link to your video within the email (see below).

**The closing date for applications is 12 noon on Wednesday 8<sup>th</sup> October**

We aim to inform candidates whether they have been shortlisted by Friday 17<sup>th</sup> October and we intend to hold interviews during the week commencing Monday 3<sup>rd</sup> November. Interviews will be in person in Bradford and will involve a range of tasks, conversations and traditional interviews with young people, staff and trustees.

### **Your Video – further details**

We are interested in the content of the video, and in you – the person applying, not the quality of the filming or editing. Please upload your video to a suitable cloud-based storage site (Google Drive, One Drive, YouTube, Vimeo etc) and include a link in your application email through which we can access the video. Please do not attach video files to your email. Take care to ensure your privacy settings are suitable. We will get in touch if we have any issues accessing your video.

If you need support with applying, or have any questions, please use the contact details on the first page of this information pack

*Emerge is committed to promoting the welfare of everyone who uses our services. Safeguarding children, young people and adults at risk is therefore a priority within all our activities and we expect all staff and volunteers to share this commitment. Recruitment of all staff is informed by this commitment and the successful candidate will be required to undertake an enhanced DBS alongside supplying satisfactory references.*

## ABOUT EMERGE

**Emerge** is a Christian young people's charity which has been working in the estates and inner-city areas of Bradford for 30 years, mainly in the BD4 communities of East Bowling, Sutton/Laisterdyke, Bierley and Holme Wood.

Our vision is to inspire lasting positive change in the lives of young people, aiming towards personal growth, better physical and mental wellbeing, positive engagement in education and to actively transform the communities we live and work within. Many young people in our communities' struggle to overcome the significant challenges created by financial and social poverty leaving them vulnerable to educational exclusion, poor mental health, exploitation and a future limited by circumstances. We refuse to accept that things cannot change, so we are committed to working towards personal and community transformation.

We believe that a relational and holistic approach makes the greatest difference to an individual. We aim to meet young people in multiple settings including open-access community youth work (sports, social action projects, leadership schemes), school-based work (mainly 1-2-1 interventions aimed at removing social/emotional barriers to learning) and some more targeted or referral-based programmes. We seek to be creative in growing new activities with young people and always open minded to the development of new programmes and ways of working with funders and partners which meet our aims.

Our schools-based work with young people takes place through contractual arrangements with individual schools who use Emerge to support young people who find themselves struggling within school, often for social/emotional reasons include dealing with grief, anxiety or friendship struggles. Our work aims to address any specific needs while building resilience, self-esteem and the socio-emotional skills which help young people navigate future challenges. We also have a stream of our school-based work which specifically supports Looked After Children.

Our community-based youth work is mostly an open, universal service, funded through a range of grants from trusts and foundations. We currently work in four Community Hubs: East Bowling, Sutton/Laisterdyke, Bierley and Holme Wood, aiming to have a full programme of activities available within each Hub across 4 or 5 days per week engaging a broad range of young people. We also have programmes which run on a referral or invitation based such as mentoring schemes and our social action/leadership projects. We also have a collection of faith-based sessions which help young people to explore spirituality and faith in today's world. These are run within our Christian ethos and background but are open to people of all faiths and no faith.

To help give a full picture of Emerge and our work with young people, there is a more detailed document and a short film you can access from <https://emergeonline.org.uk/emerge-vacancies/>

You can also find more information across our website and social media.

<https://emergeonline.org.uk/>

<https://www.facebook.com/emergeonlineUK>    <https://www.instagram.com/emergeonlineuk/>

# THE ROLE, JOB DESCRIPTION AND PERSON SPECIFICATION

**The role of CEO at Emerge** is full of opportunity and potential. It is varied and at times complex, requiring a person of integrity, person centred leadership skills and responsibility.

*We recognise that not every candidate interested in this role will have the full breadth of experience, knowledge and skills we outline in the job description and person specification on the following pages. We are therefore interested in hearing from people who feel they meet most of the criteria and clearly share our faith, values and vision strongly enough to lead the organisation.*

As a Christian organisation (as stated in our registered charity objectives) we require our CEO to have a Christian faith whose theology is worked out in their day-to-day life – professionally and personally. They must be a leader of integrity and compassion for young people, team members and the communities we serve and be committed to learning and growing personally so they are well placed to enable the same for others.

The job description and person specification expand on this in the following pages, but the below bullets points are a summary of the most important elements which the staff team and trustees highlighted.

We are looking for someone who:

- Has significant experience of leading organisations, projects and people, and is therefore able to articulate vision, design and deliver a strategy and lead an experienced staff team.
- Has a big heart – full of compassion for young people and evidenced commitment to engage those who find themselves marginalised.
- Has an active Christian faith evidenced in clear theology, thinking and practice.
- Has established youth sector and voluntary sector experience and therefore understands deeply the challenges young people face in our communities and our city.
- Is a leader with experience of training staff and delegating effectively to enable others to grow their skills and abilities.
- Can clearly understand and work with finances – setting and controlling budgets and working diligently and creatively to ensure continued financial sustainability.
- Is confident in representing Emerge externally, networking across various sectors, maintaining and developing new partnerships, writing reports and public documents and being our champion in every context.
- Has experience of overseeing the legal requirements of running an organisation, employing staff and running an effective charity.
- Has robust knowledge of safeguarding issues as evidenced by current training and qualification (DBS etc.)

The majority of the role fits within a standard working day, but it will involve some evening working, and occasional weekend work recognised through an informal time in lieu process. There is some scope to work at home occasionally but youth work and leading a youth work charity mainly requires your regular presence in our offices and venues.



## **Job Title - CEO**

**Full time, 37.5 hrs/week**

**Salary Range – NJC Pts 29 to 32, £39,862 - £42,839, plus 5% pension contribution**

**Contract – Permanent**

**Responsible to Chair of Trustees**

### **Vision and Direction**

- Be personally passionate about seeing positive change in the lives of young people
- Model our values in work and life, setting a high standard of expectations for others
- Communicate vision internally with team and externally with partners and networks, sharing in ways which encourage and enable others to join in our mission.
- Develop an effective strategy to fulfil our vision and mission, building the strategy and enabling effective delivery of it.
- Inspire and lead the team, constantly seeking ways for the team to grow in skills and scope.
- Understand the current youth work sector trends and patterns, working to position Emerge to be part of the solution to current priorities.
- Find and assess opportunities, balancing risk and realism with aspiration and ambition
- Creatively grow and develop our work in line with vision and strategy.

### **Management of people**

- Motivate people as individuals and as a team to achieve the aims of Emerge, always modelling an inclusive and welcoming culture
- Manage individuals through effective supervision and support, overseeing staff directly, and delegating some line management to other leadership team members.
- Communicate clearly to share expectations, while also listening to understand the other points of view
- Model high levels of professionalism and build a positive team ethos which promotes excellence, a healthy work-life balance and positive wellbeing.
- Ensure that all staff and volunteers are aware of safe working procedures and relevant policies. Work to source and/or deliver relevant training for the team to fulfil this.
- Lead on the day-to-day safeguarding practices of Emerge, alongside the first 'named person' on the team ensuring that we deliver all activities with a high standard of safeguarding practice, and that all concerns and disclosures are dealt with effectively.

### **Management of youth work programmes and projects.**

- Work with the team deliver high quality youth work activities and interventions which create opportunities to make a positive difference in the lives of young people.
- Ensure that the programme of activities meets the requirements of all stakeholders, whether through contracts or grants.
- Support the Schools Team Leader to develop and grow this aspect of Emerge's work
- Support the effective delivery of activities through your hands-on presence, setting a high-quality example of professional work wherever you are involved.
- Contribute within your area of expertise to delivering and developing new activities.
- Work with young people, team members and partners to develop new activities where appropriate, encouraging a creative approach to all that Emerge does.

- Think strategically and problem solve with others, delegate effectively and seek to see others grow in skills and confidence.
- Ensure that people within all our activities are safeguarded and always feel included.
- Lead our work to safeguard young people alongside other senior leaders.

### **Oversight of finances and resources**

- Work with Emerge's Finance manager to oversee the organisations finances and financial systems, and report to trustees and other relevant parties as required
- Set and agree the annual budget for Emerge with trustees and manage the organisation to operate within this.
- Create, oversee and share project budgets with relevant leaders and team members and so enabling a whole team approach to good financial management.
- Oversee and agree the work to raise income for Emerge through grants from trusts and foundations, school contracts, other fundraising activity and giving, playing an active part in this process as required.
- Set and lead a culture of careful stewardship of resources (financial and other resources), whilst also ensuring that team are well resourced to deliver high quality work.
- Set a good example of personal administration of financial matters, such as receipts and record keeping.

### **Partnerships**

- Network widely across relevant sectors to build positive relationships personally and organisationally which support the work of Emerge
- Strategically develop and maintain current partnerships with other organisations for the wider benefit of the organisation and youth work more widely.
- Contribute to partnership initiatives where possible and encourage team to build positive local partnerships and cross sector working.
- Use the experience and expertise to advocate for youth work across Bradford and in other sector networks as relevant.
- Be generous in giving time to others but seek to bring benefit back to Emerge when sharing and learning with others.

### **Governance and Administration**

- Support the Trustees to ensure Emerge is governed effectively, fulfilling all legal and regulatory requirements, and operating in line with our mission and values.
- Supply regular reports to the Trustees and attend Trustee meetings.
- Lead and where necessary, improve existing systems across the organisation in partnership with other senior leaders to ensure the smoother day to day operation of the organisation.
- Use Lamplight to ensure all sessions are recorded including attendance and impact data for reporting to funders and other stakeholders in accurate and timely ways.
- Measure impact and lead evaluation across the organisation ensuring a wide range of voices (young people, volunteers and staff) are heard in the process.
- Lead the development of policies and procedures with the trustees to ensure Emerge meets its legal requirements.
- Ensure that all risk assessments are in place and we work in the safest possible way
- Ensure that all other administration required to run Emerge is carried out

# PERSON SPECIFICATION

**In your application video (and optional cover letter) please articulate why you see this opportunity to be a good fit for you, making reference to how your experience to dates fulfils the criteria below.**

## **Experience**

- Multi-year and multi-faceted experience of hands-on youth work with a deep understanding of the day-to-day challenges of youth work.
- Leading and managing people and teams in ways which motivate and include.
- Leading projects and organisations in ways which create highly effective and impactful work with people
- Managing and overseeing the finances of an organisation to ensure maximum possible financial stability
- Fundraising, writing grant applications, and reporting to funders either directly, or overseeing others doing this on the organisation's behalf.
- Strategic planning and development which gives a clear rationale for decision making about short- and long-term priorities.
- Working alongside a board of trustees/directors to ensure the effective leadership of a charity.

## **Knowledge and Skills**

- A clear understanding of youth work theory, potentially evidenced by degree level qualifications or long-term experience of impactful work with young people.
- Understanding of urban communities, potentially through lived and/or worked experience. Hands-on experience and understanding of the City of Bradford would be beneficial.
- Excellent interpersonal skills and emotional understanding which enable positive engagement of everyone you meet and the ability to respond to struggling staff/volunteers with compassion and clarity
- Excellent written and verbal communication skills in a variety of different contexts from 1-2-1 management to large group presentations.
- Strategic thinking and clear decision making
- Understanding of safeguarding policies and practices and experience at dealing with safeguarding issues on a regular basis.
- Effective administration skills and ability to use IT efficiently to enable routine tasks to be completed.

## **Personal**

- Compassionate – a demonstrable love to serve young people motivated by your Christian faith, alongside a passion to serve our city.
- Self-motivated/self-starting – you see what needs to be done and drive to achieve it while still knowing when to delegate or ask for support.
- High levels of personal organisation - able to be efficient and effective with your time
- Flexible and prepared to listen to others' points of view and new ideas, but decisive with clarity when required.
- A 'can do' attitude which is willing to embrace change and focus on the positives within it.
- Adaptability to changing circumstances often beyond your control with an ability to solve problems and find creative solutions.
- Commitment to personal development, learning and reflective practice.