



Chief Executive Officer Gloucestershire Young Carers

Candidate Information Pack



Supporting the **YOUNG** in Young Carer for 30 years!

glosyoungcarers.org.uk

Welcome

Thank you for your interest in becoming the Chief Executive Officer (CEO) of Gloucestershire Young Carers (GYC), an award-winning charity with an outstanding reputation and 30 years expertise developing innovative services with, and for, young carers.

Ambitious for the future and supporting over 1,000 young carers countywide, we are keen to consolidate the growth and progress of recent years. We want to prepare for the challenges and opportunities that lie ahead and, with the support of our staff, volunteers, and our current leadership team, appoint a new CEO. A role which will ensure that GYC has the capacity to engage constructively with existing and new partnerships while continuing to deliver the highest quality services possible for young carers and young adult carers.

This new role, which will complement our Leadership Team, has arisen as part of a wider structural change and will prepare us for the future as we move into the next 30 years. We have big ambitions and seek an inspirational leader who is equally ambitious with the credibility and authority to forge new approaches, release energy for longer-term planning, and provide strong support to our staff and volunteers. Someone able to strengthen our local profile, further develop our national profile, network to increase our ability to advocate and influence, lead our strategic development, grow our impact and reach, and enhance the inclusive culture of GYC, where every contribution and perspective is valued.

We want a CEO who:

- Will maintain the vision, passion and collaborative approach which characterises GYC's work;
- Is a strategic thinker dedicated to supporting young people;
- Has good financial acumen, excellent engagement, presentation and people skills; and
- A communication style which is inclusive and self-assured.

If this appeals to you and you would welcome the opportunity to play your part in the achievement of our future ambitions, please read on.

Becky Parish, Chair



About Us

Founded in 1993, GYC is a dynamic charity constantly growing and developing to meet the ever-changing needs of young carers and young adult carers in the county.

Pivotal to our work is ensuring that young carers are recognised as 'experts by experience' and that they have the opportunity to influence services and policy.

We provide support to young adult carers aged between 16 and 24, helping them to transition successfully to adulthood.



Following the undertaking of a young carer's assessment, we provide access to a raft of services that meet the needs of each young carer and their family; with the focus and overriding aim to reduce the impact that a caring role can have upon a young person and support each young carer to reach their full potential.

All our services – wellbeing groups, fun activity breaks, specialist groups, participation, advice and guidance - are delivered in a child / young person-friendly way, which targets a wide range of needs – whether the young carer is supporting a family member with mental ill health, long-term illness or disability, affected by substance misuse or whether they are experiencing the impact of having a sibling who requires care.

A major part of our work is to ensure the identification of hidden young carers – to this end, we work extensively with all agencies and community groups to raise awareness and improve their response to young carers.

We recognise that many young carers may have multiple needs, which may, in certain circumstances, be the result of having more than one person in their family needing support. We also know that the support offered to a young carer and their family may come from more than one agency working in partnership with statutory and voluntary agencies.

Our Vision, Mission & Values

Our Vision

We believe every young carer should be able to enjoy their childhood and make a positive transition into adulthood.

Our Mission

To empower young carers to build on their strengths and achieve their aspirations.



Our Values

Gloucestershire Young Carers is built on the foundations of:

Empowerment

We believe all young carers are 'experts by lived experience'. We ensure they not only have a voice but also agency over their forward path and future opportunities.

Passion

We are driven by our core belief that all young carers should be able to enjoy their childhood and achieve their aspirations.

Collaboration

We have a holistic approach in all that we do. We believe in the power of connection and teamwork to achieve the best possible outcomes for young carers and their families.

Flexibility

We understand that every young carer has a different set of circumstances and needs. Our tailored service ensures we deliver the most impactful opportunities for each young carer as an individual.

Compassion

We have an empathetic approach and treat everyone with respect, consideration, and kindness.

30th Anniversary

2023 marked the 30th anniversary of the foundation of GYC, a significant milestone organisationally but also personally for so many colleagues and supporters who have worked in and with the organisation throughout that time.

It is their achievements that we celebrated this year alongside those of all the young people who have developed their lives having had contact with GYC.

Impact

We are widely recognised, both locally and nationally, for the vital support we provide to young carers in Gloucestershire, and we will continue to work and look at new and innovative ways to help young carers lead the lives they want to live.

We also appreciate that the contribution of GYC will not be measured by a reduction in the number of young carers but by the recognition in communities of the valuable role and responsibilities they take, their achievements for themselves, their families and wider society now and in years to come.

Financial Strength

GYC has delivered a healthy net surplus in each of the past three years and currently holds reserves of more than £940,000, of which £595,000 are unrestricted, and £346,000 are restricted.

We meet all specified requirements to a high standard to deliver the young carers and young adult carers' support contracts with Gloucestershire County Council and NHS Gloucestershire Integrated Care Board, which run until 2026. We continue to diversify our funding base and pro-actively build on our fundraising strategy and further extend the sources of funding and reduce reliance on Local Authorities. Benefiting from funding from Big Lottery, Paul Hamlyn Foundation and other local charitable trusts and foundations, local businesses, local fund-raising charities, community groups and individual donations.

Our Volunteers

Our 75 volunteers add immense value enabling us to increase the breadth of the services and support we deliver, increasing the impact we can achieve for young carers.

Looking to the Future

2024 presents an opportunity to develop our service offer and realign our organisational structure whilst beginning our preparation for contract renewal in 2026.

Our awareness of the impact of caring on young people's lives continues to increase and informs our work. However, there is still much to be done to ensure young carers are identified and supported by agencies they encounter and in the community.

Young carers face widespread inequality in relation to education, employment, mental health, social inclusion, and relationships compared to their non-caring peers. The pandemic impacted young carers and their families not only by dealing with the challenges of Covid restrictions but also with increased anxiety for vulnerable family members, and that legacy is still visible.

We have been given a 2-year extension of our contract with Gloucestershire County Council and NHS Gloucestershire Integrated Care Board to 2026 and have been working in conjunction with Paul Hamlyn Youth Strategic Investment Fund to develop our model of delivery and organisational design to maximise efficiency and efficacy whilst retaining and developing the personal and humane approach valued by young carers and their families place us in a strong position to retain our public service commissioned contracts.



To find out more about GYC, please visit our website:

<https://www.glosyoungcarers.org.uk/>

Role Profile

Chief Executive Officer

Salary: £52,000 pro rata

Pension: Employee contribution 5%, Employer contribution 3%.

Holiday: 5 weeks holiday, rising to 6 weeks after 5 years.

Location: Twigworth, Gloucester

Reporting to: Chair of the Board of Trustees

Direct Reports: Director of Resources, Director of Service Delivery & Director of Development & Engagement.

Contract: Permanent, Part-Time (3/4 days per week), Hybrid

Probationary Period: Six Months



Purpose

Heading up, and in collaboration with our Leadership Team, you will:

- Ensure that the voice of young carers and young adult carers is at the heart of the delivery of GYC services.
- Promote awareness of the issues faced by young carers and young adult carers.
- Assume overall responsibility for the delivery and development of the range of services provided by Gloucestershire Young Carers, ensuring quality and performance standards are met.
- Develop and manage partnerships and networks locally and nationally, promoting GYC's profile as a leader in the support for young carers and young adult carers.
- Take overall responsibility for the delivery of GYC strategy, developing the business plan and setting objectives.
- Oversee the good governance of GYC, ensuring financial stability and compliance with charity and company law.
- Inspire and lead the GYC team, co-ordinating the senior management of GYC and providing line management to the Directors.

Responsibilities

Work collaboratively with young carers and their families, staff members, volunteers, trustees, professionals within the statutory and voluntary agencies, partners and potential future partners, organisations in the voluntary and private sector, funders, and local and national government to develop and deliver support and services to meet the changing and evolving needs of young carers.

Leadership

- Hold overall responsibility for the charity, service delivery, all major decision-making with the support of the Board, reporting, monitoring the delivery of plans, and achieving the required financial and quality outcomes.

Strategy

- Regularly review GYC strategy in consultation with the Board, staff team, and key stakeholders (including young carers), ensuring it remains relevant and fit for purpose.
- Maintain an awareness of risks and changes in the external environment that affect the organisation, proactively managing identified risks across all areas of strategy and operations, liaising closely with the Chair and Board.

Service Delivery

- Ensure that the voices and needs of young carers are heard and acted upon to inform service delivery.
- Ensure that all staff and directors develop and maintain the expected high level of performance and practice in providing quality services.
- Ensure that effective monitoring systems are in place and that the results are analysed and inform the ongoing development of services.
- Oversee the maintenance, innovative reshaping, and design of services to deliver positive outcomes.
- Ensure the highest standards of safeguarding are maintained.

External

- Prospect, initiate and develop new partnerships in an innovative way to promote support for young carers and raise the profile of GYC.
- Nurture existing local and national partnerships, acting as an ambassador, to maintain GYC's position as a leader in the field (for example, Gloucestershire County Council, NHS Gloucestershire Integrated Care Board, Carers Trust, Paul Hamlyn Foundation).
- Act as a trusted adviser and thought leader and, where appropriate, participate in local and national forums and boards.
- Oversee the development and implementation of Gloucestershire Young Carers' marketing strategy.

Finance

- Oversee the preparation of a business plan, annual budget, and monthly management accounts for approval by the Board.
- Ensure and assist the full and timely annual audit of GYC's financial records and the preparation and filing of statutory annual accounts and returns.
- Ensure the effective management of all finances, including fundraising, tendering, grant applications, reporting and auditing, and budgeting and monitoring.
- Work with the Board and Directors to ensure the financial sustainability of GYC.

Fund Raising

- Work with the Senior Management Team and Fundraising Manager to spot and develop income and business opportunities with existing and new partners.
- Develop strong partnerships with existing and new funders, including Trusts & Foundations, local Government, businesses, and high net worth individuals.

People

- Nurture and lead a culture of respect and inclusivity, flexibility, shared commitment, personal development, and learning, with a central and constant focus on the needs of young carers.
- Ensure all staff are supported to succeed and develop through regular review and annual appraisal.
- Line manage and support the Senior Management Team to deliver against defined performance objectives and standards.

- Ensure effective internal communications, using a variety of media, with staff, Trustees, and young carers.

Compliance

- Ensure that GYC meets all the obligations and legal requirements under charities and company law.
- Ensure that all the necessary policies across all areas of activity are developed and implemented in line with governmental policy, legal requirements and the needs of the organisation.
- Plan and prepare for future needs and changes within a medium to long-term time horizon.

Equality, Diversity & Inclusion

- Promote equality, inclusion, respect, and fairness and manage diversity in all areas of planning and service delivery through an active involvement in implementing our Equality and Diversity policy.

Governance

- Provide regular and timely reports to the Board, prepare for, attend, and record regular Board meetings, and oversee annual general meetings.

The list above should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with the role, and you may be required to undertake various other duties as may reasonably be required.

How to Apply

If you would welcome the opportunity to apply, please forward:

- A CV outlining your employment history, voluntary activities, achievements, and academic and professional qualifications.
- A supporting statement (maximum 2 x A4 pages) providing details on your motivation, background and experience relevant to the role and your skills and attributes, which will ensure that you are successful as our CEO and which potentially distinguish you from other candidates.
- A completed copy of our equalities and monitoring form.

Please ensure that you have included a telephone number and any dates when you will not be available or might have difficulty with the recruitment timetable, and if you require any adjustments to be made should you be invited for an interview. Applications should be forwarded to philip.nelson@thehiringdept.com.

Recruitment Timetable

Closing Date: Monday 15th January at 10.00 am

Preliminary Interviews: Friday 19th January

Young Carers Panel: Thursday 25th January (late afternoon / early evening)

Final Panel Assessment: Tuesday 30th January

Queries

For an informal and confidential discussion, please get in touch with our advising consultant, Philip Nelson, on 020 3590 9978 or via email at philip.nelson@thehiringdept.com.

We would particularly welcome applications from individuals with lived experience as a young carer or who have a close connection with someone who is or has been a young carer.





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