



Room at the Inn

Registered Charity: 1176629

Job Title	Chief Executive Officer
Hours	37.5 hours
Accountable/Responsible to	Board of Trustees
Responsible for	Senior Management Team
Remuneration	Competitive
Location	Main office to be determined, but working arrangements will be between our residential home a Museum Street and day centre/night hub at Winmarleigh Street
Length of contract	12 months with potential to extend based on future income pipeline
Probation period	6 months

About us:

Room at the Inn is a charity based in Warrington supporting homeless and vulnerable people. We support people experiencing homelessness and those who come to us to make positive steps towards a more settled lifestyle. We ensure a safe, stable environment and support when it is needed most for the vulnerable in our town. We provide accommodation and high-quality support offering a welcoming space for people to enable them to take control of their lives.

Our service is tailor-made for individual service users to prepare them to successfully move on in their lives. This could involve tea and a chat, supporting them to refer and engage with other agencies, encouraging them to partake in life skills from cooking to budgeting as well as everything in between.

Main Purpose of the Role

A key member of the Senior Management team and Board, the Chief Executive Officer (CEO) will lead and shape the strategic direction of Room at the Inn. The CEO will drive the reinvention of the organisation by providing commercial, operational and financial leadership, ensuring that the viability of the organisation is sustained through effective long-term development of services, projects, culture, fundraising and property.

Main Areas of Responsibility

Key accountabilities fall under four target areas:

Strategy

- Collaborate with the Senior Leadership Team (SLT) to translate the strategic direction into short and long-term objectives with clear responsibilities and deliverables.
- Develop and nurture external partner relationships for the benefit of the Charity.
- Create a clear separation of responsibility across the organisation.
- Work with the Board and the Senior Leadership Team to bring about strategic change through collaboration.

People and Culture

- Ensure all employees understand the culture of the Charity and adopt it in the way they operate and deliver their roles.
- Develop and deliver a working environment that recruits, develops, motivates, trusts, and retains high-performing employees.
- Set the cultural direction of the charity, by developing, in partnership with the Board and the SLT, the charity purpose, vision, values and behaviours so that all staff members feel they are valued and that they belong.
- Encourage collaboration and transparency across all levels.
- Drive a continuous learning and development agenda across the organisation.
- Develop and implement a people structure with clear responsibilities, accountabilities and reporting lines to support existing team members to exceed their potential

Finance

- Set, and be accountable for, strategic financial objectives, and the overall financial performance of the Charity.
- Work with the Trustee Board to monitor and meet the overall budget for the Charity.
- Work with the Treasurer to ensure that financial performance is appropriately monitored, managed and reported.
- Drive a continuous improvement agenda around support function costs, processes and procedures.

Governance

- Ensure all legal and regulatory requirements are in place and effectively monitored and reviewed.
- Take overall responsibility for health & safety, safeguarding, and the environment.
- Ensure appropriate standards, controls, systems and procedures are in place and updated accordingly.
- Play an active role in the selection and development of all SLTs as well as the development of robust internal controls/processes.
- Determine the frequency, protocols and requirements for Trustee Board and Senior Leadership meetings.
- Overall leadership and representation of all activity.
- Representation of the Charity internally and externally.
- Create, maintain and report on a Risk Matrix for the Charity.

- Ensure that the Charity maintains high standards of wellbeing, personal development and engagement.

Team Wide Responsibilities

Room at the Inn strives to be effective, appropriately challenge people and systems, and inspire clients, our partners, and each other. We are responsive to need and compassionate. Above all, we are brave and will not give up on people that society may have left behind.

Responsible for Employees

- Provide clear and consistent leadership and line management of the SLT ensuring they meet all aims, objectives and outcomes.
- Conduct fair and inclusive recruitment processes.
- Support the professional development and wellbeing of all staff.

Key Working Relationships

- Senior Leadership Team (SLT)
- Fundraising & Communications Team
- Commissioned Services Team
- Board of Trustees
- External partners (such as Commissioners), media, major funders/donors and supporters
- Peers in the homelessness and charitable sectors

Benefits

- 25 days annual leave
- Pension – check
- Free parking
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Person Specification

Factors	Essential	Desirable
Knowledge, Experience, Qualifications, Professional Memberships and Training	<ul style="list-style-type: none"> • A proven track record of delivery in a Board level capacity, with relevant third-sector experience • A natural ability to lead, develop and unify senior teams • A good understanding of, and network within, the homeless sector • Ability to consider various perspectives and the overall picture to evaluate operational, financial, and business risk 	<ul style="list-style-type: none"> • A good understanding of and network within, the social housing/property/real estate sector • Experience and understanding of Psychologically Informed Service Environments Experience/understanding of client complexities and trauma, such as drug and alcohol misuse, and mental health
Communication, Engagement and Relationships	<ul style="list-style-type: none"> • Change management experience is essential as the Charity looks to action new key strategic objectives • Ability to communicate complex information in an understandable way, both orally and in writing, to a diverse range of audiences and stakeholder • A good listener with sound judgement and a considered approach • Tact and discretion when dealing with sensitive and confidential information 	
Team Skills	<ul style="list-style-type: none"> • Ability to drive, nurture and lead. • Ability to take the time to listen and to learn, and then to lead with assurance • Experience leading senior leadership 	<ul style="list-style-type: none"> • Established coaching, mentoring skills.
Analytical, problem solving and judgement skills	<ul style="list-style-type: none"> • Proven ability to think about operational issues strategically and to lead on policy discussions and decisions; ability to understand the information needs of others 	

<p>Planning and Organisational Skills</p>	<ul style="list-style-type: none"> • A demonstrative track record of supporting process, procedure and controls during change • Ability to set and meet objectives and standards on own initiative • Ability to develop and implement plans successfully • Excellent time management skills with strong IT literacy 	
<p>Standards and Compliance</p>	<ul style="list-style-type: none"> • To demonstrate conduct, behaviour and performance professionally and in keeping with Room at the Inn's standards 	
<p>Equality, Diversity and Inclusivity</p>	<ul style="list-style-type: none"> • Respects and values the diversity of colleagues, service users and wider operational environment • Experience of working with a focus on equality, diversity, and inclusion, with an interest in current trends such as Gender Pay Gap, Neurodiversity, closing the Disability Gap, Age Diversity 	
<p>Personal/Professional Development</p>	<ul style="list-style-type: none"> • Flexible, co-operative, helpful; respectful of ideas and expertise of others; appreciative of own strengths and weaknesses. • Committed to continuous self-development. 	

This job description is a broad reflection of current duties, but it is not exhaustive. It will be reviewed on an annual basis to reflect priorities and developments during the ongoing appraisal and performance review process and any organisational change arising.