

## **ASCEND'S VISION AND WHAT WE DO**

Our vision is to offer hope and life-changing opportunities to people living in South-West Hertfordshire.

Our aim is that the people we support will have the skills and confidence to realise their potential and participate fully in society.

We deliver this:

- through training and advice to help clients move into paid employment, volunteering and further training and
- through personal support to meet the needs of clients with health and wellbeing issues.

We aim to deliver services that are

- Honest - we aim to be trustworthy at all times
- Compassionate - we aim to be considerate to everyone
- Encouraging - we aim to offer hope to all who use our services
- Confidential - we will ensure a discreet service
- Respectful - we offer the same help to everyone, irrespective of their varied backgrounds, race, gender, religion and sexual orientation
- Person-focussed - we support everyone according to their individual needs

## **JOB DESCRIPTION**

Reports to the Chairman and Board of Trustees of ASCEND  
Location - South Oxhey, Hertfordshire

### **Role purpose**

The Chief Executive is responsible for providing the overall leadership, management and administration of ASCEND, ensuring effective governance and compliance with all legal requirements, including charity law.

The CEO supports the Board of Trustees in the formulation of ASCEND's strategic plans in line with its mission and purpose. The CEO ensures that robust structures and systems are developed to deliver strategic priorities – enabling the organisation to develop and thrive and manage risk appropriately.

The CEO has overall responsibility for ASCEND's staff team, maintaining a hardworking, efficient, dedicated, valued and happy workforce. The CEO is the custodian of the organisation's values and has responsibility for developing the culture of the organisation as a well-respected partner locally and regionally.

### **Main responsibilities of the role**

### Leading the organisation

- To ensure that there is an agreed long-term strategy in place which guides the organisation in meeting its objectives.
- To provide clear and inspirational leadership to ASCEND's team of staff and volunteers.
- To supervise and appraise those staff reporting directly to the Chief Executive and promote their professional development.
- To ensure that there is commitment to ASCEND's values across the organisation.
- To promote and develop service user involvement and ensure continuity and development of services provided by ASCEND through monitoring, evaluation, review and quality control.

### External promotion and fundraising

To promote ASCEND and develop its public profile in a way that:

- develops and maintains constructive and high-value alliances, partnerships and networks with all principal stakeholders and supporters.
- encourages, supports and secures opportunities for growth and development to meet ASCEND's objectives.
- grows and diversifies our funding base.

To keep abreast of the funding and policy environment, to review and implement the fundraising strategy, and to maintain effective relationships with external funders

To ensure that an effective communications strategy is developed and maintained.

### Working with Board of Trustees

To support and advise the Board in setting vision and developing strategic plans.

To ensure that regular reports are presented to the Board on the progress of the organisation in meeting its targets, plans and responsibilities, and in providing information and analysis across all its activities.

### Organisational management and stewardship

To ensure that ASCEND meets its constitutional and legal responsibilities and that it has the necessary resources (human, material, financial) to meet its obligations and to operate effectively.

To be responsible for the overall financial health of the organisation, ensuring that appropriate budgets are prepared, approved, monitored and controlled and holding accountability for funding bids.

To ensure that appropriate safeguarding and compliance systems are in place to meet the requirements of funders, the Charity Commission, and other quality assurance bodies.

To establish and maintain appropriate and effective HR systems which ensure that there is sound management throughout ASCEND, with good staff development and training programmes.

### **Person Specification**

In your written application please provide evidence of your knowledge and experience against the person specification below. For selected candidates, skills and abilities, and leadership style will be further tested through the subsequent interview process.

### **Skills and Abilities**

- Outstanding leadership skills with the ability to develop and implement organisational vision and strategic plans effectively.

- Strong organisational change skills, with the ability to bring about culture and behavioural change.
- Highly effective interpersonal, influencing and communication skills with the ability to gain the trust and confidence of stakeholders quickly, maintain positive partnerships and tailor messages for different audiences.
- Sharp strategic planning skills with the ability to distil key messages from broader management information and present it in meaningful ways for staff, the Board and stakeholders.
- Sound organisational and project management skills with the ability to translate strategic plans into performance.

### **Leadership Style and Personal Attributes**

- A natural collaborator with a clear and motivational leadership style that is appropriate for a small, close-knit team.
- Creative thinker with an open-minded, entrepreneurial style.
- Diplomatic, articulate and confident manner that inspires trust and confidence and diffuses conflict.
- Sound judgement and cultural sensitivity; demonstrates emotional intelligence and is empathetic in approach to others.
- Possesses the drive, energy and resilience to see through change.
- Strong commitment to social justice and respect for inclusive values.

### **Knowledge and Experience**

- A strong and successful track record of leadership at senior management level. Experience of inspiring and maintaining a positive, values-led working culture that delivers high performance would be highly desirable.
- Substantial experience of working with disadvantaged communities, with a practical understanding of overcoming barriers to social inclusion.
- A strong appreciation of the local and national context of service delivery in the areas covered by ASCEND including adult education, skills development, careers advice and support for social inclusion.
- Experience of working as part of a board to set organisational strategy; financial management experience including experience of tendering, fundraising and preparing funding applications.
- Working knowledge of holistic, person-centred approaches to working and service user participation.

### **Terms of Appointment**

Salary	£35 to £38k. Starting salary will depend on skills and experience.
Pension	There is a 5% employer's contribution to the workplace pension scheme.
Leave	Annual Leave is 25 days per annum plus Bank Holidays.
Location	ASCEND, All Saints' Church, South Oxhey
Contract	This is a permanent full-time appointment.
Hours	37.5 hours per week with flexible working. The CEO may be expected to work occasional evenings and weekends as required in order to perform the role effectively.
Probation	There will be a probationary period of six months during which time one month's notice will apply on either side.
Notice	After successful completion of the probationary review, a minimum

three months' notice on either side.

### Equal Opportunities

ASCEND is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### Privacy Notice

ASCEND assures you that the information which you give is strictly confidential and will be used only for the purpose for which it has been supplied..

### **How to Apply and Recruitment Timetable**

Please send a CV and a completed application form to

Brian Thomson, Chairman of Trustees, ASCEND, All Saints' Church Centre, Gosforth Lane, South Oxhey, Herts, WD19 7AX, or by email to [chair@ascend.org.uk](mailto:chair@ascend.org.uk).

Closing date for applications: 30 October 2020

Interviews: week beginning 9 November 2020

# ASCEND



## APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER

Please complete this form in Black Ink. The information which you give is strictly confidential and will be used only for the purpose for which it has been supplied.

SURNAME:

ANY FORMER SURNAMES:

FIRST NAMES:

---

HOME ADDRESS:

---

Tel no. (home)

(work)

(mobile)

E-mail address:

---

## EDUCATIONAL ACHIEVEMENTS

School/College/University (secondary onwards)	Certificates/Qualifications obtained	Grade

## PROFESSIONAL AND VOCATIONAL QUALIFICATIONS

Institute/Professional Body	Qualifications	Grade

## LEISURE INTERESTS

### Work Experience (including voluntary work)

Current or most recent employer:

Address:

---

Position Held:

Current or Latest Salary: £

Start date:

Leaving date:

Notice required:

### SAFEGUARDING

ASCEND is committed to safeguarding and promoting the welfare of all and expects all staff and volunteers to share this commitment. All ASCEND volunteers and paid staff engaged in the learning and skills sector are subject to procedures that minimise the risk of recruiting unsuitable people. This procedure will reflect a safer learning environment that is based upon positive well-being, and personal safety of all staff and learners.

Please inform us of any Safeguarding Training you have undertaken in the last two years

DBS disclosure number: \_\_\_\_\_ Date of  
Issue: \_\_\_\_\_

**PREVIOUS EMPLOYERS - Last Four Employers - Most recent first**

Employers name & address	Position Salary/grade	Start and leaving dates	Specific responsibilities in this role	Reasons for leaving
--------------------------	--------------------------	-------------------------	--	---------------------



--	--	--	--	--

**REFEREES**

1. Last/current Employer	2. May be personal or employer

When may we approach referees?

**PERSONAL SKILLS AND EXPERIENCE**



Please provide evidence of your knowledge and experience against the qualities set out in the person specification of the CEO job pack. (Expand this box or continue on separate sheet if necessary.)

Please give any other information that you feel would be of interest to us in considering you for this appointment. (Expand this box or continue on separate sheet if necessary.)

## DECLARATION

The Following will result in disqualification or dismissal:

- (i) Failure to disclose any relationship with staff or management committee of ASCEND
- (ii) Failure to disclose convictions under the Rehabilitation of Offenders Act 1974

The information, which I have given in this form, is true to the best of my knowledge.

Signed:

Date: