



## APPLICATION PACK

### Interim Chief Executive Officer – Maternity Cover

Thank you for the interest you have shown in our vacancy for an Interim Chief Executive Officer (Maternity Cover). This pack covers all the information you should need about Wellspring and the role:

- Introduction to Wellspring
- Wellspring's commitment to safeguarding
- Job description
- Person specification
- Terms and conditions of employment

However, please do not hesitate to contact us if you have any questions.

Please take note of the following information as you apply for the vacancy:

1. Please submit an up-to-date CV and supporting statement. When writing your supporting statement, please refer to the person specification within the job description, and ensure you describe your knowledge, skills and experience and how they are relevant to the role. Ideally, your CV and supporting statement should be in an editable format, such as Word, so we can anonymise your documents prior to the short-listing process.
2. The closing deadline for the vacancy is **9 am on Wednesday 22 November 2023**.
3. The interview date is likely to be sometime the week beginning 4 December 2023.
4. CVs and supporting statements should be saved in word format only and emailed to [hr@wellspringtherapy.co.uk](mailto:hr@wellspringtherapy.co.uk) - Alternatively you may post your application to:



HR Manager  
Wellspring Therapy and Training  
78 High Street  
Starbeck  
Harrogate  
HG2 7LW

Applicants are advised that short-listing will be completed soon after the receipt of your application and if we wish to interview you, we will contact you as soon as possible. Unfortunately, due to limited resources it is not possible for us to contact applicants who are not selected for interview nor is it possible for us to provide feedback on applications that are not shortlisted for interview. Therefore, please be aware that, if you have not heard from us within two weeks after the closing deadline, you should assume that your application has been unsuccessful on this occasion.

#### Safeguarding:

Applicants should be aware that Wellspring is committed to safeguarding and protecting all children, young people and adults at risk and as such implement's robust safer recruitment practices. We aim to deter unsuitable applicants from applying for roles with vulnerable groups whilst ensuring that all candidates are treated fairly, consistently and in compliance with all relevant legislation.

This includes identifying and rejecting applicants who are unsuitable to work with our client groups. We ensure that we receive satisfactory references and undertake DBS checks at the level appropriate to the role we are appointing to.

#### Introduction to Wellspring

Founded in 2003, Wellspring is a counselling and training centre seeking to restore hope, develop resilience and facilitate positive change in the lives of children and adults suffering from emotional distress.

Our objectives are to:

- provide affordable, professional, psychological support to adults and young people experiencing emotional distress.
- Promote good mental health through education and training.
- Be recognised as a centre of excellence within our field.



We do this through:

- providing one-to-one counselling for children (4-18 years) and adults from our premises in Starbeck.
- Co-ordinating support groups and education on several topics within mental health.
- Providing counselling to young people in local high schools.
- Co-ordinating support groups and education on several topics within mental health.
- Facilitating and developing Wellspring Counselling Centres in other locations.

Our heart is to see an end to darkness and distress in people's lives. Our Christian Faith motivates us in the belief that all can experience freedom and hope from their experiences. Whilst we are a Christian charity our services are open to all. We welcome volunteers and staff from a variety of backgrounds who are sympathetic to our Christian values.

In 2018, the charity moved into its current premises, which is enabling us to steadily grow. These premises provide nine counselling rooms (two designed for play therapy), a training room and comfortable space for staff and volunteers. In 2022, we supported approximately 900 individuals and provided in excess of 8000 booked counselling sessions across the year.

We are passionate about removing all barriers to individuals accessing support, which is why we are an affordable service. This means we ask clients to contribute to their sessions an amount they feel able to, from as little as £5 per session. Therefore, some of our income is sustainable coming from client fees, training events and contracts. We then generate the rest of our funding through community fundraising, campaigns, events, churches, group and individual donations, corporate sponsorship, applications to grants and foundations and renting out rooms in our building.

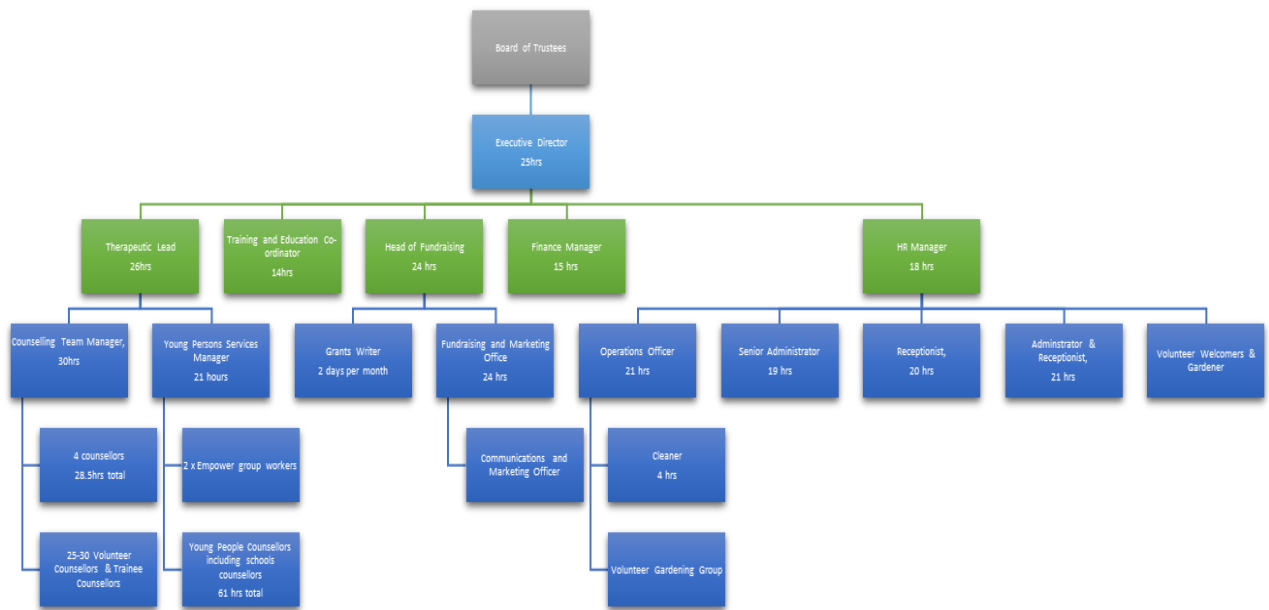
Our Team:

The current staff team is made up of 24 part-time members (CEO, Therapeutic Lead, Head of Fundraising, HR Manager, Training and Education Coordinator, Counselling Team Manager, Young Peoples Service Manager, Operations Officer, Finance Manager, Senior Administrator, Receptionist, Administrator and Receptionist, Communications and Marketing Officer, Fundraising and Marketing Officer, four Adult Counsellors, three Schools Counsellors, one Young People's Counsellors and two Young People's Group Workers and last but not least a cleaner). All staff work between four and 30 hours per week.

Our volunteer team is made up of over 40 volunteers working in a variety of roles including counsellors, welcomers, gardeners, trustees, fundraisers, event support.



## Organisational Structure:



## Job Description

Responsible to:	Chair of Trustees
Responsible for:	Therapeutic Lead, Head of Fundraising, Finance Manager, HR Manager, Training and Education Co-ordinator.
Contract:	Maternity Cover
Location:	Wellspring House, Starbeck

Purpose of the role:

The purpose of the role is to provide leadership to an established, ambitious charity, embodying its values to achieve the vision of moving adults and young people from a place of emotional distress to one of hope.

The post holder will develop and implement Wellspring's strategy, budget, and business plans, working closely with the Board of Trustees to ensure it complies with the law and charity regulations.

The post holder will also have line management responsibilities for the operational management team to ensure strategic goals are met and the culture of and values of the charity are upheld.

As Interim CEO, the post holder will act as an ambassador for Wellspring, providing the public face for campaigns. They will build relationships with stakeholders within charitable trusts, churches, the media and businesses to secure increased funding and ensure the sustainability of the charity.

Occupational Requirement:

The nature of the role and the context in which it is carried out dictate that it is an occupational requirement that the person appointed is a mature and active Christian, in full agreement with Wellspring's Belonging & Believing Policy.



Key Tasks:

## **Strategy & Development of the Charity**

- Have strategic oversight of all services, and in response to identified need consider and plan for capacity building and organisational development in partnership with the service leads. Developing processes and internal communication.
- Prayerfully approach decision making, seeking to make Godly and wise decisions.
- Stay informed of the local unmet need through networking, attending meetings and forums and reading research.
- Continue the development of Wellspring Counselling Centres.
- Maintain good relationships and foster new ones with churches, implementing learning to ensure partnerships succeed.
- Represent the charity within the Route 1 to Wellbeing Collaboration between Wellspring and three other mental health charities.
- Working with other charity leads towards joint objectives, writing and fulfilling funding bids and developing new avenues of work in accordance with unmet need.
- Pursue new avenues of work or contracts for the charity, mindful of capacity, that fit with its vision and values.

## **Promotion, Fundraising & Networking**

- Act as an ambassador for the charity to grow its public presence through campaigns, appearing at events, networking, and representing Wellspring in the media, to stakeholders and at relevant meetings with statutory and voluntary bodies.
- Give talks, sermons, and presentations as and when needed to church, corporates or other groups.
- Build strong relationships with high-net-worth individuals and corporates to establish financial giving and gifts in kind.
- With the Head of Fundraising, ensure a sustainable income from individual, corporate, legacy and trust donations through making applications and implementing the fundraising strategy.

## **Leadership of the team and the charity**

- Ensure the work and atmosphere of Wellspring adheres to its vision and values.
- Lead times of prayer and reflection at team meetings, regularly attend the monthly prayer meetings and initiate daily staff prayer times.
- Ensure that the charity fulfils its legal, statutory, and regulatory responsibilities.
- Advocate and create an open and inclusive team environment in which individuals feel respected and valued for their contribution.



- Encourage personal development within the team to contribute to the further development of Wellspring in collaboration with the management team.
- Work closely with the team managers to build unity through a shared purpose, providing advice and resources as appropriate.
- Undertake regular line management and annual appraisals for the Therapeutic Lead, Head of Fundraising, Finance Manager, HR Manager, and Training & Education Coordinator.
- Support the HR Manager in tasks such as restructures, complaints, disciplinary and grievance procedures.
- Work with the Treasurer and Finance Manager to set and work within the annual and project budgets.

## **Governance**

- Meet regularly with the Chair of the Trustees to ensure good governance practices and procedures.
- Establish and monitor key indicators of the charity's impact and financial health in collaboration with the Treasurer/ finance sub-committee to ensure financial sustainability.
- Help strengthen the charity's processes and procedures as it continues to grow, in partnership with team managers.
- Produce reports for and attend Trustee meetings and sub-committee meetings.
- Maintain awareness of risks and changes in the external environment that affect the Charity.
- With input from the Operations Officer, liaise with the Trustees on risk management.
- Ensure annual reports are prepared for Companies House and Charity Commission in a timely manner and all records kept up to date to best reflect the charity's achievements,
- With the Chair and Board actively work on succession planning for Trustees.

## **Relationships**

- Meet regularly with the Chair of Trustees to share information, agree goals/ deadlines and contribute to strategic discussions as appropriate.
- Work in a way that supports and promotes the values and work of the Charity.
- Represent the work of the charity at fundraising and promotional events. Within all work seek to establish new relationships for the benefit of the charity.
- Comply with all relevant health and safety policies, procedures and guidance.
- Undertake any such appropriate duties as directed by the Charity.



## Person Specification

### Experience

Criteria	Essential/ Desirable	Measured By: Application/ Interview
Previous CEO or Senor Leadership experience with a proven track record of providing effective leadership.	Essential	Application/Interview
Experience of income generation with negotiation, influencing, relationship management and budget management skills.	Essential	Application/Interview
Experience of representing organisations externally building strong relationships.	Essential	Application/Interview
Experience of working in the charitable sector.	Desirable	Application
Experience and understanding of working in a counselling/therapeutic environment.	Desirable	Application

### Knowledge and understanding

Criteria	Essential/ Desirable	Measured By: Application/ Interview
Knowledge of effective governance and legal obligations placed on charities and small employers.	Essential	Application/Interview
Knowledge of safeguarding procedures and best practice.	Desirable	Application/Interview

### Skills and Qualifications

Criteria	Essential/ Desirable	Measured By: Application/ Interview
Proven team and people management skills with the ability to coach and support others so promoting a culture of continued professional development.	Essential	Application/Interview





Excellent written and spoken (face to face and phone) communications skills as well as confident presentation skills.	Essential	Application/Interview
Experience as an organisational ambassador through giving talks, delivering sermons and working with the media.	Essential	Interview

### Personal Qualities

Criteria	Essential/ Desirable	Measured By: Application/ Interview
There is an occupational requirement for the post holder to be a mature and committed Christian.	Essential	Application/Interview
Commitment to Wellspring's equal opportunities policies and practices and creating a working environment free from discrimination and harassment.	Essential	Application
Ability to work flexibly in a small team and build strong relationships with colleagues, partners and potential donors.	Essential	Interview
Ability to prioritise a complex workload whilst inspiring creative thinking and self-reflection.	Essential	Application
Exceptional organisation, planning and administration skills.	Essential	Application/Interview
Highly developed interpersonal skills with the ability to communicate effectively with diverse audiences.	Essential	Interview
Occasional use of own vehicle.	Desirable.	Application



## Terms and Conditions

Place of work:	Wellspring House, 78 High Street, Harrogate, HG2 7LW
Salary:	£43516 p.a pro rata to £46516 p.a. pro rata. (pay award pending) Salaries are paid in equal monthly instalments in arrears on or before the last working day of each month.
Hours:	25 hours per week, worked over 3 days, There is potential for additional hours which can be discussed at interview. The nature of your work may necessitate you working outside of the agreed work pattern from time to time including occasional additional evenings and weekends to meet the needs of the service. Paid overtime is not available, but time off in lieu will be given.
Contract:	This is a maternity cover contract, and it is anticipated that the contract will end in March 2025 subject to the return date of the substantive post holder.
DBS:	The post holder will require a DBS check at enhanced level.
Family Friendly Policies:	Wellspring offers generous benefits in relation to its Family Friendly Policies. Further details are available from the HR Manager.
Holiday entitlement:	25 days holiday plus bank holidays (pro rata) rising 1 day per year after 3 years of service to a maximum of 30 days.
Pension:	You may be eligible to be auto enrolled into the Charity's pension scheme – further details are available from the Finance Manager.
Notice period:	12 weeks following successful completion of a 6-month probationary period.
Equality and diversity:	Wellspring is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all staff, job applicants and clients. We aim to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

