

# Community Places Post of Chief Executive Recruitment Pack

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June 2024



# Recruitment of Chief Executive for Community Places

## About Us

Community Places empowers individuals and communities to shape their places and services through independent planning advice and community engagement support. We offer free, impartial advice to those in need of planning expertise and guidance. We also support communities, as well as councils and other service providers on planning and engagement initiatives.

Formed in 1984, we are a registered charity and a company limited by guarantee. We deliver our services across the region and our office is in Belfast. We are managed by a voluntary Board of Directors elected by our 200+ member organisations.

We are seeking to appoint a Chief Executive to direct and lead the organisation and manage the services we provide.

## Our Mission

Our mission is to empower communities to build sustainable and thriving places through planning advice and community engagement in spatial and community planning.

## Our Values

- **Participation and Inclusion** - All citizens have a right to participate in spatial and community planning and public policymaking processes and we will work to further the inclusion of disadvantaged and marginalised people and communities.
- **Empowerment** - We will assist community groups in developing the capacity to influence spatial and community planning issues that affect them and their communities.
- **Equality and Equity** - We will assist and develop processes and projects which remove barriers to full civic engagement and further equality and equity for all.
- **Reconciliation** - We believe that a more cohesive society will be furthered by communities working together on issues of common interest and will support and assist such work.
- **Partnership** - We will work with community, voluntary and public sector organisations and with funders to provide sustainable, quality services which deliver our mission and objectives.
- **Transparency and Independence** - We work to provide fair and unbiased advice and guidance. Our impartiality encourages openness, fairness and accountability.

## Our Work

We have four keys areas of expertise:

- **Planning Advice** - Empowering people and communities through free, impartial planning advice.
- **Community Engagement** - Enabling communities to shape places and services through engagement and collaboration.
- **Community Planning** - Supporting Community Planning through collaboration, meaningful engagement and action.
- **Participatory Budgeting** - Promoting people-powered budgeting for inclusive, community-led change.

More information on our work is available on our [website](#).

## Post of Chief Executive

Job Title	-	Chief Executive of Community Places
Reporting to	-	Chairperson and Board of Directors
Responsible for	-	The efficient and effective management and development of Community Places; services provision, forward planning and control, finance, and managing our staff team.
Salary and Pension	-	NJC (Scale PO6 – PO8) Points 40 to 48 (£48,474 to £56,918 [NJC April 2023]) plus employer's pension contribution of 6%
Holiday Entitlement	-	28 days per annum plus public holidays
Terms	-	Permanent full-time, subject to a probationary period of six months
Hours of Work	-	35 hours per week (with occasional evening and weekend work)
Location	-	2 Downshire Place, Belfast, BT2 7JQ  Community Places has a hybrid working model in place whereby staff currently work remotely for part of their working week

## How to Apply

If you are interested in the post, please complete the Application Form (in Word format) which is available on our website.

Applicants will be shortlisted for interview solely on the basis of the information contained in the application. The recruitment panel will shortlist only those applicants who, from the information provided, appear to most closely meet the essential criteria for the post. The desirable criteria may be used to facilitate shortlisting.

The closing date for receipt of applications is noon on **1 July 2024**.

Interviews will be held in person on **4 July 2024** at our Belfast city centre office.

If you are offered the post we will ask you to provide:

- Proof of relevant qualifications (in the form of original hard copy documentation); and
- Original documentation to prove you are legally entitled to work in the region.

## **Chief Executive Job Description**

**Responsible to:** The Board of Directors of Community Places and for day-to-day matters to the Chairperson.

### **Purpose:**

1. To be responsible and accountable to the Board for the efficient and effective management and development of Community Places (including its subsidiary Community Technical Services (CTS)) in accordance with strategic and operational plans approved by the Board.
2. To promote the aims and values of Community Places through developing and managing the provision of quality planning, community planning, engagement and other services and through representing the organisation externally.
3. To be the key representative for Community Places when dealing with all funding providers and relevant government departments (in particular The Department for Infrastructure) including ministers, civil servants and others.

### **Duties:**

#### **Services Provision**

1. Managing, developing and contributing to the provision of all Community Places' services in accordance with the strategy agreed by the Board.
2. Developing, monitoring and reporting on the quality of services and outputs.
3. Advising the Board on all relevant public policy issues and making representations as required by the Board.
4. Taking lead responsibility for projects where appropriate including operational management of participatory budgeting, community planning and engagement programmes, services and projects as required.
5. Developing, building and maintaining effective working relationships with other relevant agencies, stakeholders and networks and establishing partnership arrangements (including managing contracts with external partners where appropriate) to achieve objectives.
6. Identifying and securing opportunities for provision of planning, community planning and engagement programmes, services and projects.
7. Management of planning advice and information services to people and communities throughout the region on the planning system, planning policies, local development plans and development management.

8. Management and or provision of advice and representation at planning appeals and Public Inquiries and at meetings with councils, planning, regeneration and other bodies.
9. Undertaking the organisation and facilitation of public and community consultation and engagement on planning, community planning, regeneration and related issues.
10. Preparing project and local community plans, strategies and reports as required.
11. Research into planning, engagement, participatory budgeting, regeneration and related issues and preparation of reports, briefing papers, guides and other publications.

### **Forward Planning and Control**

1. Preparing three year strategic and annual operational plans for approval by the Board.
2. Implementing strategic and operational plans.
3. Monitoring and preparing reports for the Board on progress against operational and strategic plans.
4. Ensuring effective systems are in place for the management and monitoring of Community Places' strategy, operational plan and service provision.

### **Finance**

1. Ensuring annual budgets are prepared for submission to the Board for approval.
2. Ensuring quarterly variance reports which monitor progress against budgets are presented to the Board.
3. Approving expenditure within existing budgets and policy up to a maximum set by the Board from time to time.
4. Securing funding, resources and contracts and undertaking appropriate additional fundraising activities, to support the work and ensure the sustainability of the organisation.
5. Negotiating with the Department for Infrastructure and other agencies concerning funding and preparing appropriate submissions and reports as required.
6. Preparing and submitting fee earning tenders for the provision of Community Places' services.



## **Staff**

1. Managing and co-ordinating the staff team, undertaking staff appraisals and reporting to the Board as required.
2. Ensuring the proper recruitment, induction, supervision and appraisal of all staff, consultants and volunteers, as appropriate, and implementing agreed terms and conditions of service for staff.
3. Advising the Board on staffing needs and structure.

## **Company Secretarial Duties**

1. Acting as the Company Secretary for both Community Places and CTS.
2. Ensuring that the Board, office bearers and any sub-committees or working groups are appropriately serviced.
3. Ensuring, in liaison with the Treasurer, that the accounts of both companies are properly audited.
4. Ensuring the proper organisation of the AGM and any EGMs, as required.
5. Advising the Board on any aspects of its responsibilities as a company limited by guarantee.

## **Premises**

1. Ensuring that premises are properly maintained to an appropriate standard.
2. Ensuring that premises, contents, staff, volunteers, clients and visitors are properly insured.
3. Ensuring the health and safety of all staff, volunteers, clients, visitors and premises in accordance with the appropriate legislation.

## **Other**

1. Keeping the Board fully informed and advised regarding relevant issues and advising on policies and priorities.
2. Undertaking training to further develop relevant skills and knowledge as determined by the Board.
3. Any other duties consistent with the job as required by the Board.

- Hours** : 35 hours per week. This post will involve occasional evening and weekend work and travel throughout the region.
- Salary** : NJC Scale PO6 – PO8 Points 40 to 48 (£48,474 to £56,918 (NJC April 2023) (starting point dependent on experience) plus employer's pension contribution of 6%.
- Terms** : This is a permanent full-time post. The post is subject to a probationary period of six months.

# Chief Executive Person Specification

## Qualifications

### Essential

Third level qualification

### Desirable

Post graduate qualification in organisational management and development or related subjects.

Recognised qualification in Town and Country Planning

## Experience

### Essential

Three years' experience (within the past five years) in planning, regeneration, engagement, community development or environmental fields relevant to the aims and work of Community Places.

Experience gained over the past three years of successfully developing and / or implementing strategic and operational plans.

Experience gained over the past three years of implementing or adhering to financial management systems at an organisational level.

Working experience in the delivery and operational management of community planning or engagement programmes, projects or services.

### Desirable

Management experience within a technically based organisation.

Technical competence in planning or engagement.

Experience of working in a planning advice role. This should include direct experience of providing planning advice to members of the public.

Experience of identifying opportunities for development of new programmes, projects or services and of securing new resources, contracts or funding for same.

## Skills, Abilities and Knowledge

### Essential

Ability to work strategically, under pressure and to deadlines.

High degree of organisational ability, self motivation and personal initiative.

Strong interpersonal skills and an ability to motivate others.

Ability to communicate effectively at all relevant levels.

Ability to fundraise and to secure and manage fee earning commissions.

Ability to represent the views and needs of the organisation.

Experience of representing an organisation.

Knowledge and understanding of planning and engagement issues as they affect disadvantaged communities.

Commitment to working closely with community and voluntary groups and maintaining a good working relationship with them.

Commitment to the aims and values of Community Places.

### Other

Full, clean driving licence and use of a car for work purposes.

Willingness to work unsociable hours.

**Note:** Community Places encourages staff to develop skills and qualifications and provides support and opportunities for training and professional development.

### Desirable

Ability to gather, collate and analyse data and information.



**community  
places**

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