



Chief Executive Information Pack



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Introduction

Dear Candidate

Thank you for your interest in the role of Chief Executive Officer at Footprints Women's Centre in Belfast.

This role will offer the appointee a unique opportunity to make a real difference to the lives of women and families in the Colin area.

Since 1991, Footprints has been an anchor organisation, supporting the delivery of positive change in the lives of women, children and the wider Colin community.

As the largest community employer in the area, our multi-service facility is an inclusive and friendly space and a Green Flag Award winning site.

Our services range from drop-in support and crisis intervention to education, sustainable living practices and childcare provision.

The successful candidate's leadership will support the organisation in delivering our vision of enabling women and children to grow, ensuring their voices are heard, and that they take their rightful place in a just and equal society.

You can find out more about our organisation and the role in this Information Pack, as well as on our website at www.footprintswomenscentre.org.

We are working with our search and selection partners Engage on this appointment and they will be delighted to answer any queries you might have in the first instance.

In the meantime, I invite you to consider the information outlined in the following pages, and if you feel you meet the requirements of this post, I very much look forward to receiving your application.

Yours sincerely

Alana Fisher
Chair



Who we are

Established in 1991, Footprints Women's Centre is an anchor organisation, supporting the delivery of positive change in the lives of women and children in the Colin area.

Since then, we've evolved into the largest community employer in the area. Our multi service facility is an inclusive and friendly space and a Green flag award winning site.

We operate a social enterprise approach to our work, opening a Daycare facility in 1997, a café/deli, social supermarket and the newly launched community kitchen.

Footprints Women's Centre exists to help women grow in confidence, to become more aware of their own potential and to help create a positive model for their children.

Footprints Women's Centre is based on a community development ethos. It is run by women, for women, in a friendly and non-threatening environment, creating a space where a woman's voice can be heard and enabling women to move from the private sphere of the home to take their rightful place in the public world.



What we do

Drop in

We offer an online, telephone and walk in service to local women and children, providing a friendly welcome and service and membership information.

Training and Events

We provide a range of accredited and non-accredited programmes, supported by onsite child care. Training included personal development, community campaigning, domestic violence awareness, CV building and personal mentoring in a safe and supportive environment.



Crisis Intervention

Our staff provide emergency assistance to women in person or via telephone, providing direct support or/and connecting them through referral to a partner service provider.

Women's support and development

Staff provide personalised and holistic support to empower women to address their individual needs. We offer 1-1 and group support sessions on site and through referrals to partner agencies.

Advice and advocacy

The Centre provides free advice and information, advocacy, outreach, support groups and training/workshops for women and training to local frontline practitioners on VAWG.



Health and well-being

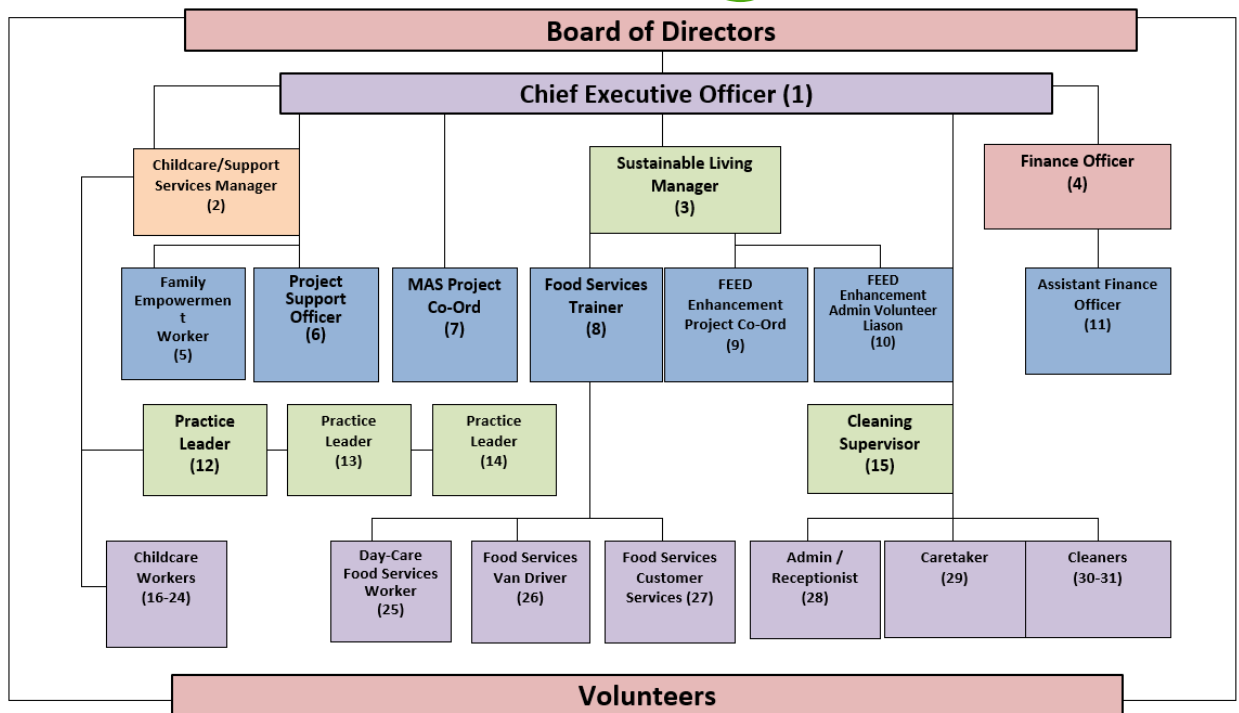
Programmes and events to support health and wellbeing include in house complementary therapies, specialist nutrition workshops, outdoor gym, walking groups, mindfulness and healthy cookery demonstrations and workshops for women and families.

Peer support groups

Our work operates an empowerment approach, supported by a range of groups including: MAS (Maternal, Advocacy and Support), Senior Groups, Sewing groups, Syrian Women's Group and Good Morning Syrian Sisters.



How we're organised



Strategy

Our Mission

To enable women and children to ensure their voices are heard and that they take their rightful place in a just and equal society.

Our Vision

We have evolved from a strong self-help ethos and operate within a Community Development context. Our Centre has been acknowledged as a valuable asset within the community and has developed a diverse range of services within the Colin Neighbourhood. We wish to continue to provide these services to women and children for many, many years to come.



Footprints Women's Centre supports the delivery of positive change in the lives of women and children in the Colin area of Belfast.

In looking to the future, and in the context of ongoing recovery from the impact of the COVID-19 pandemic on our social, mental and emotional wellbeing, Footprints has worked closely with its corporate partner, PwC, to develop the below future priorities.

We influence and contribute to government policy and outcomes

Through our direct service provision and our partnerships and representation across the community, private and public sectors, all of our work contributes to the broader vision of improving the lives of women and children in the local community and across the region.

In aligning our work to the NI Executive's Draft Programme for Government, we will give particular emphasis to:

- Outcome 2 We live and work sustainably, protecting the environment
- Outcome 3 We have a more equal society
- Outcome 4 We enjoy long, healthy, active lives
- Outcome 5 We are an innovative, creative society, where people can fulfil their potential
- Outcome 6 We have more people working in better jobs
- Outcome 7 We have a safe community where we respect the law, and each other
- Outcome 8 We care for others and we help those in need
- Outcome 9 We are a shared, welcoming and confident society that respects diversity
- Outcome 12 We give our children and young people the best start in life

We are an efficient, effective, and sustainable organisation

In our programme initiatives and service delivery...

Sustainable living has been a core focus of Footprints for many years and is more important than ever as women and families face the effects of the cost of living crisis and the government seeks to address the impact of climate change through its Green Growth Strategy. Continuing our work in sustainable food services by growing and providing low-cost, organic and nutritious food, coupled with food and nutrition education will be a key area of growth for the future of the business.

Through our partnerships and representation across the community, private and public sectors, we have had input and influence to the government's Domestic Violence, Violence Against Women and Girls, Anti-poverty and Green Growth Strategies, and have a key role in their outworking.

In our partnerships...

Footprints works collaboratively with the women's sector and community organisations across NI and is represented on various committees and steering groups to advocate for the needs and rights of women and children.

Looking forwards, in the face of resource challenges, continued collaboration and resource pooling will be a crucial aspect in maintaining effective delivery of empowering, supporting and advocating for women and families.

In our business operations...

We have developed innovative projects including the installation of solar panels which now generate 30% of the centre's electricity and gained a Green Flag Award in 2022 and 2023 for outstanding environmental management for our community gardens and spaces.

Throughout the COVID-19 pandemic, Footprints adopted a pragmatic, adaptable and well-considered approach to service provision to ensure we could meet the changing needs of the Colin community in a sustainable way based on its resources.

From recruitment of staff and volunteers, to generation and allocation of funding resources, Footprints will continue to make business decisions based on our ability to sustainably deliver.

Our Awards

Over the years, Footprints Women's Centre's contribution to the community and the quality of its services have been recognised by a number of bodies. Here are some of our more recent accolades:

🏆 **Belfast Chamber Business Awards 2022** - Social Enterprise of the Year Finalist

🏆 **Community Green Flag Award 2022**

🏆 **Mighty Women Awards 2022** - Winner

🏆 **Social Enterprise NI Awards 2022** - Green and Circular Economy Finalist

🏆 **Work Well Live well 2022** - Workplace Health & Well-being Recognition Award Winner

🏆 **Families First People, Charity & Business Award 2022** - Finalist

🏆 **Community Green Flag Award 2021**

🏆 **Families First Awards 2021** - Best Community Daycare Winner

🏆 **Business in the Community 2021** - Aspiring Leader of the Year - George Dawson Award Winner

🏆 **Employers for Childcare Family friendly Employer Award 2019** - Winner

🏆 **CO3 Leadership Award Social Innovation 2019** - Winner

🏆 **WHO Belfast Healthy City Awards 2017** - Promoting Health Equity - Winner

Financials

Below is a summary of our most recently published income and expenditure and balance sheet statements, including healthy, unrestricted reserves. You can click on the links below to see our most recent three years' annual accounts.

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
Income from:						
Voluntary Income	3	185,770	-	185,770	84,156	84,156
Charitable activities	4	-	545,699	545,699	-	491,497
Other trading activities	5	38,307	-	38,307	43,888	43,888
Investments	6	1,255	-	1,255	972	972
Total income		225,332	545,699	771,031	491,497	620,513
Expenditure on:						
Charitable activities	7	54,696	544,783	599,479	495,376	564,107
Net incoming resources before transfers		170,636	916	171,552	60,285	56,406
Gross transfers between funds	13	(258)	258	-	(16,130)	-
Net income for the year/ Net movement in funds		170,378	1,174	171,552	44,155	56,406
Fund balances at 1 April 2021		408,519	732,092	1,140,611	364,364	719,841
Fund balances at 31 March 2022		578,897	733,266	1,312,163	408,519	1,140,611

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	14	762,435	697,299
Current assets			
Debtors	15	95,765	49,849
Cash at bank and in hand		515,637	438,075
		611,402	487,924
Creditors: amounts falling due within one year	16	(61,674)	(44,612)
Net current assets		549,728	443,312
Total assets less current liabilities		1,312,163	1,140,611
Income funds			
Restricted funds	18	733,266	732,092
Unrestricted funds			
Designated funds	19	209,522	209,522
General unrestricted funds		369,375	198,997
		578,897	408,519
		1,312,163	1,140,611

[Annual Accounts March 2022](#)

[Annual Accounts March 2021](#)

[Annual Accounts March 2020](#)

Meet the Board



Alana Fisher

Chair

Alana is a Communications and PR professional working in the public sector. She has been on the Board of Footprints for 5 years and was appointed Chairperson in 2021.



Ursula Carberry

Vice Chair

Ursula is a Senior Advisor Volunteer Co-Ordinator. She has worked in the Community advice sector for 14 years and been involved with Footprints for 28 years, 19 of these on its Board, serving as Chair from 2017-21.



Sinéad Glymond

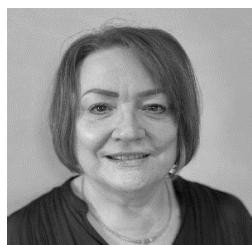
Treasurer

Sinéad is a Finance professional and has experience in both the private and community sectors. She has been on the board for over 10 years and was appointed as Treasurer in 2022.



Mary McNeill

Mary is a founder member and past employee of Footprints Women's Centre. She has been on the Board for 12 years, having served as Chairperson for 7 years.



Dolores Atkinson

Dolores works in health and community development and joined the Board of Footprints in 2022.

**Stacey Kelly**

Stacey is a social worker by profession and joined the Board of Footprints in December 2021.

**Roberta Denvir**

Roberta is a Social Worker who joined Footprints board in December 2021.

**Rosanna Holmes**

Rosanna works in the women's sector and has served on Footprints' Board for 8 years.

Job Description

Job Title:	Chief Executive Officer
Reports to:	Board of Directors
Location:	Dunmurry
Hours:	35hpw
Salary:	£50,000; 5% employer pension contribution; enhanced healthcare package
Leave entitlement:	25 days plus 12 statutory holidays

Job Purpose

The Chief Executive is responsible for the overall management and leadership of Footprints Women's Centre to enable it to achieve its vision, aims, values and annual goals and objectives.

The Chief Executive will have a pivotal role in protecting the core values of women's empowerment and ethos of family support and driving the charity forward under their leadership, thereby ensuring the long-term viability of the organisation.

Main Duties

Organisational

1. To work with the Board of Directors through the Chairperson to ensure good governance within the charity and Footprints Trading Ltd.
2. Facilitate the creation and implementation of regular strategic plans to meet the needs of the organisation, its users, staff and stakeholders.
3. Represent the Centre strategically on relevant Partnerships, Boards, Forums, Hubs and Steering Groups as required, promoting its interests and ensuring positive outcomes for the benefit of women and children in the Colin area.
4. Promote Footprints Women's Centre and provide information to its stakeholders using a range of communications.
5. Be responsible for the management and security of the Centre's premises.

Human Resources

6. Ensure the numbers and management of staff meet the needs of the organisation and comply with the organisation's policies and legal requirements.
7. Line manage the management staff team of Footprints Women's Centre.

8. Ensure the implementation of staff supervision, annual appraisal processes, staff care structures and continuous professional development across the team of employees within resources available.
9. Lead and fulfil line manager responsibilities to the Senior Management Team and ensure that all staff are managed in line with the Centre's terms and conditions of employment. Ensure that all managers are equipped to fulfil their responsibilities in relation to HR and finance.

Finance

10. Ensure finances and other resources are secured to achieve the organisation's strategies and plans.
11. Ensure that the financial procedures and guidelines employed by FWC are fit for purpose, understood by the relevant employees and that they are adhered to.
12. Direct and ensure control of the organisational budget, generating income through multiple funding streams and reviewing the allocation of financial resources within the organisation.

Risk

13. Ensure the policies and procedures of FWC are fit for purpose, adhered to and that staff act, at all times, within the regulations of the governing and legal bodies.
14. To be responsible for the safeguarding of children and vulnerable women.
15. Ensure a robust Health and Safety policy is in place and that it is regularly monitored and managed.
16. Ensure the organisation meets Data Protection Requirements.

Service

17. Provide quality service by leading efforts within the organisation to ensure services meet the needs of users, funders and partners, achieving relevant quality standards and continuous improvement.
18. Ensure the outcomes of services are monitored and evaluated to demonstrate that they meet the needs of users, of Footprints and the requirements of funders.
19. Ensure that FWC has an approach that encourages participation, empowerment and active citizenship and that users have a sense of ownership of the Centre.

Communication

20. Ensure regular and timely reporting of all monitoring and management of policies and procedures to the Board of Directors.
21. Facilitate clear communication between the Board, managers and staff.

It is essential to the development of Footprints Women's Centre that the postholder is able to respond flexibly to changes in the requirements of this post. This job description is therefore a guide and not an exhaustive list of responsibilities the postholder may have over time.

Person Specification

Education, Qualifications and Experience	Essential Relevant* 3rd level qualification and a minimum of three years' senior management experience <i>*it is the responsibility of the applicant to demonstrate relevance</i> Or Five years' senior management experience in a similar role working with women or families or children.
Abilities, skills and knowledge	Proven ability to lead, motivate and empower staff to facilitate their development and that of FWC Excellent working knowledge of funding or developing and managing income generation. Demonstrable experience of strategic and financial planning; budget control, day-to-day management of an organisation or department and monitoring & evaluation of delivery against objectives. Sound knowledge of women's issues and needs within the local community and a clear commitment to women's equality in society. Excellent working knowledge of the safeguarding of children and vulnerable adults and organisational safeguarding procedures. Ability to influence policy on issues affecting women and children. Highly developed interpersonal and communication skills. Knowledge of dealing with Health & Safety at a senior level. An understanding of and commitment to the ethos of Footprints Women's Centre Knowledge and experience of human resources management. Practical experience of transformation and change management. Desirable Previous experience of participation in steering groups, management committees or partnerships.

How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Tuesday 4 April 2023**. Applications should be made by email to: **patrick@co3.org.uk**

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities".

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities

Footprints Women's Centre is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Tuesday 4 April 2023

First Interviews

Wednesday 12 April 2023

Second Interviews (may include a seen or unseen task)

Wednesday 19 April 2023

Final Interviews

Monday 24 April 2023



Please address any enquiries relating to the advertised position, and your submission, to Footprint Women's Centre's recruitment partners:

Patrick Minne



Tel: 07792 509003
Email: patrick@co3.org.uk

www.engageexec.co.uk



Enquiries unrelated to this recruitment can be addressed to:

Footprints Women's Centre
84a Colin Mill
Poleglass, Dunmurry
West Belfast
BT170AR

Tel: 02890 923444
Email: reception@footprintswomenscentre.com

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