



CANDIDATE PACK

CEO



*Embracing
Autism*



WELCOME

Thank you for your interest in Autism at Kingwood.

We were founded in 1994 by Dame Stephanie Shirley CH, who wanted to support her autistic son Giles to live an independent life in his own home supported by friends and a community of caring people who enabled him to make his own choices about his life.

For almost thirty years we at Autism at Kingwood have provided person centred care to autistic adults, and people with Asperger syndrome.

Our mission is to enable each person we support to develop greater independence, discover their potential, and enjoy a better quality of life. Our vision is for a world that embraces autism, and we believe that kindness should underpin everything we do. As a community and as an organisation we are values driven and we provide a full range of supported living for autistic people across Oxfordshire and surrounding areas.

We are specialists in autism, and we have an excellent reputation in both the autism and social care sectors. We provide creative solutions for complex situations, and we persevere when other services have failed.

We have grown as a service, and we continue to work to transform lives, but these are challenging times, for society and for all social care providers. We remain confident in the service we deliver and the value we can bring, and we have been working with an excellent team of interim leaders to deliver transformative change across our organisation.

We are now looking for our next Chief Executive to take us forward on our journey. This is an ambitious, exciting, and bold organisation to be part of. We want to provide even higher levels of social care, employment opportunities and diagnostic support to expand our impact and to achieve our aims.

If you are inspired by our mission and you can bring experience and success as a leader to achieve positive outcomes for our community then we would love to hear from you

Chair and Trustees



ABOUT US

Autism at Kingwood was founded in 1994 by Dame Stephanie Shirley CH to support her autistic son, Giles. Our core purpose is to support people with autism and Asperger syndrome to live full lives and to be as independent as they choose. This was the purpose behind our inception, and it remains so today. Giles Shirley was able to leave his life within a psychiatric hospital and move into a regular house, where he was supported by caring people to make it a regular home. For the first time in his life, he was able to make his own choices about his life. This was a life he was able to share with others and we continue to welcome new people into our home.

Autism at Kingwood is values driven and in living those values we have been bold, ambitious, and pioneering in our services. Although we have seen change and growth over the years, our original purpose has remained: to support autistic adults to live a meaningful life. Now, nearly 30 years on, we support c. 150 people across Berkshire, Oxfordshire, Buckinghamshire, Wiltshire, and Hampshire, and we have developed an excellent reputation regionally and in the autism sector for providing person-centred care. The people we support may have a range of complex needs, and this can mean continuous 24/7 support, or a more flexible service of a few hours on a daily or weekly basis. Whatever their requirements, we will provide the support people need to help them live independently.

We have a staff team of more than 250 people, each of whom are dedicated to our values. Throughout their careers with us, we provide extensive training to our staff to ensure we are at the forefront of social care procedures and policy. We want to ensure that our community of staff reflects our community of residents and so we actively encourage applications from individuals from all backgrounds to create a fully inclusive environment.

Everything we do is centred around the people we support, and we will always do our very best to assist and enable them to live the life they choose. We achieve this by providing:

- **Supported Living and Outreach:** We support people wanting to move into their own home for the first time and are with them until they feel comfortable living independently. We also support people living with their families to pursue their own interests and provide a specialist transition service supporting young adults in their transition from education to adult life.
- **Our Holiday Home:** We provide those we support with an affordable holiday solution set in the peaceful setting of Hardwick Parks.
- **Gardening and Activities:** We have gardening, growing produce, outdoor woodwork, and DIY. At Kingwood we create an environment where people can learn new skills, develop new interests, and enjoy being outside. We believe it is important for everyone to be engaged in their community and discover their potential.

Learn more about our team, our work, and recent accomplishments [here](#)

JOB DESCRIPTION

Job title: Chief Executive

Reports to: Chair of Trustees and Board

Direct reports: Senior Leadership Team

ROLE PURPOSE

The Chief Executive for Autism at Kingwood is here to ensure that everyone with autism and people with Asperger Syndrome gets both respect and support to help them live independently. Autism at Kingwood is moving through a period of transformative change, and so, we are looking for someone who, alongside our Board of Trustees, can continue our efforts and aid the development of our next strategic goals. You'll build on our solid financial foundation by developing new funding sources, both individuals and organisations, inspired by our mission. You'll develop a thorough understanding of the social care environment and be passionate about fulfilling the lives of people with autism, with the drive to change attitudes so the world embraces autism. You'll be a public face and spokesperson for the organisation, responsible for strengthening our profile as the leading voice on issues relating to autistic adults.

MAIN RESPONSIBILITIES

- Work with the Trustees to deliver and further develop Autism at Kingwood's new three-year strategic plan in line with the Kingwood approach
- To oversee all areas of activity within the Charity and to develop new, viable services and activities that meet the needs of the beneficiaries
- To champion the use of person-centred planning systems and ensure the infrastructural support is in place to deliver them
- Responsibility for the financial running of our charity through effective budgeting and planning, whilst working to grow and expand our funding base
- Identify, build and maintain strategic partnerships in the public, private and third sector that will further develop our support structure
- Support, and coach the Senior Leadership Team in negotiations for new services
- Identify risks and opportunities across our internal and external activities, bringing forward recommendations for, and supporting change and innovation
- Creating a positive working environment that attracts and retains staff to improve the stability and capability of Autism at Kingwood
- To influence social care policy and practice, and to explore the best practice through research and development



PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Demonstratable experience of strategic and operational leadership within an organisation with a relatable context to Autism at Kingwood
- Demonstratable experience leading organisational finance, financial planning, and budget management within the charitable or public sector
- Demonstratable experience of leading an organisation through a period of transformation to then help build, develop, and sustain high-quality operations
- Experience of inspiring and maintaining a positive, values-led working culture that delivers high performance results
- Knowledge of the legislative and regulatory framework within which best practice services to autistic people are delivered (inclusive of CQC, and HSE)
- Experience working closely with a Board in a voluntary, public, or private sector organisation

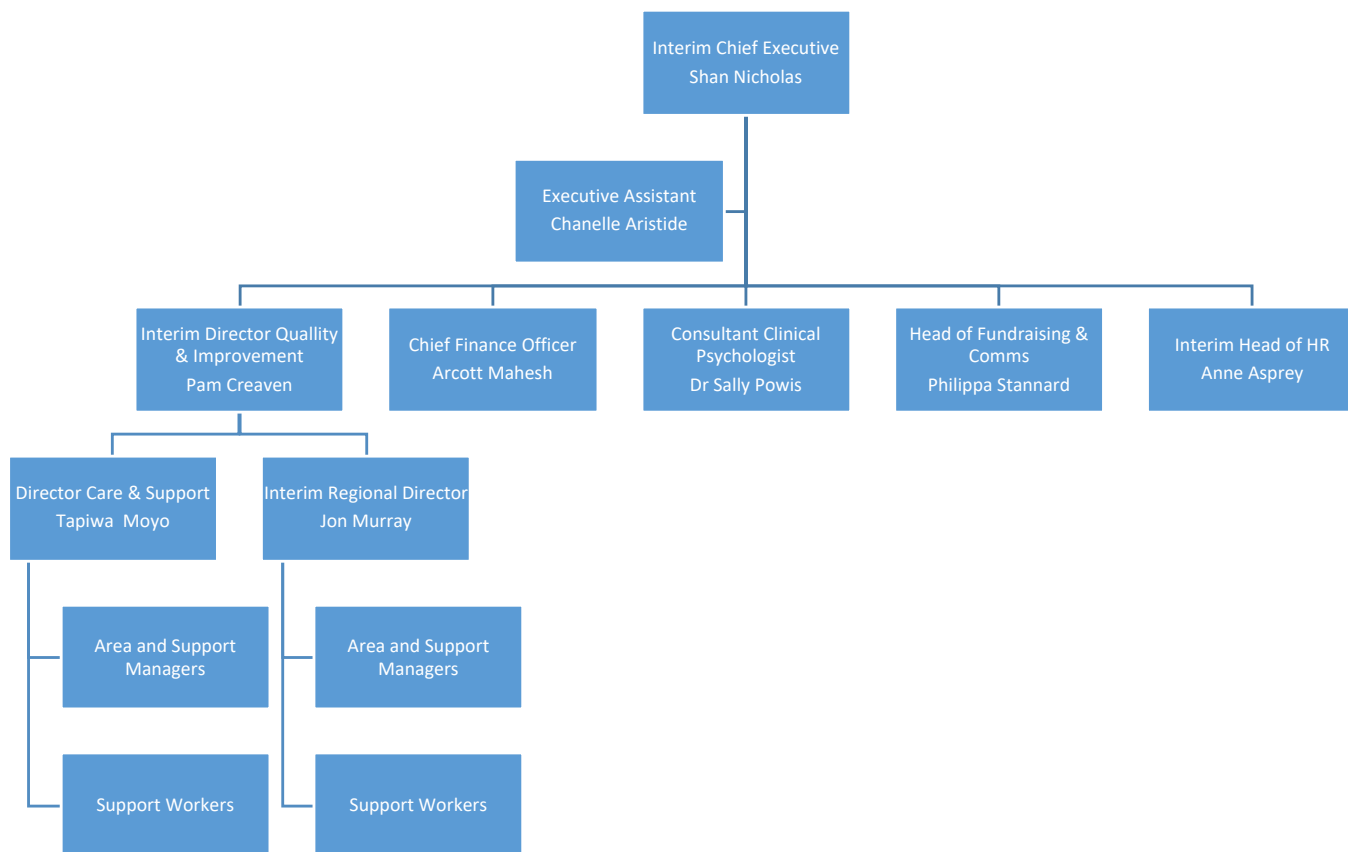
SKILLS AND ABILITIES

- Ability to retain staff trust, loyalty and stability within the team, whilst being an empathetic and effective leader who wins support from all stakeholders
- Ability to demonstrate non-judgmental understanding and sensitivity to those we support
- Ability to analyse complex information, interpret key issues, identify actions and produce professional reports

STYLES AND BEHAVIOURS

- A visible presence within the charity, who can lead and inspire a culture of kindness, learning, and acceptance
- Emotional intelligence and empathy to understand the needs and expectations of Autism at Kingwood's stakeholders.
- High level of personal and professional integrity
- An advocate for collaboration, with a commitment to an open, participative and empowering style of leadership
- A passionate interest and commitment to Autism at Kingwood's vision and mission, as well as the Kingwood Approach Framework.
- A commitment to equality, diversity and inclusion

OUR SENIOR LEADERSHIP TEAM



TERMS OF APPOINTMENT

SALARY

The salary for this role is c.£95,000 per annum on a full-time permanent basis.

LOCATION

Autism at Kingwood, Baptist House, 129 Broadway, Didcot, OX11 8XD
Autism at Kingwood, Chalfont Court, 2 Chalfont Cl, Earley, Reading, RG6 5SY

PENSION

TBC

ANNUAL LEAVE

27 days plus public holidays, with an additional day added after 3 years.



HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Katy Giddens at katy.giddens@starfishsearch.com or Hilary Clifford at hilary.clifford@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/ak-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Monday 5th June 2023

Preliminary interviews with Starfish: w/c 19th June 2023

Final Panel interviews with Autism at Kingwood: Late June 2023

