

## Strategic Lead Officer

### Transforming Plymouth Together

#### Job Description.

##### Background

Transforming Plymouth Together (TPT) was established in 2015 to help churches and local organisations tackle poverty and the causes of poverty in and around the city of Plymouth. As partners with Church Urban Fund (CUF) and the Diocese of Exeter, its mission is to partner with others, seeking the common good, working for justice as people of hope, so that communities may flourish and those who are vulnerable, isolated, and disadvantaged might enjoy life in its fullness.

In April 2016 Transforming Plymouth Together (TPT) was launched as a direct church response to the 'Plymouth Fairness Commission Report' that shone a light on the roots of inequality and poverty in the city and which commenced with a succinct summary comparing (headlined 'A Tale of two Cities') the life chances of Plymouth children born at opposite ends of the income spectrum; with the poorest having a life expectancy of 72 years – some 13 years less than a person residing in the wealthiest area, living to 85 years old. Working together with local churches, other faith groups, the voluntary and community sector, statutory bodies and business, TPT has worked across the city carrying forward the work of the Commission, which identified the need to tackle these key issues:

TPT has grown to become a medium-sized charity, with a projected income of over £160,000, most in the form of grants. TPT adopts an asset-based approach. TPT employs three members of staff (1.6 FTE).

It is an independent charity, currently chaired by the Bishop of Plymouth. Its constitution has been amended to reflect a new relationship with the Church Urban Fund. The recruitment of new trustees will increase diversity and bring additional lived experience. We have built some really good relationships within the churches in Plymouth and with the statutory and voluntary sectors across the city, and TPT has been described as an 'Anchor' organisation in Plymouth. This has been very much down to the personality and relationship building of its current lead officer. Over the last 18 months due to financial challenges, the lead officer has spent much of their time in raising funds for core and project work. This has put the organisation in a good financial position at the moment, however it will be a KEY part of the role to continue this into the future.

##### Areas of Work

- Social Isolation
- Child Poverty
- Financial Resilience
- Health Inequality
- Migrant Vulnerability
- Modern Slavery

##### Role

To work on behalf of the Board of Trustees to develop and deliver the business plan and strategy to ensure the ongoing sustainability and impact of TPT. To represent TPT serving as a positive ambassador with local churches and faith organisations, communities and other partners in the voluntary and statutory sectors; being a positive leader, manager and role model for staff and volunteers. To ensure that those with lived experience of deprivation, vulnerability, and injustice are placed at heart of everything that TPT does, in order to make a lasting difference to the lives of those who are disadvantaged.

## **Key Duties and Responsibilities**

1. To ensure that all the activities undertaken by TPT are in accordance with its vision, strategic aims, ethos and values.
2. To ensure the effective operation of the charity, developing processes and procedures appropriate to its size.
3. To provide leadership for the staff team, fostering a constructive team ethos and a culture of creativity, learning and excellence, with employees and volunteers receiving appropriate support and supervision.
4. To lead the development and implementation of all work streams, securing the necessary resources and liaising directly with existing and new funders.
5. To identify suitable fundraising opportunities, developing and leading income generation approaches, and commissioning appropriate professional support.
6. To make available high-level reports and evaluations to external stakeholders, funders and trustees, ensuring that performance data is robust, evidence-based and verifiable.
7. To liaise closely with colleagues in the Diocese of Exeter aligning, where appropriate, with its direction of travel
8. To lead and represent TPT's engagement with all relevant stakeholders, the Together Network and Church Urban Fund nationally, sharing good practice, facilitating a collective voice on key issues, and developing opportunities for collaboration.
9. To report to and work closely with the Board of Trustees, ensuring TPT fulfils its statutory responsibilities as an employer and charity, and fully implements all its policies, including Safeguarding and Equal Opportunities
10. To produce & complete financial monitoring of TPT's budgeting, income and expenditure, whilst working with the treasurer.

The Strategic Lead Officer will work flexibly in order, as required, to accommodate events and engagements outside normal office hours, including speaking to church congregations on occasional Sunday mornings. There will be infrequent attendance at events elsewhere in England.

## **Significant relationships;**

With a commitment to partnership, the lead officer will relate to:

- The Churches in the city of Plymouth
- Diocese of Exeter
- Transformation Cornwall, CUF, Just Finance Foundation, the Together Network, the Clewer Initiative, and the Social Responsibility Network

## **Person Specification**

The Lead officer will be responsible for:

### **Organisational leadership**

Have the ability and experience to provide inspirational leadership, articulating effectively TPT's vision and Business Plan to internal and external audiences.

Be a self-starter with initiative and creativity, and the ability to think, plan, and act strategically. Have experience of shaping organisational strategies, translating them into action plans prioritised in line with resources.

Demonstrable ability to use leadership skills to energise and sustain the organisation. Operational / Service delivery have relevant and transferable management experience. Have up to date understanding of church and community social action and a track record of working in partnership with others to support people and communities to thrive and flourish. Demonstrable ability to drive projects and work streams forward; encouraging momentum, monitoring, and taking responsibility for progress, outcomes and impact.

## People leadership and management skills

Show evidence of encouraging an organisation-wide culture of mutual support, developing and encouraging strong teams, including both employees and volunteers. Have experience of achieving results through leading teams and has had experience working with Trustee boards.

## Financial management skills

Demonstrable ability to understand organisational accounts, plan budgets, monitor and manage finances effectively.

## Personal attributes

- Be an effective and credible communicator both verbally and in writing; able to promote the organisation externally to funders, decision makers, and internally to Trustees and staff; and with those with lived experience of deprivation and social disadvantage.
- Have significant experience of successful fundraising.
- Have a working style that encourages collaboration and partnership.
- Have spent time with diverse communities experiencing vulnerability, exclusion and disadvantage.
- Identify with full personal integrity with TPT's Christian ethos and be able publicly to articulate a faith-based rationale for social action.

TPT welcomes the opportunity to increase the diversity of its staff group.

There is a Genuine Occupational Requirement for the post holder to have a personal commitment to the Christian faith.

## Terms and conditions

**Salary:** £32,000 (Depending on experience)

**Pension:** Pension scheme (7.5% non-contributory) Expenses: 0.45p per mile

**Holidays:** 25 days per year plus 8 statutory bank holidays

**Accountability:** Through the Archdeacon of Plymouth (Line Manager) and to the Chair of TPT (currently the Bishop of Plymouth) to its Board.

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*For further information, please contact Chris Forster, Strategic Lead Officer, on 07710 096210 or [chris@transformingplymouthtogether.org.uk](mailto:chris@transformingplymouthtogether.org.uk)*

Please send your CV and letter of application to Nick Shutt Archdeacon of Plymouth via Debbie Delaney PA to the Archdeacon of Plymouth at; [debbie.delaney@exeter.anglican.org.uk](mailto:debbie.delaney@exeter.anglican.org.uk)