



Community Works

Chief Executive Officer Recruitment Pack



Contact us:

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Thank you for your interest in this post. We hope the following information will help you as you consider whether to apply as our next CEO. If you are interested in applying and you would like an informal discussion about the role, please email Rhys North Chair of Communityworks on CommunityWorksChair@gmail.com to arrange a mutually convenient time.

About Us

Communityworks is a local community project that aims to support the Otley Road and Undercliffe area in many different ways. We believe we have had a very positive impact on the local community and during term time we see between 400 and 500 people through our doors each week. This might be supporting a child develop their skills in preparation for school; an adult to speak English or get their very first job; an older person have a hearty meal and companionship, a young person have fun in a safe space, a student to secure a place at university; or an asylum seeker find a home from home. We listen carefully to local people and aim to work with them to help our neighbourhood thrive.

A Brief History

Communityworks was set up in 2003 by local people from the area led by St Augustine's Church and residents and tenants' groups. Local people felt



strongly that there was nothing for them in their community and they wanted this to change. In 2004 we became a charitable company, controlled by a Board made up from the local community. We are based in what was the old St Augustine's First School which was

refurbished into a large community centre in 2006. We are now a thriving community project which incorporates a wide range of activities including a nursery for 2–4-year-old children and opportunities for children and adults across the age range. We work extensively with a range of partners which has enhanced the breadth of provision. We have developed our activities

based upon the needs and views of local people. These change over time and we continue to adapt to ensure that we are still meeting current needs.

Vision

Communityworks seeks to work together with the people who live locally, to transform the community of Otley Road & Undercliffe, so that both the individuals and the community thrive.



Aims

Communityworks has four primary aims that are key to everything we do:

Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.

To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.

Work together with children, young people, adults and older people to encourage routes to improve life chances.

To be a community resource that promotes good health and well-being.

Values and Ethics

Promotes equality – Equality (or equal opportunities) is about all people being treated similarly, unhampered by artificial barriers or prejudices or



preferences, except when particular distinctions can be explicitly justified. It is about protecting certain groups of people against unfair treatment based on a particular personal characteristic. This protection is normally based on those groups covered by legislation

i.e. age, gender, race, disability, sexual orientation and religion or belief.

Celebrates diversity – Diversity is about recognising, valuing, and embracing the differences which people have. We continue to seek to be an inclusive organisation which has a culture that values difference and what that can bring to our community. We are fortunate to have an extremely diverse community in the Otley Road and Undercliffe area and that is something to celebrate as a strength.

Empowering people – Empowering people is about enabling people to take



control. We seek to achieve this by equipping people with the skills to sustainably improve their lives. We have seen many people grow in confidence and ability through their involvement with CW and we want to see many more.

Listening to people, evolving, and learning – Everyone has the right to be listened to whoever they are and however they feel. Often people feel that no-one is interested in them and that they are not important. At CW we want everyone to know that they can have a voice and that they are valued along with their views. We want to see people develop their full potential and learn new skills or gain knowledge to feel in a better place.



Welcoming – people who come into contact with CW will be welcomed ie they will know they have been noticed, be encouraged, and remember their encounter. Otley Road and Undercliffe Community Works – to give us our full official title is an initiative for everyone and every individual person from the community is very welcome here. We don't want to just say it; we mean it and we want you to experience it when you contact us or visit us. If you feel that you are not made to feel welcome, you must tell us, and we will change.

Respectful – People who encounter CW will be given time and their views will be listened to and respected. We aspire to treat you as individuals with the utmost respect which links in with the other ethics and values that we have.

Raising aspirations – People will be encouraged to seek the best possible



solutions and outcomes for their lives. Although we are a locally based community project, we recognise that there is a whole big world out there waiting for us to explore and thrive within. We believe that by working in partnership with local people we can open up new opportunities and support people to live their lives to their full potential – to be the very best they can be for both themselves, their families, and the community. Wherever we are now we can be somewhere else with a little motivation

and guidance – dreams can be dreamed and realised.

The Nuts and Bolts

Communityworks is a registered charity and a company limited by guarantee. We have a Board of 8 Directors who steer the project who are made up primarily of local residents and represent the diverse community that we serve.



Communityworks currently employs 22 people who all work part time. The largest team is Nursery. Our Nursery is Outstanding (2017 and 2023) and has a Manager, Deputy Manager and 7 Early Years Practitioners. We have an older people's project with one paid Lead supported by volunteers. Two Senior Community Project Workers deliver ESOL, Job Club, Community Food Market, Women's Group, two groups for Asylum Seekers and Refugees, Driving Theory and AIG. After School Clubs on Fridays and Saturdays and holiday playschemes are delivered by our Play Lead and Play Worker. We also have a core team of the CEO, Administrator, Cook, Caretaker and Cleaner.

We also work extensively with partners, and they enable us to offer ESOL, IT, English and Maths Basic Skills, Childcare and Health and Social Care, Sewing, Cope – a Carer’s group, Play and Learn for under 5s, Art sessions for asylum seekers and refugees, parenting courses, Zumba and midwifery appointments.

Our building is very busy Monday to Thursday; Nursery is term time only 5 days a week. The building is used 7 days each week.

Our Current Position

Our current CEO is retiring after 22 years, and we are looking for a dynamic leader to take us into the next phase of our work.

We have a very committed long-serving staff team. We also have a number of income streams, very healthy reserves and an excellent reputation across the city. We have strong partnerships with Bradford Council, Bradford Families and Children’s Trust and the NHS Midwifery Service, the latter two have lease arrangements until 2030 which support our core costs. We also have a number of established partnerships including with HIVE and HALE



that support project delivery. We are keen to develop more partnerships going forward.

The local area is predominantly experiencing deprivation across all areas and includes SOAs in the 1% most deprived. We regularly work alongside people born in 35+ countries, with

Mirpuri Pakistani heritages representing 65%. Worklessness and economic inactivity in some areas is over 60% with a similar level who have never worked. Language and skills plus confidence present as the key challenges faced.

Over the almost 22 years that Communityworks has been working together with local people to both try to support change and offer life chances, we have seen so many children and adults flourish. However, there is plenty

more for our next CEO to tackle and below we outline the job description and the person specification which we believe will enable us to achieve this.

Are you:

- A passionate, dedicated leader?
- Committed to our ethos, values and mission?
- Skilled in mentoring, supporting and empowering others?
- Looking for a leadership role within the charity sector?
- Ready to take on a new and rewarding challenge?



The ideal candidate will bring:

- Significant senior level management experience
- Proven people management experience
- A collaborative, adaptable and inclusive leadership style
- Excellent communication and relationship building skills
- The ability to develop partnerships that enhance our work and impact

Please find below the job description and person specification, how to apply and the recruitment timetable.



JOB DESCRIPTION

Post	Communityworks Chief Executive Officer (CEO)
Location	Communityworks, Undercliffe Lane, Bradford BD3 0DW
Accountable to	Board of Directors
Hours	30 hours per week (Monday to Thursday) (negotiable to full time for the right candidate)
Contract	Permanent

Position in the Organisation

The Communityworks CEO will be employed by and accountable to the Communityworks Board of Directors.

The Communityworks CEO will be expected, together with the Board, to lead Communityworks to determine its strategic direction and realise the organisation's vision, aims, policies and procedures.

Job Summary

Lead with a high degree of professional autonomy the management and staff teams to realise the vision of a good neighbourhood through the following aims:

- Building social cohesion through bringing together individuals and changing communities. Seeking to understand each other and celebrating our differences, leading to a thriving neighbourhood.
- To equip people with skills, knowledge, confidence and resilience to enable them to meet their needs and discover new solutions.
- Work together with children, young people, adults and older people to encourage routes to improve life chances.
- To be a community resource that promotes good health and well-being.

Leading the Organisation

The Communityworks CEO:

- is accountable to all those who access Communityworks, who work within it, who fund it and who govern it. They are responsible for the quality of the work and for the staff. They must understand, implement and comply with relevant legislation including discrimination legislation, regulations, statutory guidance and inspection requirements. In particular, safeguarding and promoting the welfare of children and vulnerable adults.
- develops, implements, monitors and audits all Communityworks' policies, procedures and practices to ensure they comply with legislation, regulations and guidance.

- provides information, advice and support so that the Board of Directors can fulfil its responsibilities to improve outcomes for children, families and local people.
- works with the management team and the Board on the self-evaluation of the centre and business planning.
- leads a culture that encourages children, parents, other people in the community and staff to become enthusiastic, independent and successful lifelong learners.
- maintain the delivery of our Outstanding Nursery provision that meets local needs, by working closely with the Nursery Manager.
- has a comprehensive understanding of the local community and its strengths in order to support and develop the capacity of other organisations in the community and individuals to support sustainable community development.
- analyses current community needs, anticipates future needs and plans for further development within the local, regional and national context.
- is responsible for effective leadership and management. They must ensure that the building, its staff and resources are organised to offer a safe, efficient and legally compliant environment that can be enjoyed and used by the community it serves.
- is responsible for the efficiency, effectiveness and sustainable development of Communityworks. Central to this is responsibility for the financial management, reports and monitoring of the current budget, future viability through identifying potential funding opportunities and securing income for project delivery.
- works both with and through others and will forge strong working partnerships with children, families, staff and volunteers, partner agencies and the local community.
- will build on current good practice and identify new and creative ways for staff from different disciplines and/or local people to work together to improve the quality of local provision.
- uses feedback from children, families, local people, staff and other partners to evaluate and identify improvements to the quality of provision and resources.

Leading and Managing Staff

The post holder will lead, motivate, support, challenge and develop staff to deliver high quality services.

- Co-ordinate the work of the staff to ensure that Communityworks' aims, objectives, policies and procedures are implemented, monitored and evaluated.
- Lead, manage and support staff effectively on a day-to-day basis to enable all to carry out their professional responsibilities.
- With the management team develop training plans for individual staff and the wider team.
- Ensure that all staff have access to induction, individual supervision, appraisal, support and mentoring.
- Ensure that there exists a clear commitment to the principles and practice of equality and diversity which reflects and respects the diversity of the local community and creates and promotes positive strategies for challenging all prejudice and dealing with harassment.
- Ensure that volunteers and students are given the proper support to acquire the skills and knowledge to work effectively within Communityworks.
- Where possible involve all staff and volunteers in decision-making, in order that they feel a sense of ownership and involvement.
- Encourage integrated working with clear communication of information between all members of the staff team and between Communityworks and other agencies.

Supporting Children, Families and Local People

- Provide information and develop activities and the support available to respond effectively to the needs of parents and children and local people.

- Help to develop, promote and market the range of activities, including adult learning and support activities delivered at Communityworks to the local community.
- Identify and ensure that all families are included and involved in the activities and services in the local area and have equality of access in line with Communityworks' policies.
- To establish positive working relationships with partners and the local community to promote collaborative integrated working and provide a seamless service to families and local people.
- Follow Communityworks' procedures for reporting any allegations of abuse of children and vulnerable adults as a Designated Safeguarding Lead. Keep up to date with Safeguarding legislation and good practice.
- Encourage the involvement of parents in their own and their children's learning and in supporting children's wellbeing.
- Monitor and evaluate services to ensure that they are relevant, responsive to changing needs and can demonstrate sustained improvement through continuous organisational self-evaluation.

General

The Communityworks CEO will receive guidance, support and challenge through line management from the Board. They are expected to work on their own initiative within the values, aims and ethos of Communityworks and in accordance with the policies and procedures of the organisation. Regularly review their own practice and take responsibility for their own personal and professional development, seeking support where appropriate.

The post holder will be expected to attend supervision sessions; team meetings and all appropriate training arranged on their behalf.

Maintain confidentiality of information.

To be responsible for resources and equipment used.

There may be additional tasks not listed above that arise which the Board of Directors will deem the responsibility of the post holder. In general, the post holder will need to be flexible, adaptable and able to respond to situations as they arise.

Pay and conditions

Salary : Spinal Column Point: NJC 32 – 43 £42,839 - £54,495 pro rata
which is £34,271 - £43,596 actual

Holidays : 5 weeks per annum (pro rata) + 8 public holidays

The post will require a small amount of out of hours working which is reflected in the grade and no additional payment will be made.

Pension: There is a 6% employer contribution with an expectation of 3% employee contribution.

Rehabilitation of Offenders Act 1974

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applicants for the post are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment any failure to disclose such convictions may result in disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.



Communityworks Chief Executive Officer (CEO) – Person Specification

Attributes	Essential	Desirable	How identified
1. Physical	Must be able to perform all duties and responsibilities in work location with reasonable adjustments where appropriate, under the provision of the Disability Discrimination Act 1995.		Application form Selection process
2. Education	English and Maths GCSE (or equivalent). A degree or a relevant professional, academic or management qualification - or equivalent experience, aligned to the skills needed for the role. Candidates must demonstrate the relevance of their qualifications or experience to the job.		Certificates Application form and Selection process
3. Experience	Extensive record of achievements, significant experience in the area of organisational change and leadership, programme management and project delivery. Substantial recent experience of managing complex projects. Experience of building effective and productive relationships with a range of stakeholders. Practical experience of engaging and involving local communities and other stakeholders in decision - making processes. Experience of leading, developing and motivating a staff team – including line management of staff. Experience of securing and generating substantial resources. Experience of managing budgets and associated financial management skills. Strategic planning and development.	Experience of working with people from a wide range of cultural and faith backgrounds. Early Years and Ofsted Inspections.	Application form & Selection process

4. Training	Evidence of recent and continuing professional and personal self - development. Child and Adult Safeguarding. Willingness to undergo training as required.	Designated Safeguarding Lead training and experience.	Application form and selection process
5. Disposition	<p>An effective leader and strong motivator of people, able to work constructively as part of a multi-functional team.</p> <p>A creative and strategic thinker.</p> <p>Able to see projects through to completion.</p> <p>Demonstrates a consistently high standard of personal ethics and integrity.</p> <p>An effective builder of professional networks, fostering strong relationships across teams and staff.</p> <p>A strong negotiator.</p> <p>Sympathetic to the ethos and values of Communityworks.</p> <p>A listener who acts on feedback and views.</p> <p>Able to work on own initiative.</p> <p>Flexible & enthusiastic.</p> <p>Able to oversee implementation of policies & procedures & their application</p>		Application form and selection Process
6. Practical / Intellectual Skills	<p>Excellent verbal and written drafting skills including report writing, briefings and presentations.</p> <p>Good data analysis and Microsoft 365 (including but not limited to Excel, PowerPoint and Word) skills.</p> <p>Ability to work effectively with local communities.</p> <p>Skilled at securing resources from a wide range of sources.</p> <p>High-level management skills including strategic decision making.</p>		Application form & selection process

	<p>Ability to command respect and represent the charity at the highest level in meetings with the public, private and public sector bodies and others.</p> <p>Ability to establish a staff team and culture that celebrates best practice.</p> <p>Ability to develop a learning and welcoming culture.</p> <p>Ability to see the wider and longer picture with regard to regeneration and community development.</p>		
7. Special Knowledge	<p>Well-developed project management skills including knowledge and awareness of proper accounting and probity issues.</p> <p>Demonstrable experience of working with diverse communities/people.</p> <p>A thorough knowledge of the VCS and its challenges.</p> <p>Understanding of equality & diversity, health & safety policies & application.</p> <p>Effective networking and multi-agency working.</p> <p>Experience of handling contracts.</p> <p>Monitoring & evaluation of major funding streams.</p>		Application form & selection process
8. Circumstances - Personal	<p>Must be legally entitled to work in the UK.</p> <p>No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance.</p> <p>Enhanced DBS check required.</p>	Car driver – except if a disability prevents this.	<p>Selection Process</p> <p>Sight of appropriate documentation as specified in interview letter</p>
9. Equality & Diversity	<p>Candidates should demonstrate an acceptance of and commitment to the principles underlying best practice in Equal Rights policy.</p>		Assessment during selection process

HOW TO APPLY AND RECRUITMENT TIMETABLE

To apply for this role please visit our website:

www.communityworksbradford.org.uk to download the application form.

You can also email office@communityworksbradford.org.uk or phone 01274 200589 to have an application form sent to you.

DO NOT send your CV. We will only consider applicants who have submitted an application form.

Send completed application forms to:

office@communityworksbradford.org.uk

Any questions you have regarding the role or if you wish to speak to the Chair informally please email:

CommunityWorksChair@gmail.com to arrange a convenient time.

Closing date for Applications: Monday 2 February 2026 at 12 noon

Interviews: Monday 9 February 2026

