Riverside
Community Health Project

Join Our Team

Chief Executive

Newcastle upon Tyne

Candidate Pack



Welcome!

Thank you for your interest in becoming our new Chief Executive. We are excited that you want to join us and hope you find the information contained within this candidate pack helpful.

Read on to find out more about Riverside Community Health Project (Riverside). Our ongoing mission is to improve the health and wellbeing of disadvantaged communities in West Newcastle by working to community development principles and collaborating with others to respond to need. Our vision is for West Newcastle to be a healthy and thriving community.

Riverside is a great place to work and is situated in the heart of the West End community. Our staff team is filled with people with a can-do attitude who are strongly rooted in the local community. Our skilled board of trustees is committed to supporting our new Chief Executive to succeed in this vital role. This support includes a quality hand over period with the outgoing post-holder and having access to support and guidance from internal and external sources.

As a potential applicant, we want to support you through a process we hope you will find enjoyable and comfortable. We want you to succeed and hope we have designed a process you can get the most from and feel supported and valued.



About the role

Salary:	**£55,221-£58,471 per annum**
Base:	**Newcastle upon Tyne**
Hours:	**35 hours per week**
Contract:	**Permanent**
Benefits:	**Workplace pension scheme** **32 days annual leave plus bank holidays** **Flexible working**

It's a great time to lead Riverside into the next stage of our development and we are very excited about what the future holds. We are proud of our achievements and of where our outgoing Chief Executive has taken our organisation. We seek someone to sustain and further develop our work so we can build on our forty plus years of tackling inequality in the West end of Newcastle. We look forward to continue making a positive difference to the lives of local people as they deal with the challenges they face.

We want to recruit a leader with a thorough understanding of community development who can offer strong strategic leadership and management skills to shape and deliver Riverside's responses to local need and want. We want someone who can build genuine partnerships and collaborations with stakeholders from which great practice can emerge. We want someone we can rely on to ensure we continue to have strong governance, sound finances and who can ensure we make the best use of our building and resources.

Crucially, we want to attract applications from people who commit to being led by an understanding of the needs and aspirations of the people, communities and families we support. Interested? Read on...



About us

Riverside works to improve the health and well-being of disadvantaged communities of West Newcastle, using a community development approach to delivering support and tackling issues affecting the health of the community. We have worked in the West of Newcastle, addressing inequalities, for over forty years through supporting local people to identify and address issues that affect their lives and through delivering a range of services in response to identified need.

Riverside's current work focuses on families with children, adults experiencing disadvantages and women. We facilitate support and activities for parents and children under five years, holiday activities for families, training and employability opportunities, welfare rights advice and women's groups.

We are based in and manage the wonderful Carnegie Building, a building of local historic significance and the former Benwell Library. As well as Riverside, teams from five other groups and organisations are based in this vibrant community hub. As a result of successful fundraising Riverside has overseen three phases of refurbishment in Carnegie Building since taking over the premises, including an extension to the building which opened in 2021. Further investment is required to improve the building's energy efficiency and sustainability.





Our Values

Our Vision and Mission Statement

Riverside's vision is for West Newcastle to be "a healthy and thriving community". We will work towards our vision through our mission which is: "to improve the health and wellbeing of disadvantaged communities in West Newcastle by working to community development principles and collaborating with others to respond to need".

Our Values

Empowerment
We commit to working ways that increase the power people in local communities have over their own lives and in their wider environment.

Equality
We commit to work that contributes to eradicating inequalities, through valuing the diversity of our community and practicing equity. Equity recognises that people experiencing inequalities need to be treated according to circumstances to be able to achieve equality.

Participation
We commit to working with people in communities in ways that encourage their maximum participation in the decisions and actions that affect them.

Partnership
We commit to collaborating in the spirit of partnership with groups and individuals whose values align with ours, for the benefit of local communities.

Social Justice
Our commitment to empowerment, equality, participation and partnership are local expressions of how we strive to contribute to social justice. We understand social justice as being the fair and equitable status of all individuals and groups in society.

Our Objectives

Riverside recognises the impact of inequalities and poverty on the health of communities. People from communities experiencing economic disadvantage are likely to die younger and spend more of their lives with ill-health than those that come from more affluent areas. Some people are additionally disadvantaged, for example, people who do not speak English as a first language.

Riverside's work has changed over time in response to the changing needs and demographics of the community.

Our understanding of local need informs our current strategic objectives.

These objectives, which shape the work of the Chief Executive are to:

- support families to enable their children to have the best possible start in life
- assist adults to counter disadvantages they and their families experience
- facilitate women coming together to explore and influence factors affecting their lives
- maintain Carnegie Building's role as an accessible community hub for local residents and organisations
- work with local residents to achieve positive change through community action
- support community members to combat isolation, improve wellbeing and improve community cohesion



What We Do

Shaped by our strategic objectives, our current work comprises:

Children and Family Support

- We facilitate groups for children and parents, and various forms of family support.
- Our groups include Baby Massage, Baby and Me, Toddle Time, Breakfast Stay and Play, Boogie Bairns, First Words Together.
- We organise school holiday trips and local family festivals.

Training and Employability

- We organise a programme of free training for the community, inviting training organisations to Carnegie Building to deliver courses. We regularly arrange courses in areas such as Food Hygiene, Paediatric First Aid, Teaching Assistant Training, Community Interpreting and much more.
- We support people in their training and employability progression.

Welfare Rights

- Riverside staff are trained to support people with filling out forms to access general welfare entitlements. We help with:
  - Applications Services– Including GP and Dentist Registrations, School Places, Free School Meals, National Insurance Numbers, Council Tax Reductions and Maternity Grants.
  - Benefits – new applications and managing existing claims for Universal Credit, Tax Credits, Child Benefit and Carers Allowance.
  - Housing – rent, repairs and housing packages.
  - Specialist Advice – specialist advice for Attendance Allowance, PIP, appeals etc.





What We Do

Engaging Women and People from Diverse Ethnicities

- We facilitate a women's group and activities which encourage women from diverse ethnicities including British, ethnically marginalised and migrant backgrounds to come together in mutual understanding.
- We support people who want to learn English. We bring organisations into Carnegie Building to deliver English for Speakers of Other Languages (ESOL) courses when available and encourage conversational English.
- We actively explore ways to make Riverside more accessible to people from ethnically marginalised communities in the area.

Supporting Community Action

- We encourage and provide back up support to community led initiatives including:
  - a community run savings club for holiday coach trips and excursions.
  - giveaway days.
  - self-facilitated groups.



What We Do

Managing Carnegie Building

- Riverside manages Carnegie Building through its wholly owned subsidiary company, Carnegie Building Newcastle, which has a Board of Directors. Building management involves:
  - Licensing out office and workspace for voluntary and community sector organisations (including Riverside) that support the local community.
  - Allocating meeting spaces for visiting professionals and groups, including practitioners from Children and Families Newcastle. Carnegie Building is a designated Community Hub for Children and Families Newcastle.
  - Providing low cost space-hire for community family events such as children's birthday parties and Mehndis.
  - Developing a strategic approach to sustaining this valuable community asset long-term, in liaison with building owner, Newcastle City Council.



How We Work

Riverside is led by a skilled Board of Directors / Trustees. Some trustees have been drawn to Riverside by their professional interests or through engaging with Riverside as a member of the local community. All trustees take on this leadership role because they see the importance of Riverside's work.

In addition to our strategic objectives, the Board of Trustees has approved Riverside's social business objectives, which set out how we approach our work as a community sector organisation. These objectives are available on our Strategic Plan 2023-2028 which is available for download in the Resources and Research section of Riverside's website.

First among our social business objectives is to ensure Riverside works in response to the identified needs, assets and perspectives of the local community. As such, we work very closely with the people who participate in Riverside's activities and ensure they are at the heart of our shaping how we work now and in the future.

We have fifteen staff working across the organisation. The whole team plays an integral part in ensuring the organisation is embedded in our community, with many living in the area and understanding the challenges people face by their own experience.

The staff team contributes to our strategic planning and there are good lines of communication through the team to managers and the Board of Trustees. Two members of the senior team, the Children and Families Manager and the Finance and Operations Manager, report directly to the Chief Executive.



Job Description

Job Title: Chief Executive
Responsible to: Board of Trustees

Job Purpose
To lead in all aspects of delivery, development, sustainability and stability of the organisation, working with all stakeholders and in line with our values to ensure the best possible impact and outcomes for the people of West Newcastle.

Core Responsibilities:

1. Deliver inspiring and authentic leadership across the organisation, offering energy, vision and a positive outlook to all stakeholders.
2. Shape and deliver services using a community development approach, including addressing inequalities, responding to local needs, involving service users, building capacity, promoting participation, and challenging power structures which are harmful to the wellbeing of communities.
3. Ensure the continued sustainability of the organisation by leading on fundraising and income generation, requiring a balance of supporting existing work and developing new business areas in an often complex funding environment.
4. Provide strong financial oversight, ensuring systems, processes and development needs of responsible individuals, including trustees, are supported.
5. Oversee the management team's operational delivery of the core functions of the organisation, ensuring effective project / service level leadership and robust monitoring processes to deliver the best possible outcomes for people.
6. Build strong relationships and work in genuine partnership with other charities and agencies, using effective communication skills, including those of influencing and negotiating.
7. Ensure appropriate reporting mechanisms are in place, servicing management information to the board as well as aligning with the requirements of external stakeholders such as commissioning and funding partners.
8. Lead the team to ensure people supported by the organisation are genuinely involved in delivery, planning and future strategy, ensuring the needs and aspirations of the community are always at the forefront of our work.
9. Oversee the recruitment, training and ongoing continuous development of the team, ensuring a focus on wellbeing alongside high quality delivery.
10. On behalf of the Riverside Board of Trustees and Carnegie Board of Directors, oversee liaison with Carnegie Building users and the building owner Newcastle City Council about current priorities, particularly health and safety.
11. Strategically plan for Carnegie building's long-term future as a community asset in future negotiation with Newcastle City Council.

Person Specification

Essential Criteria

1. Significant leadership experience, including strategy development and effective implementation.
2. Senior level management experience at a charitable or similar organisation.
3. A proven track record of working with disadvantaged groups and / or challenging inequalities.
4. Competence in financial management and expertise in budgeting and managing multiple, diverse funding streams.
5. A successful track recording in fundraising, income generation and relationship building with funders / commissioners.
6. Experience of developing and maintaining effective networks and strategic partnerships.
7. Astute knowledge of the local, regional and national policy landscape in which Riverside works and experience of influencing policy.
8. Effective monitoring, evaluation, reporting and performance management skills.
9. Effective people management skills to lead, inspire and support the team to achieve its objectives.
10. A proven understanding of good governance practice as applicable to a community and voluntary sector organisation.
11. Excellent written and verbal communications skills, versatile for a wide range of stakeholders at all levels.
12. Demonstrable skills important to the long-term sustainability of Carnegie Building, particularly building relationships with experts, interpreting complex information and effective inter-agency negotiation.
13. Up to date safeguarding adults and children training or willingness to complete such training as required by the role.

Desirable Criteria

1. Degree-level qualification and/or a management qualification.
2. Understanding of the issues experienced by people in communities facing socio-economic challenges, particularly groups with whom Riverside works.
3. Skills in overseeing capital development.

Accountability

The organisation's governance is by a voluntary Board of Trustees therefore the Chief Executive is required to take responsibility and be accountable for designated duties and activities. Supervision and support will be through a named member of Riverside's Board of Trustees, alongside any additional support agreed.

Commitment to equal opportunities

All employees are expected to work in ways that further Riverside's commitment to equal opportunities and anti-discriminatory practice.

How to Apply

We are working with our recruitment partner, Jobs with Purpose, to find our next Chief Executive.

To apply for this role, email a detailed CV and supporting statement of no more than three sides of A4 to David Robinson at david@jobswithpurpose.co.uk

Your supporting statement should reflect what makes you a suitable candidate, how you meet the requirements of the Person Specification and any other supporting information relevant to the role.

To arrange a confidential discussion about the role, email David with your availability or contact 07504 102302

The deadline for applications is Monday 21st October 2024 at 12noon.

We intend to hold interviews W/C 4th November 2024.

We value every application and thank you for your time, effort and interest. All applications will be acknowledged and responded to at each stage.

If you have any questions or require support with any part of the process, feel free to get in touch with David.

Good luck!