

Vision 21 Gloucestershire



Chief Executive Officer Recruitment Pack



Charity Number 1083642, Company Number 03709442

Registered Office: Eco-Hub, Malthouse Lane, Cheltenham, GL50 4EY

Introduction

Vision 21 was established in the wake and spirit of the 1994 Rio Earth Summit, which addressed the World's concern over the worsening state of the planet's environment and the welfare of its inhabitants. We currently have about 150 volunteers actively engaged across Gloucestershire.

With over 30 years' experience of building community resilience, encouraging sustainable living and mitigating climate change, we are predominantly a doing organisation rather than a campaigning one. We play an integral part in the county's environmental, social networks and partnership infrastructure. Co-operation, collaboration and communication is the key to our success and we will work with any moral and legal entity willing to champion sustainable living and combat Global Warming.

Even though our mission has remained the same throughout, Vision 21 itself is a dynamic organisation and we have continually adapted to its business environment. Vision 21 is once again entering an exciting period of change and consolidation starting with the appointment of a new CEO, some new Trustees and the creation of a Senior Operations Officer (SOO) role.

In addition, Vision 21 has purchased a plot and building for what will become Cheltenham's first permanent sustainability centre (ECO-HUB). An environmentally friendly design with planning consent is in place and over the last 4 years, we have been raising funds to convert the property to a two storey building. Work will commence before February 2025, much of the work will be done under the supervision of a dedicated project manager.

Reclaim is our primary income generator. Lease negotiations are currently underway with our landlord to secure further tenure of our Cheltenham warehouses and we hope to successfully complete these talks over the next few weeks. The Reclaim operation and the Repair Café Network will fall under the domain of the SOO once the role has been established, leaving the CEO to undertake the more strategic work and lead on project development and fundraising. Our charity plays an integral part in a number of environmental and social networks and partnerships around the county. Co-operation, collaboration and communication is the key to our success and we work with any moral and legal entity willing to champion sustainable living and combat Global Warming.

We are seeking a person of vision and resourcefulness to head our small, but active charity. We want an inspiring leader and strategic thinker with the resolve and intuition to meet the challenges ahead both for our organisation and Gloucestershire's communities.



Vision 21 Gloucestershire

Chief Executive Officer Job Description



Job Title: Chief Executive Officer

Accountable to: Vision 21 Gloucestershire Board of Trustees and the Chair of the Board

Responsible for: The organisation including staff, volunteers and all schemes and projects

Purpose of Job: Strategic leadership of Vision 21 Gloucestershire

Hours: 22.2 hours a week (0.6FTE)

Salary: £40,000-50,000 (£24,000-£30,000 pro rata)

Reports: Senior Operating Officer, Project Managers

Governance:

- Ensure that the Board can govern the charity effectively through oral and/or written communications
- Provide briefings to the Chair and Company Secretary
- Ensure the Board is kept informed and up to date and has all the information and advice it needs to enable it to function fully within its responsibilities
- Arrange and attend Board meetings and AGM
- Prepare the necessary papers including a CEO report on current activities to ensure the Board receives a written update in advance of each meeting
- Act within the limits of their authority and Vision 21's policies and values.

Strategic Management:

- Work with the Board to develop strategies and plans that ensures Vision 21 achieves its mission
- Maintain and enhance the creative management team
- Contribute to our next 5 year plan and to oversee its implementation
- Foster a people focused organisational culture
- Ensure Vision 21 operations are undertaken in a legal and sound economic manner

Financial Management:

- Work with our Finance Trustee to
 - Enhance the financial health of the charity
 - Produce budgets and financial projections
 - Develop a fund raising strategy
 - Monitor and use reserves appropriately
- Ensure that financial policies are maintained and adhered to
- Prepare appropriate reports to grant making bodies.

Health and Safety Management

Work with our Health and Safety Trustee to:

- Maintain a robust Policy & Procedure H&S framework
- Review policies and procedures
- Ensure that all staff and volunteers are aware of their duties of compliance to health and safety at work and the regard for risk assessments, health and safety checks.

Schemes and Project Management:

- Ensure the financial viability of new and existing projects
- Lead an annual service review and on management planning and produce impact report on previous year's activities
- Oversee long term sustainability of our 4 biggest initiatives, Planet Cheltenham ECO-Hub, Planted, Reclaim and Repair Café Network by engaging with managers, staff, service users, partners, and external stakeholders as appropriate.

Publicity and Marketing

- Ensure appropriate social media, press and media management by introducing systems to govern distribution and release of publications and sound/video content
- Ensure the regular production and distribution of appropriate marketing materials, e.g. impact reports, newspaper/magazine articles, leaflets, adverts, newsletters, podcasts and videos

General:

- Undertake any tasks required for the wellbeing of the organisation
- Attend, convene or chair all necessary internal and external meetings
- Appropriately delegate tasks to provide development opportunities and to spread the management and fundraising load
- Ensure cover is in place for other posts where needed
- Other duties commensurate to the role of Chief Executive Officer.

Terms and Conditions

- The workplace is at Planted 197 London Road, Cheltenham GL52 6HU. The post is not open to full time remote working, but could suit a hybrid approach, although the post holder would be expected to offer weekly office presence and the availability to travel around Gloucestershire. Evening and weekend work may be required
- There is an auto-enrolled pension scheme into which Vision 21 contributes 5% of salary and the employee contributes 3%
- Overtime is not paid, but time off in lieu is given
- Annual leave is 22 days plus public holidays (pro rata)
- Confirmation in the post is subject to the successful completion of a 6 month probationary period.
- The post conveys a resignation period of 3 months.

Vision 21 Gloucestershire
Chief executive Officer
Person Specification



Criteria E=Essential and D=Desirable

Selection methodology A=Application, I=Interview and P=Probation

Criteria	Requirements		Selection Methodology		
			A	I	P
Qualifications Knowledge Understanding	Demonstrable track record of operating at a management level with extensive people management experience	E	x	x	x
	Proven track record of delivering community/environmentally based volunteers' projects and opportunities	E	x	x	
	Proven track record of partnership working at high organisational levels	E	x	x	x
	An understanding of Climate Change issues and its effect upon communities	E	x	x	
Experience	Experience of leading and developing high quality voluntary services	E	x	x	
	Experience of working with and reporting to a Board of Trustees	D	x	x	x
	Experience of working strategically to source and secure sustainable funding solutions	E	x	x	
	Experience of setting and working with budgets	E	x	x	
	Experience of developing and implementing effective management systems	E	x	x	x
	Evidence of researching and leading service development	E	x	x	
	Evidence of partnership development work leading to tangible outcomes	E	x	x	x
	Evidence of innovative and Entrepreneurial skill	D	x	x	x
Skills and Abilities	Proven ability to lead and develop positive learning cultures that support, motivate and develop others	E	x		x
	Ability to lead and manage people	E	x		x
	Ability to develop and deliver projects on time and to budget	E	x		x
	Ability to communicate information effectively and to a wide range of audiences	E	x		x
	Ability to think strategically, solve problems and make appropriate decisions	E	x		x
Personal Qualities	A pragmatic individual who is passionate about sustainability and tackling Climate Change	E	x	x	x
	A completer finisher	E	x		x

	A resilient person who displays integrity and relates well to a wide variety of people	E	x	x	x
	Ability to manage own work and other workloads	E	x		x
	Someone who can manage pressure situations	E		x	x
	Someone who is not afraid to muck in or get their hands dirty	E	x		x
	Calm and resourceful in difficult situations or under pressure	D		x	x
Additional requirements	Clean, current driving licence	D	x		
	Prepared to work flexibly including evenings and weekends	E	x	x	x

Who we are and what we do...



About Vision 21 Gloucestershire

Our roots go back to the 1992 Rio de Janeiro Earth Summit, when the creation of Agenda 21 (a blueprint for sustainable life in the 21st Century) paved the way for governments, local government, businesses and community organisations to adopt and promote sustainable living and development. Ultimately in 1994, it led to the inception of Vision 21 as Gloucestershire wide sustainability organisation. A merger between the Cheltenham Centre for Change and Vision 21 led to the formation of Vision 21 Gloucestershire, which is both a registered charity and a company limited by guarantee.

ALL OF OUR PROJECTS ARE ABOUT GIVING PEOPLE PRACTICAL SOLUTIONS TO TACKLING CLIMATE CHANGE THAT EMPOWER, EDUCATE AND BUILD COMMUNITY RESILIENCE

Planet Cheltenham

As part of the Planet Cheltenham initiative, we are in the process of creating a permanent sustainability centre. We have already purchased the property and obtained planning permission to convert the existing single storey structure into a two storey Eco Hub (adjacent image).



Work is scheduled to commence late 2024/early 2025. Once operational, the centre will be the focal point in which many of our future events and activities will be held. It will give the charity a physical presence and in doing so help to raise its profile amongst the general public.

It will be a sustainable structure and exemplar project, exhibiting ways in which householders could make sustainable improvements to their homes. In addition, it will be a sustainability hub, from which we can radiate information and hold workshops.

The Planet Cheltenham umbrella encompasses a number of projects, events and activities across the town, such as:

The establishment of a Community Fridge at the School House Café, which was opened by Cheltenham's Mayor in 2023. (We will soon be opening a second community fridge at Planted our new, community café & hub in Charlton Kings).



Hosting networking events such as People Planet Pint, People Planet Pastry and Netwalking, which are novel ways in which bring together and introduce to each other a wide variety of people who are interested in the environment resulting in greater cross communication and collaboration in and around the town.



Ingenious projects like Doughnut Economics peer to peer learning and Climate Change Makers encourage others to spread the word and deliver sustainability activities and ideas into communities at a neighbourhood level or even smaller areas.

A Library of Things from which members of the public can borrow tools and equipment from Charlton Kings Library, in an identical manner as they would do when borrowing a book. It was featured on BBC Midlands Today April 2024.

Its success is again testament to the partnership way of working we have with other organisations and our communities. In this instance, Vision 21, Charlton Kings Parish Council and Gloucestershire County Council.

The idea behind it is to enhance the sharing economy and to help reduce unnecessary consumption. When people borrow equipment for one off or occasional jobs and return it when they have finished, they have saved themselves some money and, more importantly, the need to provide several models of the same piece of equipment has been eliminated.



This practice also enables people to try something before they make a purchase, as they may find they do not like it or it doesn't do what they thought it would do, in which case they have again saved money on the purchase of an item that is likely to become a waste product.

The establishment of a Youth Climate Group and Little Planet Cheltenham, a green Parent and Toddler Group helps people become more aware of the dangers of climate change, helps to raise public awareness and allows them to shape the future.



Community Growing

Making our communities more resilient to the effects of climate change and helping them to become more self-reliant is a major part of our work, but so is food security, which is why we have the Anney Gardens vegetable growing demonstration plots in Sandford Park. The edible garden is maintained by a team of volunteers.

We've recently received funding to become one of 100 Nature Hubs across the UK, linking Anney Gardens to our community café Planted.



We have a proud history of delivering other community cooking and growing projects.

As part of our 30 years celebration, we planted a new community orchard of plums, apples and pears in Prestbury, where in time, the public will be able to harvest the fruit.



Our Priors Park Edible Garden and community allotments in Tewkesbury is entering its 13th year, but 2024 saw our community composting site of 10 years located in Cheltenham come to an end.

Reclaim – Furniture Re-use Scheme

Reclaim is an active member of the Reuse Network and a community Re-Paint partner.

It is also much more than what an initial glance at its suggests/ It is a lifeline for many people, helping them refurbish their homes and providing voluntary activities. By:

- Serving over 2,000 customers per year (mainly low-income families and unemployed people)
- Ensuring domestic fridges and freezers are disposed of and their gases collected safely
- Providing voluntary opportunities for those wanting initial vocational experience to others wanting to return to the employment market

- Providing voluntary opportunities for those unable to move on to paid work, it is a safe place to make their contribution to society.
- Maximising the embodied energy within each item of furniture by promoting re-use
- Diverts useable furniture away from landfill or incineration
- Helping to prevent fly tipping.



Planted Community Cafe and Refillery

Planted is a sustainability focussed community space located in Charlton Kings (a high emissions community). It's an innovative cross-sector partnership initiative from Vision 21 in collaboration with volunteers, sustainable micro business Poco Culina (who manage the kitchen) and Charlton Kings Parish Council.



The ground floor is both a café, community space, mini art gallery and a not for profit loose food refillery run by our charity to encourage low waste living.

The menu is 100% plant based and uses locally grown and sustainable sourced products where possible. A proportion of café takings goes back into supporting the wider project in return for volunteer support for front of house and the kitchen is also a showcase for energy efficient cooking methods.



We have a community information area, community fridge, run sustainability themed activities and host community events like board game cafe, kids nature crafts, seniors group, book groups, clothes swaps and cooking workshops.

Upstairs is Vision 21's admin office, an activity room where we run sewing clubs and a meeting room that can be hired out to local groups and is going to be used by a parish funded youth worker. We also use the main café space to host talks, community lunches, art workshops, drop-in information session and warm spaces.

Repair Cafés

We organise a network of 11 Repair Cafés across the county (and counting). These meet once a month and are based upon the Dutch concept of householders bringing broken items in for repair. Repairing an item helps to make use of the embodied energy in pieces of equipment and extends their product life, so eliminating the need to produce a new item and dispose of the old one.



Vision 21 Gloucestershire Charity Number 1083642

Make a Donation: <https://www.crowdfunder.co.uk/p/vision-21-glos>