

Changing Lives Together – Chief Executive recruitment pack

Introduction

Changing Lives Together is seeking an exceptional, highly motivated and strategically driven individual to lead our amazing charity. We are seeking someone who can truly inspire our people, and influence our direction by embracing our values and deliver Changing Lives Together's strategy.

Our ideal candidate will be capable of making working with key influencers and connections across the voluntary, statutory and private sector, and be able to influence stakeholders, to maximise Changing Lives Together's impact.

If you have the passion and enthusiasm to change lives together with the strategic acumen to allow our continued growth, we would welcome the opportunity to discuss with you in more detail.

We offer a fantastic, positive working environment, a flexible approach to working hours and are committed to ensuring our people's health and wellbeing. Our new CEO will be supported by our skilled board of trustees and outstanding Senior Leadership Team.

Interested candidates are encouraged to call Mike Jenkins, Chief Executive, for an informal discussion about the role.

Mike Jenkins
Chief Executive
mjenkins@changing-lives-together.org.uk
07540 738007

A little bit about us

In April 2019 Changing Lives in Cheshire and Cheshire Community Development Trust merged. Both charities had a common ethos of changing and improving lives of people in and around Cheshire.

By coming together, as Changing Lives Together, we are able to better serve our community and provide stability and possibilities for those we serve and those they employ.

Changing Lives Together is a community focused social enterprise and charity based in Winsford, Northwich, Warrington and Ellesmere Port with a strong track record of delivering services across Cheshire to support and empower people to remain independent, reduce social isolation, provide opportunities for people to attain their goals and have equal access to find a place in society where they can live and work and have a sense of purpose.

The services we provide are:

- Provision of pre-loved and affordable furniture and white goods - direct to the public, housing associations and three Local Authority help schemes.
- Collection, and if necessary, repair of recyclable furniture, white goods and paint from the public, Household Waste Recycling Centres, Local Authority contracts, major retailers and local commercial premises.
- Provision of Community Transport - through Local Authority contracts, Dial-A-Ride and volunteer car driver schemes
- Community food provision and distribution through our food waste programme
- Community Engagement Services - including Buddying and Befriending of isolated individuals, Family Support at schools
- DBS and payroll services to local small businesses and individuals.

We aim to be financially sustainable through enterprise but our social impacts (the way we help change people's lives) are at the core of why we do what we do.

Our vision is to reduce disadvantage through effective engagement and inclusion. Part of this is to enable people to move forward, to give them confidence and take control of their lives. We prepare people for the work place and teach them the vital life skills and sense of worth which will energise them to succeed for themselves.

Today, Changing Lives Together has four operational sites and over 400 volunteers, carrying out roles including trustees, office support, food support, retail assistants, warehouse assistants, van loaders, cleaners, wood workshop volunteers, volunteer car drivers and befrienders.



Our foundations

We have defined how we work, with clear vision, mission and our values. This is a promise to our community and the colleagues within Changing Lives Together and to the people we work with whether that is our employed colleagues, volunteers or external partners.

Our Vision: To reduce disadvantage through effective engagement and inclusion.

Our Mission: Benefit Communities, Improves Lives, Deliver Quality Services.

Our Values: Reliability, Caring, Trust, Non-judgemental, Community, Quality

Our strategic outcomes:

- Outcome 1:** We will enhance and maximise opportunities for community engagement & Inclusion.
- Outcome 2:** We will ensure the best support and care for those we serve in the community.
- Outcome 3:** We will maintain and expand on the network of services that can be provided.
- Outcome 4:** We will grow our income and promote our services to meet the needs of the community.
- Outcome 5:** We will improve the life skills and empower individuals to achieve their aspirations.
- Outcome 6:** We will build the foundations for long term sustainable growth

Application Form

Equality Opportunities & Diversity Recruitment Policy

The aim of the policy is to select and appoint staff with appropriate skills and experience through a methodical selection process free from discriminatory bias and soundly based on the principle of equality of opportunity.

Changing Lives Together invites applicants from all members of the community, irrespective of sex, marital status, race, religion, disability, sexual orientation or age.

What Job are you applying for?

Section One - Personal Details		
Title	First (personal) name	Last (family) name
Home address		
Postcode		
Home telephone (evenings)	Mobile	Email
National Insurance Number		
Are you legally entitled to work in the UK?		Yes or No
<p>Under the Asylum and Immigration Act 1996 we have to ask for proof of your right to work in the UK. Therefore, if you are invited to an interview, please bring with you the required documents e.g., one of</p> <ul style="list-style-type: none"> Evidence of National Insurance number e.g., P45, P60 or an old pay slip Passport, Work Permit, Certificate of Registration 		
Do you have any unspent convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975		Yes or No

If yes, give details:

Section Two - Education & Training

Secondary Education	From	To	Examinations and Results
Other Education/Training	From	To	Examinations and Results
Further and Higher Education	From	To	Examinations and Results

Section Three - Employment History	
Current/most recent job title	
Current/most recent employer	
Type of business	
Address	Start date
	Finish date
Reason for leaving	
What type of work you did	

Previous jobs & employers	From	To	Duties	Salary	Reason for leaving

Section Four - Additional Information

Explain why you want to work for Changing Lives Together

Using the job description, please detail your suitability for the post you have applied for. Supporting evidence may include, interests or skills developed through experiences other than in the workplace. Include a continuations sheet if necessary.

Section Five - Community/Voluntary experience

Role & Organisation	From	To	Duties	Reason for leaving

Section Six – References

Please give details of two referees. At least one must be your current or most recent employer. These should not be friends or relatives. They should be aware that you are using them as a referee. References will normally be taken up at the short-listing stage, if you would prefer them not to be approached unless successful at interview, please tick the box.

Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Relationship		Relationship	

Declaration

I declare that the information contained in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading Changing Lives Together reserves the right to dismiss me from my employment.

Signed:

Date:

Immigration, Asylum & Nationality Act 2006 - Prevention of Illegal Working

Under the terms of the Immigration, Asylum & Nationality Act 2006, all employers in the UK are required to make basic checks on everyone they intend to employ. By checking and copying certain original documents belonging to the potential employee, the Charity can ensure a statutory defence against conviction for employing an illegal worker.

Where a prospective employee does not have the right to work in the UK without Home Office permission, any offer of employment will be conditional on the receipt of a certificate of sponsorship.

These rules apply to any new employee, whether on salary, wages, fees or any other form of payment and irrespective of the length or duration of the work.

In order to comply with the Act, all candidates are asked to bring to the interview:

One of the original documents (or two of the documents in the specified combinations) included in *List A* or *List B* - you do not need to produce documents from both *List A* and *List B*.

Please note that where documents are provided from list B, the originals of appointed candidates must be checked at least every twelve months to comply with legislation.

List A

This covers documents which can be produced alone (or in the specified combinations) by nationals of the European Economic Area (EEA) and Switzerland to provide the Trust with statutory defence (ongoing justification):

- A passport – showing that the person named on the passport is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the UK;
- A passport or national identity card showing that person named on the passport or identity card is a national of the EEA or Switzerland;
- A residence permit, registration certificate or document certifying permanent residence issued by the Home Office or the UK Border Agency to a national of an EEA country or Switzerland;
- A Biometric Immigration Document issued by the UK Border Agency to the holder, which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK;
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK or no time limit on their UK stay.

The following documents provide an ongoing justification when produced in combination with an official document giving the person's permanent National Insurance Number and their name, issued by a Government Agency or a previous employer:

- An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK;
- A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents;
- A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents;
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland;
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland;
- A certificate of registration or naturalisation as a British citizen;
- A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

List B

This covers documents which can be produced alone (or in the specified combinations) by non-EEA and non-Swiss Nationals to provide the University with statutory defence for up to 12 months (original documents in this category must be checked at least every twelve months by the employer in order to comply with the current legislation):

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a sponsorship certificate;
- A Biometric Immigration Document issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question;
- A sponsorship certificate or other approval to take employment issued by the Home Office or the UK Border Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the UK Border Agency to the holder or the employer (or prospective employer) confirming this;
- A certificate of application issued by the Home Office or the UK Border Agency to (or for) a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment, which is less than 6 months old when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service;

- A residence card or document issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service;
- An Application Registration Card issued by the Home Office or the UK Border Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UK Border Agency Employer Checking Service;
- An Immigration Status Document issued by the Home Office or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer;
- A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in the document can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Please note that the following documents do not provide suitable evidence and will not be accepted:

- A Home Office Standard Acknowledgement Letter or Immigration Service Letter (IS96W) which states that an asylum seeker can work in the United Kingdom. (Individuals with these documents should contact the Home Office for information about how they can apply for an Application Registration Card);
- A letter issued by the Home Office stating the holder is a British Citizen;
- A passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar;
- A short birth certificate issued in the United Kingdom which does not have details of the holder's parents;
- A card or certificate issued by the Inland Revenue under the Construction Industry Scheme;
- A temporary National Insurance Number (beginning with TN, or any number ending with the letters E to Z inclusive);
- A driving license issued by the Driver and Vehicle Licensing Agency;
- A bill issued by a financial institution or a utility company.

Health questionnaire

If the answer is yes to any of the questions on this form, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.

Questions			
	Yes	No	Additional Comments
Tuberculosis, asthma, bronchitis or chest problems?			
Chest pain, heart condition or raised blood pressure?			
Blackouts, fits or attacks of giddiness?			
Depression, mental illness or nervous breakdown?			
Rheumatism or arthritis?			
Back trouble?			
Typhoid, paratyphoid or other infectious disease?			
Digestive or bowel disease?			
Diabetes, thyroid or another gland trouble?			
Bladder or kidney trouble?			
Dermatitis or skin trouble?			
Varicose veins?			
Vision or Hearing problems?			
Any other accident, operation or illness?			
Have you any reason to believe you may be infected with any communicable disease?			
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?			
Do you intend to work night duties on a regular basis?			
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?			
Any physical or mental impairment which has a substantial and long-term effect on your ability to carry out day to day activities? If yes, please specify any special adjustments required in relation to work.			
Do you smoke?			

How many units of alcohol do you drink per week?	(1 unit = 1/2-pint beer = 1 glass wine = 1 single whisky)
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Please return your completed application by email or post to, marking the header/reference
“Recruitment Private and Confidential – Chief Executive”

Email – hr@changing-lives-together.org.uk

Post - Private and Confidential

FAO: Chief Executive (Mike Jenkins)

Changing Lives Together

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