



**Director**

**Emmaus Leicestershire &  
Rutland**

**Application Pack**

**October, 2021**

## **Contents**

Introductory Letter	3
About Emmaus	4
About Emmaus Leicestershire & Rutland	6
Job Description	7
Person Specification	9
Application Process	10
Safeguarding and Right of Work in the UK	10
How we store and use your personal information	11



Dear applicant

On behalf of the Board of Trustees of Emmaus Leicestershire & Rutland may I thank you for your interest in the Director position in our Community.

As you may know, Emmaus communities operate a unique model to support formerly homeless people, known as companions. We provide them with a home, care, training and mentoring, support for as long as they need it, and meaningful work in our social enterprises, which are based around the recycling and sale of unwanted goods donated by members of the public.

We are now seeking a suitable candidate to fill a vacancy for the important position of Director. Given the growth of the community, the ambitious programme of projects in our Strategic Plan, and the need to consider new directions and initiatives, the Board is looking for a dynamic leader in the role of Director. The successful appointee will report to the Board, manage and motivate the whole community, deliver our strategic objectives, and work with other stakeholders to address homelessness issues.

If you feel this opportunity is for you, I do hope you follow up your interest by applying for this important and exciting position. We look forward to hearing from you.

Best regards

Peter C Savage

Chair of the board

## About Emmaus

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### **Our vision: A world in which everyone has a home and a sense of belonging**

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus community and work in the social enterprise, where they support themselves and one another. There are currently 750 companions living at 29 Emmaus communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing companions that their actions make a real difference, both to their own life, and the lives of others.

### **How it works**

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Unlike a lot of provision for homeless people, Emmaus communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask:

- That companions work for 40 hours per week, or give as much time as they are able, in the community's social enterprise;
- That they behave in a respectful way towards one another;
- That no alcohol or illegal drugs are used on the premises;
- That they sign off all benefits, with the exception of housing benefit.

## Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus community, £11 is generated in social, environmental and economic returns.



The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs;
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill;
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in companions' physical and mental health, including reductions in substance misuse.

## Emmaus Leicestershire & Rutland Background

At Emmaus Leicestershire & Rutland, formerly homeless people and those at risk of homelessness find a place where they can enjoy companionship and support. Our community was established in 2012 and is based in Hinckley.

### We offer a home

We currently have space to accommodate 16 people at our accommodation 'Elm Lea' in Hinckley, Leicestershire. Everyone has their own room and private bathroom whilst living in the community, as well as many large communal areas where they can socialise.

### We offer work

All companions work full time and there is work for everyone. Our two retail locations provide a commercial setting where skills can be learned in a friendly atmosphere.

### We offer a new beginning

Emmaus offers homeless people a fresh start in life with the support of the community around them. They can stay as long as they wish and are offered opportunities to acquire skills. Some stay for only a few months in order to get themselves back on their feet before returning to independent living, but for others Emmaus will become their permanent home. If a companion wants to move on, he or she will be assisted to find accommodation and work.

### We wish to grow our community

It is our aspiration to develop and grow our community by increasing the number of companions that we can accommodate which will consequently enable us to increase the contribution from our social enterprise. This year we have acquired the enlarged site from which we undertake social enterprise activity and we are now planning to develop that site into a consolidated location for all activities.



## Director Job Description

### Purpose of the role

The Director is responsible to the Board for the successful leadership and management of the community together with the operation of the social enterprise businesses. It is intended that the Director will develop and extend the community and social enterprise in line with the charity's objects and strategic plan.

### Accountabilities

- a. To report and be accountable to the Board for the achievements of the charity's objects to provide accommodation, rehabilitation, and meaningful work to previously homeless people.
- b. To review, develop and deliver the five-year strategic plan and accompanying annual business plan for approval by the Board.
- c. Reports to the Board on the charity finance through annual budget, regular re-forecast, and monthly monitoring of performance.
- d. In conjunction with the Company Secretary ensures the completion of all statutory returns and those required by external funders etc.
- e. To ensure the effective management of the companion community including the development of a positive community culture. This will include the development of regular communication programmes and individual companion development plans.
- f. Is the key point of contact for links with Emmaus UK, International and other Emmaus communities.
- g. Delivers effective human resource management to the employee and volunteer teams. Demonstrates high standards in recruitment, personal development, performance management and communication enabling the well-being and welfare of the teams.
- h. To develop an external relations strategy which supports increased awareness of Emmaus within the local area.
- i. Develops a strategic fundraising and income generation plan to support a sustainable future for the charity.
- j. Is the public face of Emmaus acting as the conduit to external stakeholders including Local Authorities, funders, agencies and other bodies. Provides regular reports to the Board on the fulfilment of restricted funding requirements.

- k. Enforce compliance with guidelines on Health and Safety and Safeguarding obligations across the charity. Develops and maintains a risk register for the charity.
- l. Any other reasonable duties as required by the Board of Trustees.



## Director Person Specification

The Director role requires a mix of skills as it has an element of social care and commercial focus. The role is challenging but fulfilling and will suit someone who is interested in making an impact in the charity sector. The role is supported by an experienced and committed Board of Trustees.

### Essential Characteristics

1. Has a demonstrable track record of effective management of an organisation.
2. Is an analytical problem solver focussed on problem resolution, organisational survival and growth.
3. Is comfortable managing finance, including budgeting, re-forecasting, and regular performance review.
4. Has an understanding of homelessness and the current trends impacting people who become homeless.
5. Has worked with Boards to develop organisational policy to improve performance.
6. Has a structured approach to planning, identify key priorities and prioritisation.
7. Has line management experience and the ability to support and motivate team members creating a positive culture.
8. Has experience of commercial enterprise and understands the key drivers of growth, cost control and profitability.
9. Can work as team and able to engage with companions, staff members, volunteers and trustees.
10. Has a flexible approach and is able to balance the need for attention to detail with the big picture.
11. Has the capacity to work flexibly on occasion.
12. Is able to promote the ethos of Emmaus and influence stakeholders.

### Desirable Characteristics

1. Good general standard of education and the ability to articulate a position verbally and in writing.
2. Displays a confident and assertive persona with drive and determination.
3. Manages time effectively to maximise impact and performance.
4. Demonstrates outstanding leadership qualities.
5. Is a resilient and resourceful character with the ability to overcome problems.
6. Can develop individuals and the team through talent development initiatives.
7. Capable of inspiring as a leader and as an advocate of Emmaus.

## **To Apply**

To apply please send your CV in a word file format, with a supporting statement on no more than one side of A4 (plus your completed Equal Opportunities Form and Declaration of Criminal Records Form) to [peter.savage@emmaus.org.uk](mailto:peter.savage@emmaus.org.uk) by Friday 26th November 2021. For an informal discussion about the role please contact Peter Savage, Chair, Emmaus Leicestershire & Rutland on 0797 324 6666.

## **Safeguarding and Right to Work in the UK**

The role will involve working with companions and in the community, so the role will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties
- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.

## How we store and use your personal information

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Your CV and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The CV and supporting statement will be passed onto other members of the panel. But before it is passed on the personal information will be removed from your CV. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist 'blind', so that the recruitment process is fair and equitable and we are encouraging a diverse workforce.