



# Chief Executive briefing pack

**Lockleaze  
Neighbourhood  
Trust**



## Welcome from the Chair

“We are the anchor community organisation for Lockleaze. That

means we work hard to understand what matters to residents and to help them make a difference in their own lives and community. We don't do this alone but work closely with churches, schools, youth services, the Council, the Health Service and other charities to make Lockleaze a great place to live. As a local resident I love knowing I am part of making our community great. People often know us for the Hub or the Cameron Centre but we do much more than run buildings, we're also connecting people through our warm and welcome spaces, supporting wellbeing through activities and signposting, community growing, climate and rewilding projects, and community led housing. Despite being a small team we're big on ambition and don't let anyone tell us we can't do something!.

We are looking for someone with a big heart for Lockleaze, that can take a caring

empathetic approach to residents and the team and also take a long strategic view of where we are going and how best to get there.

The post will involve setting up a new community space, and refurbishment of the Hub; Community Led Housing project, a Community Climate Action project, running a Community Hub and more. With lots of big challenges and opportunities, its an exciting time for the organisation and an opportunity for the right candidate to make a big difference.”



## Mission and Values

Our mission is to support residents to achieve positive change for themselves and their community. We do this by

- **Connecting people**
  - For learning
  - For fun
  - For wellbeing
  - For action
- **Signposting**
  - To help and support
  - To local opportunities

- To information that may affect residents

### Listening and taking action

- Knowing what is going on locally
- Knowing what matters to residents
- Supporting residents to take action for change and justice

### Our values are:

- Welcome and notice
- Residents lead the change
- Keeping the community connected
- Creating a fairer Lockleaze



# Projects and activities

## Community Climate Action



We are part of a city wide partnership of communities of interest and communities of place that are working with residents towards a just transition for tackling climate and ecological emergencies. In 2022 we co-produced a climate action plan with residents followed by a bid to the National Lottery for our demonstrator project (Really Wild Lockleaze) and funding to support an expert Community Leadership Panel on Just Transition (which the CEO is part of), supporting future cohorts of community climate action and being part of the CCA demonstrator projects across Bristol.

## Really Wild Lockleaze

Really Wild Lockleaze is a three year pilot project to improve nature habitat in an urban environment. With ambitious targets to plant 1000 trees, 12 acres of wildflower meadow, and create 3 ponds, alongside developing local residents capability and interest in supporting and promoting actions for nature. Part of the wider Community Climate Action project, this project also works closely with Avon Wildlife Trust, from whom we have seconded a Community Ecologist and we employ our own project co-ordinator to lead this project, and are recruiting a communication and events officer.



## Community Led Housing



For the past 6 years we have been working with residents on community led housing. This is housing designed by and for local residents. We have two sites that we are developing: 1 site for 19 100% affordable homes; we have achieved planning permission on this site, raised £1.5m grant funding and are awaiting agreement of the lease with Bristol City Council. The other site is 5 self-finish homes, also 100% affordable, currently in for planning. We have a community-led housing manager who has managed this project for five years. We have also developed a local lettings policy which ensures 50% of all new social housing in Lockleaze will be prioritised for local residents and 100% of all community led housing schemes' social rented homes.

## Development of the Cameron Centre



The Cameron Centre is our first community building that we have occupied since LNT began in 1997. The Council have approved plans to develop this site and the neighbouring Police Station into 37 flats and some 370sq.m of non-residential ground floor space. Lockleaze Neighbourhood Trust is the preferred supplier for occupying that ground floor space. LNT will need to bid for that space, agree layouts (likely nursery space, community hall and storage), agree lease terms with Bristol City Council and manage moving existing regular hirers across to the space.

## Meanwhile use of St James Church

While the Cameron Centre is being redeveloped we have negotiated use of St James Church from Woodlands Group of Churches. We will need to set up this building for meanwhile use, transfer our regular groups in, and then out, of the building after two years. While in this space, we are keen to explore a community arts project involving young people, a local school and church, exploring the performance of 'A Man Dies' the first Christian rock opera and producing a modern equivalent, as well as getting Lockleaze' first blue plaque commemorating Rev Ernest Marvin, who co-wrote the play with the youth club participants.



## Community Plan



In 2019, we published the Lockleaze Community Plan setting out what was going on in Lockleaze, Developments on the horizon and what residents wanted to see. That plan now needs updating , and a new improved 5 year plan - that incorporates the community climate action plan, new local stakeholders and their work and engages residents in what actions they want to prioritise over the next 4-5 years. The previous plan set Lockleaze Neighbourhood Trust on the path of community led housing and the local lettings policy. The new plan will be a key piece of work which will set the focus of Lockleaze Neighbourhood Trust's work for future years - firmly rooted in what residents have said they prioritise.

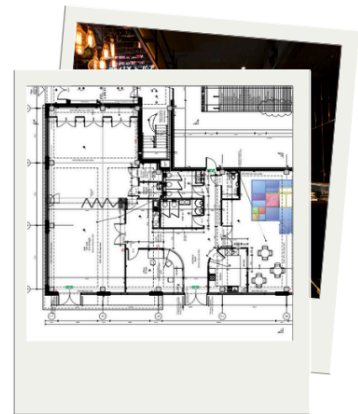
## Hubbub cafe



We have a weekly pop-up cafe run by two wonderful volunteers Simon and Steve, with support from the team. It is a great place for local residents to meet and chat. We regularly host drop-ins that are of interest to our residents, such as housing advice from Housing Matters or Shelter. It is also a great place to invite new people to connect with us. It has been part of our warm and welcome space offer, and we would love to make a more permanent offering.

## Refurbishment of the Hub

Residents were keen to have more places to socialise in Lockleaze. As we did not get the space in the new development that we campaigned for, we considered how we could improve our existing space to meet resident need. We are working on a redesign of the interior of the Hub to get the most out of the space, and allow us to offer after-school homework club/study space, a permanent cafe, and a kitchen to support community feasts in the Hub.



## Community Hub



We are one of 8 organisations across the city funded as a community hub. This role is to engage residents (including people we haven't worked with yet) in activities, and support residents to achieve positive change for themselves; engage with city networks, and support local networks for better community communication and action. This role will also work with Bristol City Council, and other community hubs, on sharing good practice.

We also have our regular groups and activities that we run, such as the Buzz community garden, Gentle Exercise and Accessible Exercise, Short Mat Bowls and Art for Wellbeing. We work with Wesport, promoting Sport and Physical Activity in Lockleaze, and work with our regular users to promote activity going on in our own buildings and in wider Lockleaze. See our website [www.lockleazehub.org.uk](http://www.lockleazehub.org.uk) for more about what we do.

# Chief Executive

Lockleaze Neighbourhood Trust is looking for someone passionate about communities, who is able to act with kindness and empathy, whilst taking a strategic long view about how to secure the success of the organisation, and tackle systemic injustice working alongside residents, staff and trustees to achieve positive change for Lockleaze and its residents. We are looking for someone with a high degree of empathy and emotional intelligence to lead the experienced and highly-motivated staff team. You will actively embrace our organisational values, and bring your passion for transforming lives. This is an exciting time to lead the organisation, with the development and set up of a new community space, renovation of an existing space, and exciting projects including: leading an urban rewilding project and being part of the city-wide Community Climate Action project; leading 2 community-led housing projects creating 24 affordable homes for Lockleaze residents; and, as part of a network of city-wide community Hubs.

We are looking for someone with:

- Experience in leadership and management of an organisation or key department level
- Passionate about helping communities to thrive
- A track record in fundraising and financial management
- Experience of working in partnership to create thriving places and support people
- Commitment to equality, diversity and inclusion and creating a fairer Lockleaze

**Hours:** 37 per week (we will consider 0.8 FTE). The postholder will be expected to attend meetings and events out of office hours to represent Lockleaze Neighborhood Trust.

**Contract term:** Permanent

**Location:** Some hybrid working but predominantly based at one of our premises.

**Salary:** £46, 176 FTE

**Reporting to:** Chair of the Board of Trustees

**Holiday entitlement:** 20 days (rising to 25 days after 5 years)

## Job Description

<p>Strategy, organisational leadership and governance</p>	<ul style="list-style-type: none"> <li>- Develop in consultation with the Board and staff a 3 year Strategic Plan and more detailed 1 year Operational plan and budget</li> <li>- Deliver strategies to enable Lockleaze Neighborhood Trust to meet its short, medium and long term objectives taking forward the vision and values of the charity</li> <li>- Provide direction and leadership to the staff team and volunteers</li> <li>- Act as representative of Lockleaze Neighbourhood Trust and advocate for the organisation, Lockleaze and Community Anchor Organisations across the city and nationally where opportunities arise</li> <li>- Build and maintain strong partnerships across the sector and the city and effective working relationships particularly with local organisations</li> <li>- Ensure Lockleaze Neighborhood Trust complies with constitutional obligations (as defined in our governing documents), charity law, company law, employment law and any other relevant legislation or regulation</li> <li>- Ensure that the Chair and Board of Trustees receive appropriate and timely information and advice on all matters relevant to their responsibilities. Ensure that staff and the Board have an open and productive relationship regarding the role of the Board, its committees or members</li> <li>- Take primary responsibility for risk management and review. Ensure all appropriate risk management and contingency plans are in place and reviewed on a regular basis by the Board and Leadership Team, with systems established to mitigate risk</li> </ul>
<p>Finance and fundraising</p>	<ul style="list-style-type: none"> <li>- Ensure Lockleaze Neighborhood Trust finances are managed in accordance with good practice and appropriate systems and controls are in place</li> <li>- Set annual budgets with Trustees and work with the finance administrator to provide quarterly reports to the Finance committee</li> <li>- Fundraise for grant funding with a target of £80,000 each year</li> <li>- Continue to explore income diversification to support LNTs financial sustainability</li> <li>- Work with the Finance administrator to ensure that income and expenditure are in line with agreed budget and commitments to funders are met</li> </ul>
<p>Community Climate Action</p>	<ul style="list-style-type: none"> <li>- Be a core member of the Bristol Community Climate action project, including:             <ul style="list-style-type: none"> <li>- monthly project reporting meetings</li> <li>- Part of the Climate and Community Leadership panel providing insights on the community impact of climate measures in Bristol</li> <li>- Refresh the Lockleaze community climate action plan</li> <li>- Steering group member for the Really Wild Lockleaze project, supporting the team's delivery of the project and promoting and disseminating the outcome of the project</li> </ul> </li> </ul>
<p>People management</p>	<ul style="list-style-type: none"> <li>- Provide strong consistent leadership and motivation to the organisation</li> <li>- Support the organisation to live out its values in all that it does</li> <li>- Work with the Operations Manager to provide good HR practices, respond to training needs, to attract and retain diverse, quality team at LNT</li> </ul>



	<ul style="list-style-type: none"> <li>- Oversee performance management and supervision of the senior leadership team</li> </ul>
Other	<ul style="list-style-type: none"> <li>- Ensure LNT's projects and activities are appropriate to the needs of the community, align with the organisations objects, strategy and values, and are delivered to a high standard</li> <li>- Some additional duties as considered appropriate and needed</li> <li>- Some evening and weekend work will be required (time off in lieu would be provided)</li> </ul>
Equality diversity and inclusion	<p>Lockleaze Neighbourhood Trust is committed to ensuring our policies and practices promote inclusion and equity in everything that we do. We want a culture that is welcoming and inclusive and we recognise for this to be meaningful, we must be intentional and focused in our actions and words. This work is difficult, takes time and we will not always get it right. All staff and volunteers must be willing to engage in this work respectfully. The Chief Executive must play a leadership role in this work.</p>

Read more about the organisation on our [website www.lockleazehub.org.uk](http://www.lockleazehub.org.uk)

Read our [articles](#) and our [annual](#) reports on Companies House [website](#)

## Person Specification

Criteria	Application form	Interview
<b>Essential</b>		
Proven track record of strong performance in strategic VCSFE and sector role at either CEO or senior management level	✓	✓
Significant experience of financial management including budget setting, monitoring, income generation in line with organisation's objectives and values		✓
Proven track record of fundraising and delivering on grant programmes	✓	
Proven ability to inspire, motivate and empower staff, volunteers and wider community members or service users		✓
Able to support the staff team and effectively manage performance	✓	
Experience of developing effective and enduring relationships, partnerships and networks		✓
Experience of working positively with groups and individuals that have been marginalised, and/or experienced injustice	✓	✓

Experience of working with other statutory and voluntary sector partners, and able to lead across organisational boundaries to deliver for the organisation	✓	
Experience of monitoring outcomes and reporting on the impact of service delivery or organisational outcomes	✓	
Communication and presentation skills and the ability to represent the organisation externally at all levels including working with the media		✓
Excellent organisational skills including working to deadlines, planning and prioritising competing demands	✓	
Commitment to being user-led with strong listening and advocacy skills with demonstrable examples of empowering others	✓	
Demonstrable commitment to equality, diversity, inclusion and justice and the values of Lockleaze Neighbourhood Trust		✓
Knowledge of key legislation and regulation including charity, company, employment, safeguarding, health and safety and good practice in HR	✓	
Aware of own development needs and committed to ongoing personal development		✓
<b>Desirable</b>		
Leadership and/or Management qualification in business or voluntary sector management	✓	
Experience of working in a community centre	✓	
Lived experience of managing disadvantage	✓	
Lockleaze resident	✓	

## Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Lockleaze Neighbourhood Trust, we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles. Still not sure, why not give us a ring and talk to someone about the role to see if it sounds like something you would be great at doing - 0117 914 1129.

See our guidance on filling in applications to make the most of your application.

## Application Process

The deadline for applications is **midnight Sunday 19th May**.

To apply please fill out the application form and return along with your completed equalities monitoring form to [recruitment@lockleazent.co.uk](mailto:recruitment@lockleazent.co.uk)

If you have queries about the role please contact Maria [Maria@lockleazent.co.uk](mailto:Maria@lockleazent.co.uk) 0117 9141129