

May 2025



Oakland House
76 Talbot Rd
Old Trafford
Manchester
M16 0PQ

Thank you for your interest in the role of Chief Executive. The full details and application form are available at www.church-poverty.org.uk/vacancies

Church Action on Poverty is a great organisation which has been tackling poverty in the UK for over 40 years. Over the years we have had some notable successes.

- With Oxfam in the early 2000s, we introduced Participatory Budgeting to the UK, supporting over 120 participatory budgeting projects around the country, enabling thousands of people to have a direct say in how public funds were spent locally.
- In the mid 2000s we supported six very ordinary - but also extraordinary - women from Stockton on Tees to make the case for ending irresponsible high cost lending directly to politicians and decision makers. This eventually led the Financial Conduct Authority to properly regulate high-cost lending, as a result of which several million pounds in compensation was paid back to tens of thousands of customers of three main high cost lenders.
- More recently, the End Hunger UK campaign, we coordinated with other food and poverty charities, put food poverty firmly on the public and political agenda.
- We are very proud of our involvement in supporting the Your Local Pantry network of more than 130 food pantries across the UK, and want to build on this.

The role of Chief Executive is crucial to our effectiveness. If you want to learn more as well as the written pack, the current Chief Executive, Niall Cooper, is very happy to talk with you informally. Please contact him at niallc@church-poverty.org.uk to arrange a suitable time to talk.

The recruitment timetable is as follows:

Monday 2 June, midday: Closing date for applications

Monday 16 June (or possibly 17 June): Interviews in Manchester

Completed applications should be sent to kate@church-poverty.org.uk and marked CE Recruitment. No CVs or other attachments please, only applications using our standard application form will be considered.

This document includes the job description, person specification and background information to the organisation. The following documents also form part of the job pack:

- Application form
- 2023-24 Annual report and accounts
- 2024-25 Draft end of year management accounts
- Staff management structure

Yours sincerely

Helen Goodman
Chair of trustees

Chief Executive Job Description



About the role

Church Action on Poverty is a social justice organisation. Our vision is for the UK to become a country where everyone can flourish free from poverty. We support projects across the UK improving the lives of people in poverty. We create and facilitate opportunities for those with lived experience to voice their concerns with the aim of educating the public to raise awareness and understanding in line with our charitable objectives.

Currently, our programmes are structured on the principles of dignity, agency and power. They comprise: supporting a network of 130 food pantries with a membership of over 50,000; enabling people with lived experience of poverty to speak truth to power and supporting churches to explore what it means to be a 'church on the margins' as well as playing a leading role in high profile national campaigns.

We are an ecumenical organisation with a Christian ethos and roots in the churches who remain key partners for us.

As CEO you will lead the staff team. You will be responsible for providing overall strategic direction, coordination and management of all CAP programmes. Partnership building is a key role to maximise our impact.

It is anticipated that the role will be varied and flexible, but will include:

- Assisting the CAP Council of Management in the development and implementation of the organisation's programmes, campaigns, partnership building and public affairs work.
- Managing CAP's staff and resources in line with the organisation's agreed policies and priorities, and core values of collaboration, participation and empowerment.
- Fundraising and organisational strategy to achieve our aims.
- Ensuring that people with lived experience of poverty are actively involved in all aspects of CAP's work.
- Leading and line managing the Senior Leadership and Management Team.
- Working with the whole staff team to develop and implement strategies that build dignity, agency and power to end poverty.

Key responsibilities

1. Supporting CAP's Council of Management in its governance function

- Maintaining regular contact with the CAP Chairperson and Officer Group.
- Providing regular written reports to CAP's Council of Management and attending all meetings of the CAP Council of Management and Officers Group.
- Agreeing and implementing an annual planning cycle with the Council of Management, in line with CAP's strategic values and vision.
- Working with the chair and officers to ensure good governance of the organisation.

2. Ensuring the effective management of CAP's staff team by:

- Providing day-to-day management and support for the Senior Management and Leadership Team.
- Holding oversight of the policies and procedures of the organisation and ensuring that they are up to date and fit for purpose
- Setting the culture of the organisation, with a focus on promoting collaborative working, learning and staff wellbeing.

3. Finance and fundraising

Setting a clear, viable organisational and financial strategy and implement through

- Fundraising and relationship building to secure the resources needed for the programme work and campaigning.
- Formulating appropriate applications for programme funding.
- Providing resources for donors and churches to organise fundraising.

4. Programme Development

Leading the process of programme development within CAP in order to:

- Promote new approaches to combating poverty, which build the dignity, agency and power of people and communities struggling against poverty.
- Ensure that programmes have clearly identified aims, objectives and methods and that programmes are monitored and evaluated.

5. Partnership Building

Building partnerships and contribute to the shared leadership and development of a movement based on dignity, agency and power with people and struggling communities against poverty, by

- Working with a wide range of partners and people with lived experience, to connect and build networks of people and groups who are committed to challenging poverty.
- Ensuring that CAP works collaboratively, leading CAP's involvement in strategic coalitions, alliances and other movement building opportunities.
- Ensuring CAP's work is informed by the insights of people with lived experience of poverty, as well as wider public policy, debate and research.
- Ensuring that CAP's views are shared with government, politicians, churches and others, where possible, led by people with lived experience of poverty.

6. Membership and supporters

Working with CAP's Communications and Supporter Relations manager to ensure the recruitment and retention of members, donors and supporters by ensuring that:

- CAP members are provided with regular mailings and appropriate support for local/national activity and ensuring that requests from CAP members and others for information and support are dealt with appropriately.
- Overseeing resources for Challenge Poverty Week and Poverty Sunday

7. Public Profile

In collaboration with CAP's Council of Management and staff, ensuring that CAP maintains a high profile within both the church and secular media, including:

- Ensuring CAP contributes effectively to public and media debate, including mainstream secular and church media, TV, radio and new/social media etc.

- Prioritising opportunities for people with lived experience to act as spokespeople and the public face for CAP.
- Attending and speaking at appropriate conferences and events making sure that CAP is represented at key events.
- Representing CAP views to national, regional and local government.

8. Theological Development

Facilitating the development of theological and other resources which reflect

- the lived experience of people and communities struggling against poverty, biblical sources, personal faith and other theological writing.
- wider analysis of social, political and economic issues.

Accountability and relationships

The Chief Executive is accountable to the elected Council of Management. Regular contact is maintained with the Officers Group, and in particular the Chair.

The Chief Executive provides line management to the other members of the Senior Leadership and Management Team, and works closely with other members of the CAP staff team, and external partners.

Other details about employment

- Duration:** Permanent contract with six month probationary period.
- Hours:** 35 hours per week including occasional 'unsocial' hours, weekend working and overnight travelling for which Time Off in Lieu is provided.
- Salary:** Church Action on Poverty Salary Band L, starting at scale point 43 on the NJC scales (currently £52,805 pay award pending). Rising by increments after 3 years and every 2 years thereafter to point 46 (currently £56,073), paid monthly on the 14th day of each month.
- Pension:** Church Action on Poverty operates the Nest auto-enrolment pension scheme, and contributes a 10% employer contribution provided the staff member commits to making a 5% employee contribution.
- Benefits:** Simply Health Cash Plan, Working from Home allowance, Employee Assistance Programme, Cycle to Work Scheme, Staff Expenses Debits Cards, National Gym and Partner Discounts.
- Holidays:** 25 days' annual leave pro rata (30 after five years' service) plus statutory holidays. Office closure over New Year period on top of annual leave.
- Location:** Hybrid working on a flexible basis from home with some time each week in the Manchester office.

Further details and application form are at www.church-poverty.org.uk/vacancies

Completed applications should be sent to kate@church-poverty.org.uk and marked CE Recruitment. No CVs or other attachments please, only applications using our standard application form will be considered.

Chief Executive Person Specification



Essential Qualities

1. Is passionate about eradicating poverty and working for social justice in the UK.
2. Is empathetic to and understands the importance of listening to experts by experience.
3. Will be a creative, innovative leader, strong on both vision and strategic programme development.
4. Has strong communication skills and campaigning experience.
5. Has an aptitude for and a track record of successful fundraising.
6. Can demonstrate an ability to build relationships with a wide range of people and partners from grassroots community organisations to senior staff at national level.
7. Has significant experience in the community/not for profit sector and the skills to run a medium sized national charity
8. Has good financial understanding.
9. Has a collaborative leadership style, with people management skills and the experience to build a strong team, drawing on each members' gifts and furthering an organisational culture strong on wellbeing, support and trust.
10. Understands how CAP's vision is related to its Christian roots and is keen to work with the churches.
11. Has a clear sense of their own personal values and how these align with the organisation.

Desirable Qualities

12. Has previous experience of working with people with lived experience of poverty.
13. Has the knowledge and ability to make sense of complex social, economic, political environments and to identify specific opportunities to achieve change.
14. An understanding of the legal framework within which charities must operate.
15. Understands how theology can be applied in the UK social context and is comfortable giving theological leadership.

Church Action on Poverty

Background to the organisation



Church Action on Poverty is a charity limited by guarantee and registered as a charity (Charity Number 1079986, Registered Company Number 3780243).

The charity is governed by a trustee board, the Council of Management, who are responsible for ensuring the charity achieves its mission and complies with relevant statutory legal and financial regulations. The trustees are volunteers with appropriate skills, knowledge and experience to ensure good governance and that the Council represents the diverse community we serve. More information on the individual trustees can be found on our website.

Day-to-day management of the charity is undertaken by the Chief Executive and the senior leadership and management team.

Welcome to our Team

Church Action on Poverty believes that our success depends to a significant extent upon the contribution of our employees as well as the effectiveness of their use of our resources. We recognise that fair and effective employment policies and procedures are essential to the achievement of that success. We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

Our Mission and Objectives

Church Action on Poverty is a national ecumenical Christian social justice charity, committed to tackling poverty in the UK. We work in partnership with churches, and with people in poverty themselves, to tackle the root causes of poverty. We put gospel values of justice and compassion into practice. To make change happen, we aim to...

Build Dignity, Agency and Power to End Poverty

- **Build a social movement.** To realise our vision, we must transform social attitudes and public policies. Only a powerful social movement, drawn together around a common cause, can do this.
- **Work with the real experts.** People who live with poverty on a daily basis must be at the forefront of the movement. Solutions to poverty will only work if they are rooted in the knowledge and expertise of those who understand it best.
- **Speak truth to power.** A movement to end poverty has to speak out against injustice. It must also build broad support for action by Government, business and others to tackle the root causes of poverty in the UK.
- **Mobilise the power of civil society.** To build a broad movement, we work with all kinds of partners, develop effective coalitions, and equip people to work together for change.

- **Use the media to tell stories.** To build broader public support, we have to mobilise the power of the media. Our most powerful advocates are people with stories to tell. The most powerful stories point to long-term solutions rooted in compassion and justice.
- **Help churches be catalysts for change.** Churches have a key role to play, by affirming the gospel imperatives to give priority to the poorest and most marginalised in society, and by working to transform unjust structures.

As a charity, all surpluses we generate are re-invested in our mission to tackle the root causes of poverty in the UK.

Our Values

Church Action on Poverty was founded in 1982 as a response to rising poverty and injustice, based on Christian values.

- We believe in justice: freedom from oppression, equality, hope for a better and a fairer world.
- We believe in equality and inclusion: celebrating the riches of diversity and striving to hear all voices
- We believe in our common humanity: we are all made in the image of God and therefore all people are of intrinsic equal value; we believe in inclusivity, respect and care for others, and responsibility.
- We believe in people exercising power: we affirm people's inherent power to generate solutions to the problems they face; to have their own voice, ownership and power, and a right to learning.
- We believe in speaking truth to power: naming, fighting and challenging injustice, being prophetic and holding power accountable.
- We believe in active listening: establishing trust, and valuing people's unique contribution and voice.
- We believe in commitment: going the extra mile, long-term commitment to communities, seeing it through and seeing change happen.

Equality, Inclusion and Diversity

We recognise that we live in a society in which inequality, discrimination and exclusion are a reality and we seek to be an organisation that challenges rather than perpetuates those wrongs. We cannot end poverty without taking account of the ways in which poverty and other forms of discrimination and exclusion intersect and without challenging oppression.

- Church Action on Poverty seeks to treat every individual and community with dignity, and to work at every opportunity to build agency and power together. We seek to recognise and celebrate everyone's uniqueness, and to listen to their stories.
- We believe that the more diverse voices are heard in our organisation, the better we will be. We want to develop policies and approaches to EDI in conversation with those who bring expertise by experience.
- We value the diversity that a wide range of people brings and we are committed to increase that diversity in our organisation and amongst the groups with whom we work.
- We will go beyond legal requirements and seek ways to increase diversity and inclusivity in our organisation and amongst our partners and members. We will expand both on the language used in law, by for eg recognising ethnicity and nationality as well as race; and going beyond the 9 Protected Characteristics of the Equality Act 2010 to seek to eliminate discrimination on other grounds such as social class, place of residence, education, caring responsibilities, physical appearance or experience of the criminal justice system.
- We are committed to increasing our understanding of neurodiversity, mental and physical health with the help of experts by experience and insights from biopsychosocial models of disability (an approach which takes account of biological, social and psychological factors) so that we can make necessary accommodations to support the flourishing of our staff, partners and members.
- We are committed to review this policy regularly, and to do so listening to and in conversation with those who have lived experience in this area as well as learning from good practice and expertise. We will evaluate our progress against this policy at least annually.