



# **Windsor Womens Centre Chief Executive Officer**

Candidate Information Pack

July 2024



# Windsor Women's Centre About Us

# About Us

## **Our Vision**

Windsor Women's Centre is a place for learning and growing, through education and personal development, women are gaining skills, knowledge and confidence to make a better life for ourselves and our families and to have a stronger voice in the wider Community.

## **Our Mission**

Our mission is to continue to build upon the foundations laid down over the past three decades in providing a service and creating opportunities for women and their families so that they may experience the chance to learn, grow and develop their capacity to make a better future for themselves/

## **About us**

Windsor Women's Centre is situated in the Village area of South Belfast and has been operating since 1990. The Village is an area of high social and economic deprivation where Windsor Women's Centre provides much needed services to meet the diverse needs of women and their families from the surrounding communities. The Centre works within a community development framework to promote equality of opportunity and champion practices and policies to better the lives of women and their families. The Centre has strong established connections and working relationships with a range of agencies from the across the Statutory, Voluntary and Women's Sector.

The services delivered contribute to reducing poverty and deep-seated inequalities and the life limiting consequences of these in terms of women and children's health, educational outcomes, and social inclusion.

Currently we provide:

### **Day-care, Children and Family services**

- Provision of day-care/respite and after-schools places for 45 children daily along with respite care and developmental programmes for children with additional needs
- Delivery of Lead Family Support Hub for South Belfast
- Hosting monthly member meetings and managing referrals

### **Mental Health & Social Wellbeing programmes**

- Protect Life2 Reduce Suicide & self-harm and stigma of poor mental health  
Providing talking Therapies and therapeutic support  
Providing counselling and complementary therapies
- Mas maternal advocacy & support group

### **Education & Capacity building programmes**

- Delivering the Weave project for BAME women which includes: ESOL Classes, Essential Skills, accredited/soft skills courses
- Women Breaking Barriers – employability programme
- Community capacity building & personal development courses

Supporting participant led activities and peer support groups

2 Senior Citizen's Groups, providing volunteering opportunities, assisting the development of new groups, hosting focus groups and facilitating consultation with decision making forums



# **Windsor Women's Centre Chief Executive Officer Job Description**

## Windsor Women's Centre Chief Executive Officer Job Description

Job Title:	Chief Executive Officer
Responsible to:	Board of Directors, through the Chair of the Board
Hours:	Part time (25 hours)
Salary:	£47,338 pro rata for 25 hours to £33,813
Pension:	3% Employer Pension Contribution
Annual Leave:	25 days plus 13 Bank/Public Holiday (rising to 30 days plus 13)
Location:	Windsor Women's Centre 136-144 Broadway Belfast BT12 6HY
Probation Period:	6 months
Contract:	Permanent subject to funding

### Key purpose of post

The CEO, in conjunction with the Board of Directors, will be responsible for devising, producing and ensuring the delivery of the Centre's programmes and services. The post holder will provide clear strategic leadership while supporting and supervising the staff of the organisation with appropriate accountability measures.

The CEO will be expected to ensure delivery of an annual fundraising/income generation strategy and budget whilst also ensuring effective overall financial management, policies and procedures, and systems of internal control. Other key roles will include: collaborative partnerships and networking with other organisations. Monitoring and reporting on service delivery to funders and other stakeholders/partners.

### Main Duties and Responsibilities

#### 1. Strategic Direction

- a. to lead strategic thinking and planning processes; to advise the Board of Directors regarding Windsor's place in the voluntary sector and society as a whole
- b. to ensure operational plans/business plans/work plans are in place and being implemented in pursuance of overall strategic aims;
- c. to report on progress against the strategic plan – both verbally and in writing as requested/required - to the Board of Directors, wider organisation and key stakeholders
- d. to identify potential for new initiatives that may advance Windsor's aims, and advise the Board of Directors on appropriate funding strategies.

#### 2. Governance

- a. to ensure effective communication with, involvement of and reporting to the Board of Directors;
- b. to prepare papers, information and presentations for Board of Directors meetings as required/requested;
- c. to advise Board of Directors on all matters relevant to the effective running of Windsor e.g. Policy, Strategy, Finance, Legal, Personnel, Governance, etc.,

# Job Description

- a. including Charity Commission and Companies House requirements, drawing together specialist professional input where required;
- b. to ensure decisions and actions agreed at Board of Directors meetings are effectively implemented;
- c. to assist the Directors to prepare for and carry out AGMs and EGMs as necessary

### **3. Leadership and Management:**

- a. to provide clear and consistent leadership, vision and communication to all the staff of Windsor – paid and volunteers;
- b. to provide regular structured support and supervision to senior/programme co-ordinating staff and to ensure appropriate training/capacity building opportunities are made available and utilised;
- c. to convene and lead regular meetings of staff team/senior/programme co-ordinating staff to ensure effective overall co-ordination of programmes, resources and personnel and to facilitate the resolution of issues;
- d. to manage and/or oversee the management of all personnel issues such as recruitment, induction, grievance, discipline, annual appraisal, etc.

### **4. Finance and Fundraising:**

- a. to work closely with the finance Manager and Board of Directors to monitor and assess on-going financial need and ensure effective and professional financial management systems and procedures, and audit arrangements, are implemented;
- b. to produce, implement and report progress against an annual fundraising strategy aimed at effectively meeting Windsor's financial needs;
- c. to search out and where possible engage with new and more effective funding/income generation streams;
- d. to prepare and present fundraising applications as necessary in pursuance of b. and c. above;
- e. to maintain/nurture relationships with existing funders and build relationships with new funders;
- f. to ensure all financial returns are made as required and on time.

### **5. External Relationships:**

- a. to represent Windsor on Boards and agencies we work in partnership with e.g. BHSC and Women's Sector groups and as agreed with the Board of Directors;
- b. to speak and present on behalf of Windsor at conferences and seminars as requested and appropriate;
- c. to ensure effective communication/PR about Windsor to local communities and the wider public;
- d. to address media/press requests for information and interviews, etc, in conjunction with the Board of Directors

# Job Description

## 6. Programmes and services:

- a. to oversee and be available to support staff in the delivery of the Centre's services and programmes, as required and appropriate;
- b. to ensure the appropriate administration practices and procedures are in place for all Windsor's activities and facilities i.e comply with Health and Safety regulations and best practice guidelines;
- c. to ensure that appropriate insurance cover is in place;
- d. to oversee the maintenance and on-going development of the facilities/centre to meet the needs of the organisation;
- e. to respond to correspondence and incoming information/requests in a timely and professional manner to ensure good relations are maintained with all parties.

## 7. Professional Development

- a. With the Chairperson, be responsible for maintaining your own personal and professional development
- b. To have an annual appraisal and regular support, supervision and guidance.

### 3. Other duties

- a. Ensure that all Windsor policies and procedures are adhered to at all times;
- b. Any other reasonable duties consistent with the objectives and strategic plan for the organisation.

## General

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager as part of working in a small team to deliver for Windsor Women's Centre from time to time.

- To adhere to existing work practices, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- To demonstrate their commitment to Windsor Women's Centre by their regular attendance and the efficient completion of all tasks allocated to them
- To co-operate with Windsor Women's Centre in complying with relevant health and safety legislation, policies and procedures, in the performance of the duties of the post
- To carry out duties and responsibilities of the post in compliance with Windsor Women's Centre's equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate



# **Windsor Women's Centre Chief Executive Officer Person Specification**



# Person Specification

Essential Criteria	Desirable Criteria
<p><b>1.0 Qualifications and Experience</b></p>	
<ul style="list-style-type: none"> <li>• Applicants must hold a 3rd level qualification in a relevant subject such as: Community Development, Youth Work, Business Management, and Organisational Management or similar which can be shown to be relevant to the post.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>• 3 year’s recent relevant experience at a (*) senior management level</li> </ul>	
<p><b>2.0 Experience</b></p>	
<ul style="list-style-type: none"> <li>• At least 3 years’ recent senior management experience of managing and supporting a staff team of a multi-disciplinary organisation, that deals with complex issues in a disadvantaged community, requiring regular interaction with other external agencies and stakeholders.</li> <li>• Evidence of recent effective leadership and supporting of staff teams in the delivery of Community Development outcomes, including any experience of conflict resolution, cross community work and promoting understanding of diversity and equality issues.</li> <li>• Demonstrable recent evidence of managing a budget greater than 500k. Providing effective governance and financial accountability, including delivering controls and value for money in relation to resource allocation and expenditure at a strategic level</li> <li>• Proven experience of holding professional relationships with a range of stakeholders from across the Statutory and Voluntary sector to achieve strategic organisational goals through collaboration and partnership working.</li> </ul>	

**\*Senior management is defined as having lead responsibility for an organisational functional area in the public, private or voluntary sector with regular interaction with and accountability to the Directors and lead funding bodies.**

# Person Specification

Essential Criteria	Desirable Criteria
<b>3.0 Knowledge and Values</b>	
<ul style="list-style-type: none"> <li>Evidence of strong commitment to the ethos and values of a Women’s Centre and having the vision to plan, develop and deliver strategic work to further the organisational aims of supporting and developing women and children.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of women’s equality issues, Section 75 and the wider policy context relevant to delivering social change in Northern Ireland.</li> <li>Knowledge/experience of Child Development and Early Years provision in the Community &amp; Voluntary Sector.</li> </ul>
<b>4.0 Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Excellent Communication and interpersonal skills including the ability to build and sustain strong working relationships with key stakeholders</li> <li>Ability to think strategically and to communicate the strategic vision</li> <li>Strong people management skills and the ability to implement change positively</li> <li>Highly self-motivated and determined with the ability to take initiative and problem solve effectively</li> <li>Computer literacy using Microsoft including Word, Excel, Access and Powerpoint</li> </ul>	
<b>5.0 Circumstances</b>	
<ul style="list-style-type: none"> <li>Hold a current driving licence and have access to a vehicle. This criterion may be waived, if a disability prohibits driving. In this case, please demonstrate how you would meet the mobility requirements of this post</li> <li>An ability to travel independently throughout N.I</li> <li>Able to work outside normal office hours when required.</li> </ul>	



**Windsor Women's Centre  
Chief Executive Officer  
Reward Statement**



# Reward Statement.



## Financial Reward

- Sector Competitive salaries
- Employer pensions contributions 3%
- Business Expenses
- Occupational Maternity, Paternity and Adoption Pay
- Occupational sick pay
- Staff rates for childcare



## Work-Life Balance

- Standard 35 hour week
- 25 days annual leave plus 13 statutory days; rising to 30 days annual leave plus 13 statutory days after 5 years' service
- Time off in Lieu (TOIL) in compensation for additional hours worked
- Hybrid / Flexible Working
- Family Friendly Policies
- Other leave such as compassionate leave



## Training and Development

- Comprehensive Induction training
- Comprehensive in- house training
- On the job learning
- Learning and development linked to the Strategic & Operational Plan
- Learning and development linked to individual requests
- Work Plans and ongoing supervision
- Continuing Professional Development
- Strategy & team building days
- Study leave



## Wellbeing

- Wellbeing Champions
- Occupational Health Service
- Access to our Employee Assistance Programme
- Return to work interviews
- Free tea/coffee/milk/water fountains
- Clear policies and procedures



# **Windsor Women's Centre Chief Executive Officer How to Apply**

# How to Apply

Please apply by downloading the application form and monitoring form.

For more information or any assistance on downloading the application forms please email [seniorhradvisor@viablecs.org](mailto:seniorhradvisor@viablecs.org).

No CVs will be considered.

Closing Date for applications is 12 noon on Friday 30 August 2024.

All completed applications to be sent to **[seniorhradvisor@viablecs.org](mailto:seniorhradvisor@viablecs.org)**

Windsor Women's Centre is an equal opportunities employer.

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