



Chief Executive Officer

Application pack

August 2021

About Aylesbury Homeless Action Group

Aylesbury Homeless Action Group (AHAG) is a local charity working to eradicate homelessness in the Aylesbury Vale and north Buckinghamshire area.

We work towards our vision by reducing the impact that homelessness has on both the individual and the wider community. This is achieved through offering practical and structured support for people to access safe, affordable housing and motivating them towards independent living.

Our key objectives are:

- To offer free, personalised support and advice to any person facing a housing crisis and to grow services to meet demand;
- To continue and improve our drop in services within the local community;
- To fund and ensure a sustainable future for all of our projects;
- To promote and increase awareness of all of our services and achievements in the local community;
- To continue to develop partnerships with local agencies to deliver co-ordinated services to our clients.

We have the following values which underpin the work that we do.

Creative - we challenge thinking and plan new options to deliver the best outcomes

Collaborative - we work together to achieve shared goals

Integrity - we are honest, realistic and confidential

Consistency - we are reliable and maintain high standards

Respect - we listen to understand

Our work

AHAG is a small team, but has a big impact in providing support and advocacy for people facing a housing crisis. The people who we support are at the heart of our work.

We provide one to one, bespoke structured support and advice to anyone over the age of 18 years who is homeless, facing homelessness or vulnerably housed.

We believe that by alleviating and preventing homelessness, we are also potentially reducing anti-social behaviour, substance misuse, unemployment and street homelessness, and improving mental health outcomes.

Homelessness is too big an issue for any one charity or organisation. It is a problem that affects the whole community. We believe that partnership working is the only effective solution to make an impact on homelessness in the local area.

Pre-Covid, our main activities included three drop in sessions in central Aylesbury locations to enable vulnerable people to access our services. These are currently on hold. We are available to new clients via phone, email and webchat. We offer one to one support with a trained case worker. This is usually at our office, but has been via telephone during the pandemic. We aim to develop positive and respectful relationships with clients and to build their confidence and motivation.

AHAG is a well-established charity within Aylesbury Vale. It has been serving the local area since March 1992, beginning as a group campaigning about the rights and needs of the homeless community in Aylesbury. It has grown into a well-regarded organisation and works in partnership with other agencies and Buckinghamshire Council.

AHAG's day to day work is supported by a committed and experienced Board of Trustees.

Moving forward the charity is in the process of converting from an Unincorporated Association to a Charitable Incorporated Organisation.

Our future plans include providing a service to meet the needs of people whose housing has been impacted by the pandemic. We are also looking to expand our services to include the north of Buckinghamshire.

About the role

We are looking for a dynamic and knowledgeable leader with vision. Someone who can develop the charity and support the delivery of high-quality services, raise the profile of the work that we do and progress the charity's finances for the long-term future so that it continues to be sustainable for the benefit of the local community.

You will have experience working with socially excluded and/or vulnerable people and will work collaboratively with external agencies and build networks across the region. Your experience will be coupled with a hands-on approach to motivate and support our dedicated staff.

Role Description & Key Responsibilities

The CEO is the lead officer of Aylesbury Homeless Action Group. You will be responsible for all aspects of the day to day operations of the charity, its management and its development. You will act on behalf of the Board of Trustees, implementing policies and procedures and ensuring that the charity remains strategically relevant at a local level and financially sustainable.

The key aims of the role are:

Strategic planning

- Develop and implement the strategic direction of the charity in conjunction with the Board of Trustees and the staff team.
- Ensure all systems, policies and procedures reflect best practice and legal compliance.
- Set clear objectives and goals for support services and funding.

Staff & service management

- Oversee delivery of AHAG's support services, updating and improving in consultation with the staff team.
- Provide leadership which motivates and inspires staff and volunteers.
- Agree individual staff objectives, manage staff development and training.
- Ensure that staff and volunteers have a safe and supportive working environment.
- Take a lead part in recruitment and induction of new staff.

Governance

- Work with the Board of Trustees to ensure high standards of governance and that all constitutional and legal requirements are fulfilled.
- Provide accurate information and guidance to the Board and attend Trustee meetings to ensure that they have a clear understanding of the performance of AHAG.

Finance

- Take overall responsibility for financial management and sustainability.
- Work with the Finance and Administration Manager to ensure that the charity has adequate and sustainable financial resources to support service delivery.

Partnership working & external relationships

- Maintain and develop key stakeholder relationships with local agencies, including Buckinghamshire Council.
- Represent AHAG at events and act as spokesperson at meetings, forums, press, media and publicity activities as required.

Person Specification

Essential requirements	Desirable requirements
A clear understanding of the complex issues surrounding vulnerable people.	A clear understanding of the complex issues surrounding homelessness and its prevention.
Experience of working in a related area and sector with evidence of having achieved positive change.	
Experience of effectively managing and developing staff to be the best they can be.	
Experience of managing and developing services in a creative and sustainable way and with the involvement of service users.	
Experience of managing budgets and finance	
Ability to communicate clearly and effectively verbally and in writing, with staff, volunteers, Trustees, clients and other agencies	
Ability to work on one's own initiative, to think and plan strategically and creatively.	
Effective project management and problem solving skills.	
Strong, bold influencing and negotiation skills.	
Ability to manage and organise time and priorities effectively.	
Ability to be a strong and passionate voice for the charity and to raise its profile locally.	
Excellent networking and collaboration skills.	

What we offer

- Salary £41,028 plus 4% pension contributions to qualifying earnings.
- Permanent full-time role (37.5 hours).
- 28 days annual leave plus bank holidays.
- Working hours are those necessary to undertake the role, usually Monday-Friday 9am to 4:30pm, but some weekend/evening work may occasionally be required.
- Office location is 2 Rickfords Hill, Aylesbury, HP20 2RX. There may be flexibility to offer some home based working. Travel in and around Buckinghamshire will be required.

How to apply

To apply for the vacancy, please complete the application form below and email to info@ahag.org.uk, outlining your interest in the role and how your skills and experience meet the job description and person specification. Please include 'CEO' in the subject line.

Initial interviews will take place after 31st August 2021

Position start date: late November/early December 2021

This position is conditional upon receiving two references and also the satisfactory completion of an enhanced DBS check.

APPLICATION FOR EMPLOYMENT

Please tell us how you heard about this vacancy: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Last name: [Click here to enter text.](#)

First name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

[Click here to enter text.](#)

[Click here to enter text.](#)

Postcode: [Click here to enter text.](#)

Home Phone No. [Click here to enter text.](#)

Mobile Phone No. [Click here to enter text.](#)

Email address: [Click here to enter text.](#)

National Insurance No. [Click here to enter text.](#)

Current driving licence: Yes No

Education/Qualifications

Establishment	Qualifications and date obtained
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Training/Professional Qualifications

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.

Training	Course details
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Employment History

Dates employed	Name and address of employer	Job title and duties	Reason for leaving
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

References

Please note here the names and addresses of two persons, one of whom should be your present/last employer, from whom we may obtain character and work experience references.

Click here to enter text.	Click here to enter text.
---------------------------	---------------------------

Information in support of your application

Use this section to detail your reasons for this application with reference to the job description and person specification.

[Click here to enter text.](#)

Convictions

To ensure the safety of our clients an Enhanced DBS check must be completed for this position. A criminal record will not necessarily be a bar to obtaining a position at Aylesbury Homeless Action Group. If a check reveals any information, this will be discussed with the applicant. The Chair of the Board of Trustees will make a decision as to whether the offer of employment should be withdrawn.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

We would draw your attention to the following statement:

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 (Exceptions) (Amendment) Order 1986. Successful applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

Statement to be signed by the applicant

Please read the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. (Electronic signatures are acceptable). Your data will be stored in line with our Data Retention policy. If you have any questions about this, please ask a member of AHAG staff.

I accept and agree that for the purposes of this application it is necessary for Personal Data and Sensitive Personal Data relating to me to be collected and stored by Aylesbury Homeless Action Group.

I confirm that the information given by me on this form is correct and I understand that if any of the information that I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed

Date [Click here to enter a date.](#)

Please return the completed form electronically to info@ahag.org.uk