

Appointment of Chief Executive Officer

June 2024
RBQJA

Contents

- 1 Welcome from the Chair
- 2 About Us
- 3 Our Vision, Mission and Values
- 4 The context of our work
- 5 Role Purpose
- 6 Key Responsibilities
- 7 Person Specification
- 8 Terms of Appointment
- 9 How to Apply

**john
whitgift
foundation**

The logo for the John Whitgift Foundation, featuring the name in a bold, lowercase, sans-serif font. The text is stacked vertically: 'john' on the top line, 'whitgift' on the middle line, and 'foundation' on the bottom line. A white L-shaped line is positioned below the text, starting from the right side of the word 'foundation' and extending horizontally to the right, then turning vertically downwards.

Welcome from the Chair

Thank you for your interest in the role of Chief Executive of John Whitgift Foundation'

Thanks to the generosity and vision of our Founder, Archbishop John Whitgift, the Foundation has been providing education for the young and care for the elderly in Croydon for over 400 years. We are immensely proud of our record in promoting social mobility through education at our schools for those of modest financial means and in providing sanctuary and comfort for the elderly through our care facilities. More recently, the Carers Information Centre, a joint venture with the London Borough of Croydon, has enabled us to provide advice and guidance to thousands of carers in the town each year.

As the new Chief Executive, you will have the opportunity to shape the Foundation's long term strategy as we strive to further increase our social impact in Croydon focussed on widening access to our schools and ensuring that our Care services are best positioned to provide for those in need of them.

This will be a role that will be filled by an accomplished leader able to build on the clear strengths of John Whitgift Foundation who can lead an outstanding senior management team with energy, enthusiasm and strategic vision.

Christopher Houlding
Chair





ponden home
Interiors

home furnishings

CLOSING DOWN SALE
ALL STOCK MUST

OLD TOWN
HEALTH & BEAUTY

P

MEAT & POULTRY
SPECIALS

Laser Tag



About Us

In 1596 the Archbishop of Canterbury, John Whitgift, laid the first two foundation stones of the Hospital of The Holy Trinity. A few years later, just yards down the road, he opened a school. Together, these two buildings would help him realise his founding vision to educate and care for the people of Croydon. Today, more than 420 years later, his legacy lives on.

As one of the largest bursary providers in the country, we grant thousands of young people access to an outstanding education at our Foundation schools – Trinity, and Whitgift. Through Whitgift Care, our care homes and services give older people a true sense of community, comfort, and joy in later life. And through our Carer Support Centre, we offer Croydon's carers a valuable support network – providing advice, information, and a welcome break from the isolation and exhaustion they can

endure as they care for others in our community.

We support people of all ages and backgrounds. More importantly, we aspire to bring them all together for the benefit of all – inspiring a sense of community in all that we do. Because while much has changed since 1596, the values John Whitgift stood for then are as relevant today as they ever were; perhaps even more so.

The Foundation employs over 850 people and has an annual expenditure of £83M. It has an endowment invested mainly in financial assets of around £165M.

Income from the endowment funds the Foundation's charitable activities and bursaries to allow pupils of limited means to attend its excellent schools. The remainder of its assets are commercial, residential and land assets in and around the town centre of Croydon.

Mission & Values

Vision

Inspiring community in all that we do

Our charity works to support people of all ages and backgrounds and brings them together to inspire a sense of community in all that we do.

Mission

Access to education

As one of the largest bursary providers in the country, we grant thousands of young people access to an outstanding education at our foundation schools that many could not otherwise afford.

Care for older people

Through our care homes and services, we give older people a true sense of community, comfort, and joy in later life.

Support for Croydon's carers

We offer advice, information, and a support network for Croydon's carers – providing a welcome break from the isolation and exhaustion they can endure.

Values

Serve

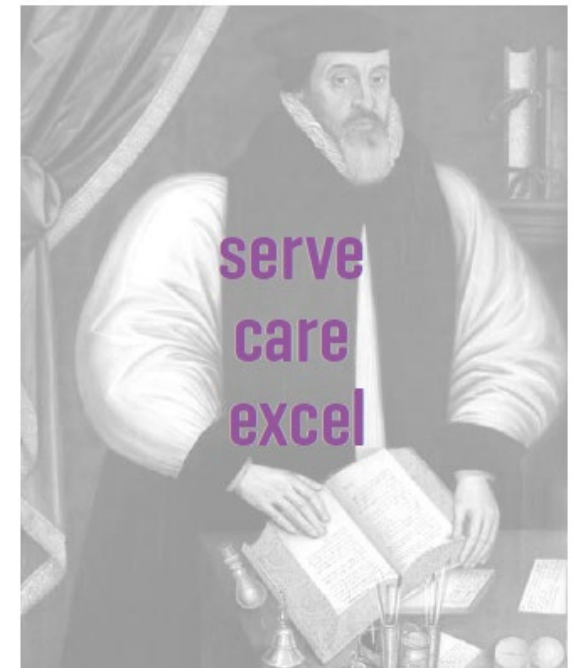
Working hard for the benefit of others.

Care

Being attentive and responsive to the needs of those around us.

Excel

Aspiring to do the best we can and inspiring others to do the same.





The context of our work

We have been an active and visible member of the Croydon community for hundreds of years and we take that responsibility seriously. Whether it is through the bursaries we provide to the young people who attend our schools, the support we give to the elderly in our community, or the work to support carers across the borough, our vision is clear; we bring young and old people from all walks of life together to build a sense of community in all that we do.

Years of austerity and the changing economic climate have been difficult for Croydon, and we carry our sense of responsibility as a key contributor to the community with the gravity it requires.

We are looking for a leader who will draw upon our rich heritage to help us build the future of the Foundation and the future of Croydon as an important player in the local community.

An individual who is astute, and thoughtful. A leader who is humble yet ambitious for us to be a force for good. Someone who is as comfortable making a business case for investment or changes to our strategy as they are championing our role in shaping the future of Croydon. We are looking for a CEO who can build on the foundations of what has gone before, and who is excited by the prospect of developing the recently undertaken governance and strategy reviews so that we are able to contribute fully to the success of a thriving Croydon.





Role Purpose

Job title:	Chief Executive Officer
Reporting to:	Chair of the Foundation
Direct reports:	Chief Finance Officer, Director of Property, Director of HR, Clerk to the Governors, Head of Care, Head of Marketing and Communications, Manager of the Carers Information Service
Location:	Whitgift Almshouses, George Street, Croydon
Working hours:	40 hours (flexibility required)

The Chief Executive of John Whitgift Foundation is responsible for developing and implementing the Foundation's strategy in line with its charitable purpose, the ambitions of trustees and Charity Commission guidance.

The CEO is the visible leader of the Foundation and is responsible for building effective partnerships between the Foundation's schools, care operations, key stakeholders and the local Croydon community.





Key Responsibilities

Strategy

- Working with governors, staff and stakeholders to develop and refine the strategy for the Foundation in line with its charitable purpose, the ambitions of trustees following the strategic governance review and Charity Commission guidance
- To provide input, support and guidance to ensure that the Foundation's vision and strategy are realised
- Work in partnership with headteachers, and heads of Foundation's care operations to deliver the Foundation's charitable purpose

Leadership & relationship management

- To be the visible leader of the Foundation in the local community and develop an engagement and communication plan so that our strategy, vision and impact is widely understood and championed by partners
- To lead and manage the Executive team, Foundation head office staff, Carer's Information Service and Whitgift Care operations
- To provide visible leadership to Foundation staff, care residents and the local Croydon community

- To establish effective working relationships with key local stakeholders (URW, Croydon BID, LBC, CC) to ensure the value of the Foundation's role as a landholder in Croydon is maximised



Key Responsibilities

Governance and compliance

- To assist and support governors in exercising their functions in accordance with the scheme of delegation and Charity Commission regulations
- To attend meetings and provide executive support to the chairs of subcommittees
- To support the recruitment, induction, appraisal and succession planning of governors in consultation with the Chair of the Foundation to ensure there is a suitably skilled body of trustees
- To reduce the legal, reputational, data protection and insurance risks facing the Foundation through advising on complaints and appeal processes and obtaining professional advice in line with Foundation policies
- To provide assurance to governors through regular reporting, professional advice and effective risk management that regulatory and statutory requirements are met and pupils and residents are safe, including regular reporting to the Charity Commission
- To act as director/secretary to external and internal companies
- To champion the welfare of young and old people and ensure the Foundation is compliant with its duties in respect of safeguarding, health and safety, data protection and cybersecurity.

Finance, Investment, Property & HR

- To provide strategic leadership and guidance to identify and advocate the necessary decisions to return the Foundation to an operating surplus
- To ensure accurate audited annual accounts are submitted and the investment management strategy is effective and delivers maximum returns to support the Foundation's charitable objectives
- To oversee the HR function and ensure the Foundation's responsibilities as a single employer are understood, including leading staff consultative and negotiating forums
- To oversee the strategic property function and ensure best value is achieved from the Foundation's property asset management



Person Specification

Qualifications

Essential

- Degree or equivalent level qualification

Desirable

- Master's level qualification in leadership, business administration or similar

Skills and knowledge

Essential

- Commercial awareness and financial acumen
- Advanced written and personal communication skills – able to describe and enthuse others to a vision
- Experience of appointing and working with professional advisers on property/legal/financial/PR matters

Desirable

- Investment management
- Property asset management
- Employee relations including working with trade unions
- Care/education sector experience
- Understanding of adults and children's safeguarding requirements
- Knowledge of Croydon and the local area

Personal qualities

Essential

- Resilient and diplomatic with the ability to build effective working relationships with a range of internal and external stakeholders
- A commitment to the values of the Foundation as a Christian organisation that serves those of all faiths and none, and its charitable objectives to educate and care for the people of Croydon
- Excellent leadership skills – someone who can motivate and positively influence others
- Astute and confident – someone whose advice is valued and sought out
- A champion for Croydon and the people who live and work here
- Personal commitment to equality, diversity and social mobility

Desirable

- To live in or near the Croydon area

Carers Support Centre



THE
WHITGIFT
FOUNDATION

CROYDON
www.croydon.gov.uk

Carers Support

Today I went to work and my partner had a fall at home



Tomorrow I'll need to take another day off to look after her

I'm a carer, are you?
The Carers Support Centre can help

Carers Support

Today I hurt my back lifting my son into bed



Tomorrow I won't have time to get to the doctor

I'm a carer, are you?
The Carers Support Centre can help

Carers Support

Today I did my neighbourhood shopping



Tomorrow I'll pick up his prescription

I'm a carer, are you?
The Carers Support Centre can help

Terms of Appointment

Location: Whitgift Almshouses, George Street, Croydon

Salary: Competitive and commensurate with experience

Benefits:

Private medical insurance

Defined contribution pension scheme – employer contribution at 15%

Health cash plan

Annual leave: Annual leave 25 days + 2 at Christmas

Process dates:

- Longlisting – w/c 1 July
- Shortlisting – w/c 26 August
- Informal conversations for with the Chair and interim CEO – w/c 2 September
- First round panel interviews – w/c 2 September
- Final Round panel interviews – w/c 9 September

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.





How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to John Whitgift Foundation on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **RBQJA**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Wednesday 26 June 2024**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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Others

john
whitgift
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