



Candidate Information Pack Deputy Chief Executive



May 2021

www.zestcommunity.co.uk

Application Pack

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1. Introduction

Many thanks for your interest in the Deputy Chief Executive position. We have developed this pack to provide you with information about our organisation and the role.

Zest is a successful local charity, developing and delivering high quality services in local community settings for over 20 years. We manage an innovative 'healthy living' centre and deliver a range of neighbourhood and city-wide health, leisure, employment, youth and community services to children and adults from across Sheffield.

Zest is a company limited by guarantee (company no: 3628231) and registered charity (charity no: 1077083). It is a membership organisation, and is governed by a Board of Trustees made up of both local member trustees and non-member trustees.

Company turnover in 2020/21 was £1.8 million, which can be broken-down in service delivery terms, as follows: health & wellbeing services (35%); Zest Centre leisure and tenancy services (25%); local family/ community services (20%); work & training services (10%) and central services/ functions (10%).

Zest employ 60 full time and part time staff and have an experienced, skilled management team. Our team of dedicated volunteers is also central to the effectiveness of many of our services.

We adapted to provide a range of responsive services during the Covid pandemic and have developed a more 'blended' service offer as a result, retaining online services, for example, where they provide an additional route to support and engagement. We were able to retain financial stability, both through pro-active management, day-to-day cost savings and access to a range of Covid specific grant and interventions, that were made available to the sector.

We are now in the process of 'recovery and reset' in relation to our services and strategic priorities, in line with the, including reopening of the Zest Centre, and the measured return of face to face activities.

Fundamental to our approach is the close, collaborative work with other third sector and statutory sector partners to address emerging local need, develop shared solutions and shape the strategic landscape. This includes the push for system change, including; early intervention, locally determined services, fairer funding terms and equality of access, in order to create a fairer and more inclusive city.

We are looking for a candidate who will bring inspiration, innovation and leadership to the role and who shares our values and aspirations.

The post holder will lead and develop the Zest health service portfolio and work collaboratively to support the wider development of a thriving community led charity.

2. How to Apply

Read this guidance pack carefully.

If you want to find out more about Zest or the role, please contact the Chief Executive, Matt Dean on 0114 2702041 or e mail on matt.dean@zestcommunity.co.uk

To apply please download an application form from <https://www.zestcommunity.co.uk/working-for-us/>

E-mail the completed form back to us at HR@zestcommunity.co.uk

Any C.V.s submitted will not be taken into consideration.

The closing date is Friday 21st May at 6pm

Interviews will be held on Thursday 27th and Friday 28th May.

Please note that we are unable to provide feedback to candidates who are not shortlisted.

3. About Zest

3.1 Vision and Values

Our **vision is** to enable everyone in our communities to lead successful and healthy lives.

Our **mission** is threefold:

1. To provide a healthy living centre delivering responsive services to tackle local inequalities, including:
 - a. Health and wellbeing
 - b. Employment and skills
 - c. Sport, leisure and recreation
2. To foster communities where everyone feels welcomed, valued and can fully participate in the life of the community.
3. To play an active role in supporting other disadvantaged communities in Sheffield.

Zest delivers a range of services centring on a **whole household approach**, recognising that families and individuals have complex issues which may not be addressed by a single service.

Personalised

To achieve the best personal outcomes we navigate individuals and families through a tailored journey of support that can involve accessing a range of joined up wellbeing support services provided and hosted by Zest.

Inclusive

We strive to keep our services and facilities affordable, physically and culturally accessible. We run a range of tailored sessions including women only and disability specific swim sessions, and host the only ramp access swimming pool in the city

Asset based

We empower local people and address local need by identifying the strengths within our community.

Collaborative

We collaborate by default to identify issues, push for change, develop solutions and deliver collective approaches and achieve the best outcomes for our local communities.

3.2 Our Services

Zest for Health:

City offer. This includes two main contracts:

- a. The City-wide Adults & Families Weight Management Service, Live Lighter. We are 2 years into a 5 year contract with an approximate annual value of £200k. <http://www.livelightersheffield.com/>
- b. The Young Peoples Smokefree Service, providing quits support, mentoring and smokefree guidance in school and community settings. A Local Authority contract, with an approximate value of £100k per annum. We are in the final year of a 3-year contract.

Local offer.

A range of services funded primarily through contracts under the city-wide People Keeping Well framework and the Primary Care Network DES. We cover parts of the City Centre, West and North West (Middlewood corridor). Key neighbourhoods of focus with higher levels of need, include Upperthorpe, Netherthorpe, Langsett, & Winn Gardens.

We employ Health Link Workers, Health Trainers, Mental Health Support Workers and Community Link Workers, both prescribing and providing health prevention and treatment services, including, 1-2-1 and group based mental health and healthy lifestyle support, dementia support services, health volunteering, wellbeing courses and workshops, and GP exercise referral.

Zest Centre: High quality, flexible, accessible health and leisure offer, includes: library, gym, swimming pool, and exercise class programme and community café.

Zest for Work: Matrix accredited support services for people facing barriers to accessing employment and training.

Zest for Community: Mainly grant funded services for families, children and young people, centred on local community engagement & development, volunteering, provision of positive activities, mentoring and counselling support.

2018/19 Impact Report

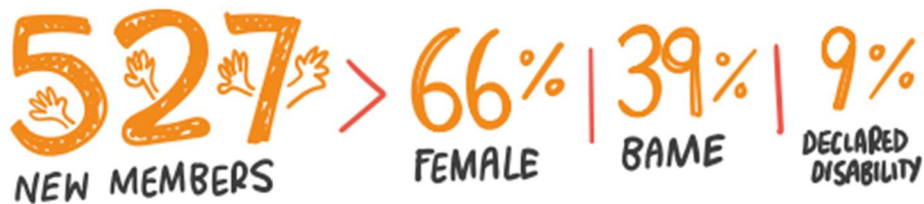
<https://www.zestcommunity.co.uk/wp-content/uploads/2019/10/Zest-21-Year-Social-Impact-Report.pdf>



Fatma (mother of 3 children who regularly attend Zest activities)



We signed up:



Despite some reduced footfall due to the temporary closure of the swimming pool:



Health & wellbeing



Health trainer client

The Zest health and wellbeing service offer has gone from strength to strength this year, including:



establishing the Live Lighter Sheffield service



expanded GP support services for the most vulnerable



development of dementia support services



a range of accessible community activities

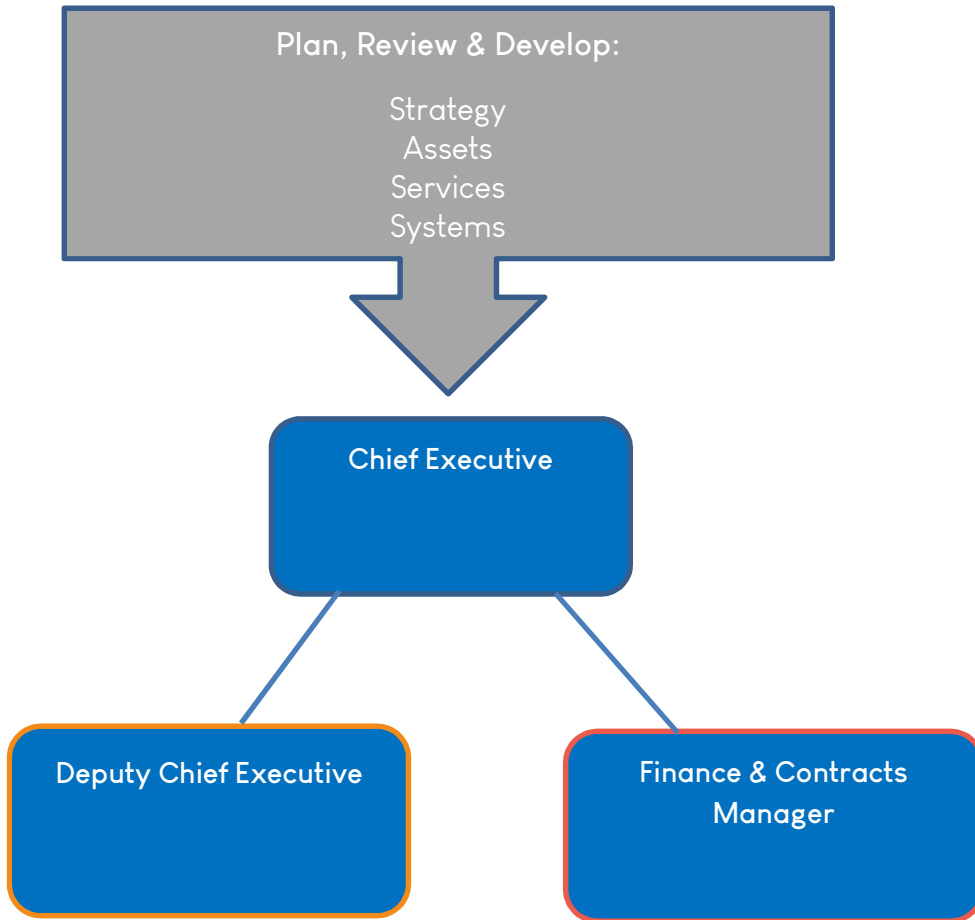
We have worked with a range of partners in the city centre and across the north west area of the city to meet the needs of the local community.

Our community health offer which includes *People Keeping Well* services commissioned by Sheffield City Council supported:

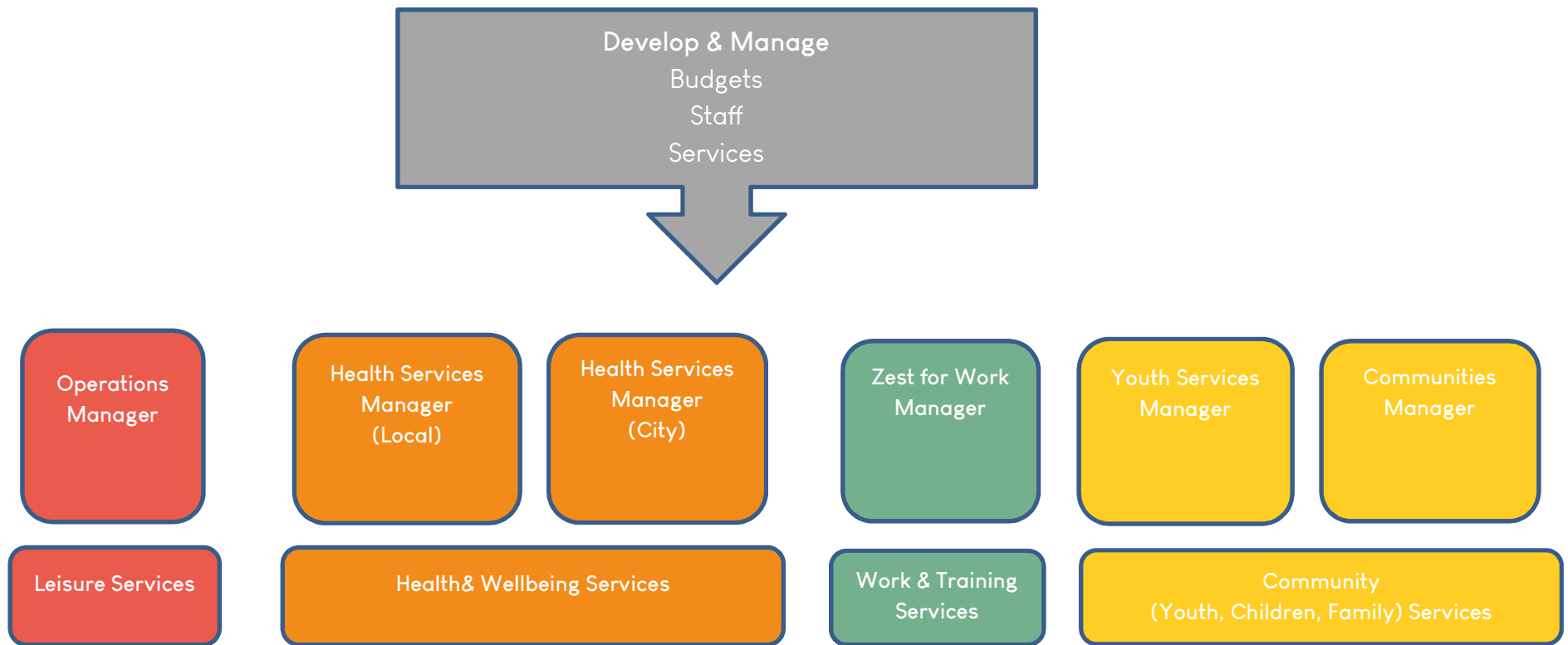
968 & PROVIDED TRAINING
— for —
PEOPLE 196 INDIVIDUALS

3.3 Organisation Chart

Leadership Team



Management Team



3.4 Finances & Assets

Based on Zest 2019/20 accounts position:

Financial Review

Company turnover was £1.76m with restricted income at 46%

The group made a surplus of £90,676 in the year

Unrestricted funds are showing a surplus of £25,592 and restricted funds are showing a surplus of £65,084 for the year after transfers between funds.

At 31 March 2020 total fund balances were £2,016,515 of which £856,185 were unrestricted and £1,160,330 were restricted.

Reserves Statement

The charity reviewed its reserves policy during the year and agreed that funds of £225,000 should be held in reserve, including cover for significant events, as follows:

- £75,000 to cover the costs of closing a substantial area of the business;
- £50,000 working capital to be released against a business case;
- £50,000 to be used for unexpected or emergency costs;
- £50,000 to manage short term budget fluctuation and cash flow issues.

The Trustees agreed that any surplus above that needed for reserves may be re-invested to support charitable activities and that any such re-investment will be agreed by the Trustees.

Free unrestricted reserves at 31 March 2020 were £147,854, a welcome increase of £66,343 on the last period.

Based on financial performance in the period to the end of 31 March 2021 free unrestricted reserves are forecast to increase to bring the company up to the company reserves target of £225,000.

Assets

Zest manage 5 community buildings:

- The Zest Healthy Living Centre which comprises a public swimming pool, library, gym, café and first floor office space and meeting rooms. We hold a lease at peppercorn rent and are working with Sheffield City Council to simplify some of the lease and governance arrangements.
- The Lodge which is a former caretakers lodge converted to form Zest's main office hub. The building is held on a long lease at peppercorn rent.
- Shipton Street buildings which is a former bank and SCC office space. It currently hosts our Zest for Work and youth services. This building is held on a long lease at peppercorn rent.
- Nu-base; 3 former shop units in Netherthorpe, redeveloped to provide a community space, currently rented to another community organisation.

4. Job Description

Post Title	Deputy Chief Executive
Location	Zest Centre
Grade	£36,000- £38,000 pro rata plus contributory pension (up to 5% paid by Zest) plus other benefits
Hours	1.0 fte (will offer some flex in hours for the right candidate)
Holidays	25 days + statutory rising to 30
Responsible to	Chief Executive

Purpose of Job

To work with the Chief Executive to enable effective strategic leadership and development of the organisation. The post holder will work collaboratively to manage, develop and enhance Zest assets, services and systems.

To lead, more specifically, in the management and development of Zest's health service offer, including identifying and positioning the organisation to access future opportunities.

Duties and Responsibilities

1. To work in partnership with Leadership Team colleagues to develop, deliver and review company strategic objectives
2. To provide senior leadership and management of Zest's health service offer.
3. To work in partnership with Trustees, Chief Executive and Management Team to sustain and develop Zest assets and services.
4. To identify and secure new funding, contracts and business opportunities for Zest. This will include business planning, preparing financial forecasts, drafting tenders and funding bids.
5. To work in partnership with the Chief Executive to ensure the effective financial and contract management of the company, with a priority focus on health services.
6. To recruit, develop and manage staff in order to deliver high quality services.
7. To work in partnership with the Leadership Team to develop effective contract performance and management systems.
8. To develop and maintain strategic relationships with external partners, commissioners and others.
9. To maintain an up to date knowledge of policy and practice developments in relation to Zest's services

10. To undertake external and consultancy work, as appropriate.
11. To deputise for the Chief Executive, as appropriate
12. To undertake any other duties as agreed with the Chief Executive
13. To undertake training and other development activity in line with organisational and personal development needs.

To carry out all duties and responsibilities as described in line with Zest policies and procedures, with particular attention to those relating to Equal Opportunities, Health and Safety and regarding volunteers who will work with children and vulnerable adults. This will include DBS checks being carried out where necessary.

5. Person Specification

Experience, skills and ability

1. Recent senior management experience.
2. Experience of business planning, business development, bid writing and other forms of income generation.
3. Experience and ability to build effective and influential relationships with key partners, stakeholders and colleagues.
4. Excellent communication and interpersonal skills with a broad range of people, using both oral and written skills.
5. Excellent contract and financial management experience & skills.
6. Experience of developing and managing effective contract performance monitoring systems.
7. Experience of community centred health & wellbeing service leadership, management and development.
8. Experience of recruiting, managing and developing staff.

Knowledge and understanding

9. Knowledge and understanding of policy issues affecting the voluntary and community sector.
10. Knowledge and understanding of local, community centred strategic health strategy, frameworks and service landscape.

Personal Qualities

11. A pragmatic approach and ability to find creative solutions to business challenges.
12. Commitment to the vision and values of Zest.
13. Commitment to equality of opportunity
14. Resilient, and able to thrive in a challenging, changing environment.

Circumstances

15. Flexible approach to working hours and willing to work evenings and weekends as required.