



ST JOHN'S
FOUNDATION EST. 1174

CHANGING LIVES. FOR GOOD.

Candidate Pack for Chief Executive



Welcome

Dear Applicant

Thank you for your interest in becoming the next Chief Executive of St John's Foundation. St John's Foundation was established in 1174. For 850 years, our organisation has been changing people's lives, for good. Our city and the neighbourhoods around it are beautiful and age-old. However, divisions and inequalities are concealed behind the veneer of Bath stone and rural beauty. That's why we're here to provide crucial support and to change lives, for good.

Following the retirement of our previous Chief Executive we are now seeking a new leader to take us forward into our next phase. At a time of significant change this is an opportunity for a values driven leader to lead our strategic growth and development; importantly focusing on developing both our core almshouse provision and creating new opportunities for delivering impact across Bath and North East Somerset. We are mid-way through our 10 year strategy and therefore this is an exciting time for a new chief executive to join us. We have major capital projects underway as well as plans to broaden our reach and impact with partners across the region and you will quickly establish yourself in the role, delivering existing projects and creating new opportunities to change lives, for good. We are also seeking a new Chair and therefore this is a unique opportunity for a refreshed leadership of the Foundation to reconcile our distinctive heritage with the modern role we must play in the context of changing needs and pressures.

You'll bring strategic leadership experience in a not for profit context and a deep commitment to working with a dedicated Board and executive team to deliver social impact. We are looking for a versatile and agile leader who can bring a creative approach to our work recognising where the levers are for delivering change and how to create the highest quality services for our stakeholders and partners. We have two commercial ventures as well as our endowment and you will be financially able with a keen eye on how to deliver financial returns and maximise the impact of our money. For 850 years we have been known for pioneering approaches to addressing need and we will be looking to you to continue this approach, working with like-minded charities and donors across BANES to deliver and evidence how our work truly changes lives.

Our people are critical to our success and you will be an established leader of people who enjoys being both strategic and hands on. We are a small close knit team and you will bring exceptional interpersonal skills – able to work closely with the staff team, our Board and our myriad of external stakeholders. Your unwavering commitment to creating an inclusive culture will be key in your ability to lead our team with integrity. The Foundation will always consider applicants who have lived or have personal experience of poverty or other challenges faced by our beneficiaries.

If this sounds like a role which excites and inspires you to join us, we very much look forward to hearing from you.

John Lakin
Chair of Selection Panel

Our organisation in brief

As one of the UK's oldest charities, we're proud to serve Bath and the surrounding area. Yet we're still facing many of the same problems today as we have throughout the centuries.

It's a dilemma that prompted us to launch our Best Start in Life initiative (formally known as the Foundation Fund) in 2020. This work focuses on making sure every child under 12 has the chance to grow up as a healthy, happy, and educated member of our community; that they have the support they need to lead fulfilling, independent lives beyond school and into older age.

We're determined to narrow the primary school educational attainment gap, which is particularly acute in our area.

Alongside this, we continue our longstanding work of helping older adults age well through the provision of almshouse accommodation and outreach services. With older adults now outnumbering younger people in our region, it's more important than ever that we foster an age-friendly community, promoting independent living for longer.

By addressing the needs of under-served young people alongside this, we believe we can change the direction of their lives, so that when they're older, they won't need us.

We work to address these modern challenges, forging connections with like-minded charities and donors to boost our impact. It's a long-term strategy, but we're unwavering. After all, we've been around for 850 years.

Older adults 65+

Initially set up back in 1174, St John's primary purpose is a thriving almshouse community to help older adults live well and more independently. Our high-quality almshouse apartments are available to individuals and couples above 65 years of age who have a strong connection to Bath and North East Somerset. In addition to providing housing, we offer a diverse activities programme and a tailored advice service to support older adults in our community to age well.

It is important to us that we offer an environment that enhances the overall quality of people's lives. We are proud to support older adults whilst promoting individuality, friendship, and wellbeing within a safe and friendly community of mature adults.



Young people 0-12

St John's vision is for all children in our community to grow up into happy, healthy, and educated members of society. By focusing on closing the Key Stage 2 educational attainment gap, we provide crucial support through targeted interventions to help make this happen.

Our interventions focus on key areas of a child's development. These include a child's language development in nursery, mental health support for children and mothers, and further educational support at primary school.

St John's also provides nourishing meals through the Nutritious Food Programme to help families facing financial challenges.

Crisis Programme

Bath is a beautiful city but its wealthy veneer masks a city and surrounding area with its own share of deprivation. Although Bath is a highly popular tourist destination and a world heritage site, the region is no less immune to illness, unemployment, deprivation and debt and the high cost of property here exacerbates the challenge. People in financial crisis need help, wherever they live.

That's why we operate a Crisis Programme, providing financial support to individuals and families in Bath and North East Somerset who are really struggling to make ends meet. It aims to meet the most essential needs, such as beds, white goods, furniture, counselling, debt support and basic employment skills and training.

St John's Foundation trading company

Alongside our broader work, St John's Foundation's trading company generates commercial revenue, with the purpose of delivering profits to gift towards St John's charitable work. The trading company's strategic ambition is to exceed the expectations of customers in Bath seeking premium space for work or leisure, whilst also creating a community of people with raised awareness of the importance of the work of St John's. The key elements of the trading company are currently: House of St John's and St Catherine's Hospital.

Funding our Good Work

Unlike a lot of charities, St John's is a foundation and does not do fund raising in the traditional sense. Instead, funds are generated through the investment of its endowment which are held in property and financial investments. A total return approach is taken to the investments with the current long term strategy being to enable a spend equal to 4% of investments each year whilst protecting the charity's spending power into perpetuity to balance current and future beneficiaries.

Read more about us

To read more about us, and about our work, please visit our website at <https://stjohnsbath.org.uk/>

Chief Executive Job Description

Job summary

The CEO provides overall leadership in terms of the strategic development and operational management of St John's Foundation (St John's). The CEO will take full accountability for St John's financial and operational performance, ensuring that all opportunities for best value and impact are pursued by creating a high performing organisation with clear strategic objectives that engages widely and works effectively through partnerships to achieve its goals.

Principal accountabilities

Strategic development and impact in conjunction with the Board

- Lead the development and delivery of St John's strategic plan, ensuring impact and progress are measured and reviewed at regular intervals. Report progress and challenges as required to the Trustees and other stakeholders.
- Ensure the effective development and management of the services we deliver, monitoring and keeping under review their impact and value for money.
- Develop and implement an effective investment strategy that ensures the endowment is invested so as to maintain its value in real terms for future generations and generate surpluses to be distributed.
- Ensure the grants given provide the most effective benefit and maximum impact.
- Network to understand opportunities, risks, and the wider context within which St John's operates allowing for more informed decision-making and horizon-scanning.

Effective governance

- Manage the overall financial health of the charity working with the Director of Finance and the Board. Prudently manage the organisation's resources within budget guidelines and ensure all accounting, audit and other regulatory requirements are met.
- Ensure the Board receives regular and appropriate reports on the progress of the organisation in achieving strategic objectives and implementing decisions made by the Board, including performance against the operational targets and financial budget set for the year.
- Work with the Chair and the Remuneration Committee to ensure the retention of a high performing Board with trustees individually and collectively having the necessary skills and experience needed to fulfil their duties.
- Ensure that the Board and the charity overall operate to a high level of governance, in accordance with the Memorandum, Articles of Association, and our Objects to meet all legal and regulatory requirements.

Finance and risk management

- Maintain and develop, as necessary, the charity's rigorous approach to financial planning with tight expenditure controls and effective short term and medium term forecasting and ensure the Director of Finance provides comprehensive reports to the Trustees.
- Identify opportunities for income growth with the Managing Director of the Trading Company and highlight emerging trends which influence the charity's short term and long term position.
- Ensure a comprehensive, up to date risk register is maintained with risks identified, assessed and, where possible, removed or mitigated.
- Maintain effective HR practices across the charity and ensure compliance with all HR legislation and legal requirements.

Leadership and Management

- Bring exceptional strategic and day-to-day leadership, direction, and support to the executive team and engage and inspire the whole staff to deliver our ambitious strategy. Achieve this through fostering a culture which values individual voices, listens, learns and empowers colleagues to deliver brilliant outcomes.
- Create a working environment that is focussed on achieving the best outcomes for those we serve, is receptive and adaptable to change, attracts and retains the best people, and offers an attractive environment in which to work and grow.
- Line manage the Director of Finance, Director of Commercial Operations, Head of Good Living Services, and Head of Delivery and Impact.
- Ensure an optimum organisational structure is in place and resources are deployed efficiently. Work with the Remunerations Committee to ensure succession planning is in place at organisation and Board level.

Culture

- Provide effective support and leadership to the HR function and ensure the charity's staff team has the skills, experience, commitment and culture required to deliver the agreed goals.
- Ensure that the organisation's values and policies are relevant, fair and consistently implemented.
- Play a key role in building a kind, compassionate, and inclusive culture. A place where equality, diversity and inclusion is championed and valued, where differences can coexist and where we are representative of the communities we work with and who we advocate with.
- Comply with and promote health and safety policies and take appropriate responsibility to ensure the health and safety of self and others.
- Understand, comply with and promote safeguarding best practice.
- Understand, comply with and promote equality, diversity and inclusion policies and procedures.
- Engage in continuous professional development.

It should be noted the above list of duties is indicative only and not exhaustive. The CEO is expected to perform all such additional duties as are reasonably commensurate with the role and the needs of the charity.

Person Specification

Knowledge and experience

- Experience in a senior leadership role within the charity sector.
- Strong understanding of governance within the charitable sector and the legal and regulatory requirements involved.
- Evidence of working effectively with both executive and non-executive teams.
- Experience in financial management, including budgeting and resource allocation – experience of working with investments would be desirable.
- Creative and entrepreneurial with evidence of spotting opportunities and building impactful partnerships.
- Evidence of demonstrating and evaluating impact within a social context.
- Experience of leading and managing diverse teams and role-modelling values-driven behaviours.
- Experience of initiating and managing change effectively including shaping culture at all levels of the organisation.

Skills and abilities

- The ability to lead, inspire, and manage a diverse team.
- The ability to work and collaborate with diverse sectors and stakeholders and develop partnerships in the interests of the Charity.
- The ability to think and plan strategically with excellent judgement and the ability to balance risk and opportunities.
- First class communication, influencing, and networking skills with the ability to communicate openly, honestly and transparently.
- Highly effective analytical, problem solving, and decision-making skills.
- The ability to perform well under pressure and make sound decisions.

Leadership style and attributes

- Commitment to the values and mission of St John's Foundation.
- Act with integrity and high ethical standards in accordance with the charity's values of trust, kindness and courage.
- Deep commitment to building a culture of equality and inclusion in the context of this role.
- Actively listen with the willingness to challenge unacceptable behaviours.
- Motivated by personal impact. Puts a high value on their ability to affect a positive impact on others.

Terms of appointment

Salary

c£115,000

Contract type

Permanent

Reporting to

Board of Trustees

Hours of work

35 hours per week

Location

The Foundation is based at 4-5 Chapel Court, Bath, BA1 1SQ. All staff are expected to be in the office for at least four days a week. For the Chief Executive the role will also involve travel across our region, and nationally as required.

Pension

Option to join a group pension salary sacrifice scheme where employer contributes 10% of gross basic pay where employees contribute 4%.

Annual leave

33 days leave including UK bank holidays.

Additional benefits

A range of additional benefits are available: private medical insurance, employee assistance programme, life assurance, a cycle to work scheme and a tech scheme.



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 juliet.brown@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/stjohn-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 person specification for this role.

We would also be grateful if you would 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.

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| Closing date | Friday 13th December 2024 |
| Preliminary interviews | w/c Monday 13th January 2025 |
| Final panel interview | w/c Monday 27th January 2025 |





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Registered Charity No: 201476. Registered Office: 4-5 Chapel Court, Bath, BA1 1SQ