

## Stour Health and Wellbeing Partnership



## Chief Executive Job Application Pack



Indoor curling at Ilmington

Stour Health and Wellbeing Partnership is a Registered Charity no 1192236.

## The Stour Health and Wellbeing Partnership

### Introduction

We are seeking an enthusiastic and dedicated individual to join the Stour Health and Wellbeing Partnership (SHWP) team as our first ever Chief Executive. This is an exciting opportunity to work for a charity that takes a unique community led approach to improve the health and wellbeing of our fellow residents in the Stour area through better partnership working.

If you are committed to improving the health and wellbeing of the Stour community and have the desire to work within a partnership-focused charity, we encourage you to apply for this exciting opportunity. In addition to a competitive salary, you will have the opportunity to lead a new small paid staff team, dedicated volunteers and be part of an organisation with a growing reputation uniquely positioned to tackle health and wellbeing challenges in the Stour area.

### How to apply

Please send a CV along with a maximum 2-page cover letter explaining why you are interested in the role and how you meet the person specification. Please send it to [bob.armstrong@clara.co.uk](mailto:bob.armstrong@clara.co.uk). The closing date is Friday 11<sup>th</sup> April. Interviews week commencing 21<sup>st</sup> April.

If you would like to discuss the role beforehand then please email our Chair Bob Armstrong on [bob.armstrong@clara.co.uk](mailto:bob.armstrong@clara.co.uk) or call 07855 744868 to arrange a time to talk.

### Background

The Stour Health and Wellbeing Partnership (SHWP) covers a rural area south of Stratford upon Avon in South Warwickshire and was established as a Charity in 2020 (1192236) with CIO status.

It has a membership of over forty locally based organisations and individuals concerned with health and wellbeing in the Stour area. This includes the South Warwickshire Foundation Trust (NHS), Ellen Badger League of Friends, Shipston Medical Centre, Public Health, Town, District and County Councils and numerous charities and good causes.

The SHWP Trustee Board consists of seven members all involved in the day to day running of the charity. This is in addition to their statutory responsibilities. In 2023 we employed a part time Community Developer to support the Partnership's activities.

By early 2024 it was evident that the Partnership needed more resources to meet demand and the range of activities provided. This led to the setting up of a project called 'Growing the Future' which had the aim of securing funding for the employment of our first Chief Executive and two Community Builders. The Community Builders would take an ABCD community development approach to building relationships with residents and provide a variety of services and activities to meet their health and wellbeing needs.

This project has been successful, and we have secured funding from:

- The National Lottery Community Fund over 3 years
- South Warwickshire Foundation Trust over 3 years
- Ellen Badger League of Friends over 3 years subject to year 1 satisfactory progress

I think you would agree that this is testament to our credibility with local and national organisations.

A key aspect of our work going forward will be the development of a thriving health and wellbeing hub within Shipston as well as activities in the surrounding villages.

### **Purpose of SHWP**

*‘To improve the health and wellbeing of all residents in the Stour area through better partnership working’.*

Supporting our communities to live healthier, happier and longer lives. In this context health and wellbeing is concerned with both the physical and psychological needs of the community. Taking regular exercise, keeping active and tackling loneliness have proven to be crucial factors in maintaining a healthy and independent lifestyle.

### **A Community Led Organisation**

The SHWP is ideally placed to support new ways of working to meet the Stour community’s needs. This recognises and embraces recommendations in national reports including the Marmot Report, NHS Integrated Care System (ICS) and local evidence reports from Warwickshire County Council, Community Powered Warwickshire, Healthwatch and the latest Joint Strategic Needs Assessment (JSNA) surveys.

### **Strategic Priorities**

An independent expert project team identified SHWP’s Health and Wellbeing’s Priorities as:

*Mental Health; Children, Young People and Families; Physical Activity; Healthy Ageing; Environment and Travel*

All are impacted by the wider determinants of Inequality, social isolation (exacerbated by Covid) and more recently the Cost-of-Living Crisis.

From this we developed community led Work Stream groups to focus on the six priorities identified by the expert group.

## **Stour Community: Evidence, Needs and Delivery**

### **Evidence**

The work of the SHWP includes the findings of the Warwickshire Joint Strategic Needs Assessment (JSNA) and more specifically the Stour section, for example:

- Many health and wellbeing issues in the Stour area linked to lifestyle and lack of physical activity.
- Depression rates across the area (12.5%) are significantly worse than for England (10.7%) [Warwickshire Joint Strategic Needs Assessment (JSNA) July 2020]
- Warwickshire life expectancy; Men-80.1; Women-83.9. *Healthy life expectancy-64.6 and 64.1 respectively.*

### **Delivery**

- Physical activity- successful delivery of activities by the SHWP under the `Dr Sue Pritchard Memorial Challenge` banner.
- Access to public transport, digital facilities, and outreach centres – are key to delivery and especially challenging in rural areas.
- Loneliness/isolation for ageing population – we have proven examples of reducing this in our Dr Sue Pritchard Memorial Challenge activities.
- The development of a Toy Library
- Weekly Warm Hub

### **SHWP's Role**

The SHWP is uniquely positioned to tackle the health and wellbeing challenges in the Stour area by creating a `partnership working` ethos between all agencies involved in health and wellbeing issues:

- Increasing the local community's awareness of health and wellbeing issues and the role of `self- help` in furthering improvements in health and wellbeing and focus on those most in need.
- Providing a `signposting` service for members of the community to pursue health and wellbeing improvements.
- Delivering and supporting activities in Shipston and the surrounding areas.

The scope of the partnership extends beyond the existing reach of many of the support services which focus on a particular town, area or specific need. This is a model which could be adopted on a county wide scale. Stratford District Council is keen for SHWP to succeed as it could be replicated elsewhere in the district.

## SHWP delivery to the Stour Community

SHWP Activities:

The Dr Sue Pritchard Memorial Challenge. In memory of the late Dr Sue Pritchard who was a great advocate of health and wellbeing. The activities include walking and cycling trails, indoor curling, seated exercise, Pilates, Tai Chi, Strictly Fitsteps FAB dancing exercise, village meet and chat sessions, social afternoons, Dementia support and others under consideration.

Community Warm Hubs. These provide support for people and an opportunity to meet a wide variety of organisations concerned with health and wellbeing in an informal setting. SHWP is also working in partnership with three other organisations in Shipston and liaising and supporting various village hall committees running Community Warm Hubs. It is anticipated this number will grow. SHWP is working closely with the Warwickshire Rural Community Council (WRCC) in the development of Warm Hubs.

It is envisaged that many of these activities will dovetail with the Health and Wellbeing Hub planned for the Ellen Badger hospital site and due to open in 2025.



Some of our activities

## £10k boost for activities

A £10,000 cash boost will help create more activities in Shipston to get older people more mobile, writes Harry Hibbert. Shipston Leisure Centre is working with community charity Stour Health and Wellbeing Partnership, who secured the funding from Sport England and funding from Sport England and housing association, L&Q, to assist the project. Activities being offered are targeting the elderly who were previously inactive due to lockdown and injuries, with older family members and learning more about the history of the town they live in. Shipston leisure centre is managed by award-winning operator Everyone Active in partnership with Stratford District Council. Contract manager Alex Fuoco-Lang said: "It's always a challenge to break down barriers to participation, particularly for this age group. We know innovative ideas for activities are key and we're delighted to be able to continue delivering them."





## Stour Health and Wellbeing Partnership

### Recruiting Our First Ever

#### Chief Executive

**£39,000 per annum**

**37 hours per week**

Are you passionate about community wellbeing and eager to make a lasting impact?

We are seeking an inspiring and dynamic **Chief Executive** to lead Stour Health and Wellbeing Partnership through an exciting new chapter. Thanks to recent success in securing National Lottery and local health funding, we are now establishing our first paid staff team. This is a rare and exciting opportunity to shape the future of our charity from the ground up and leave your mark on a growing organisation.

In this pivotal role, you will:

- Provide strategic leadership to drive our mission forward.
- Manage the charity effectively and efficiently, ensuring sustainability and growth.
- Lead on fundraising initiatives to secure ongoing support for our vital work.
- Ensure full compliance with relevant policies, governance, and regulatory requirements.
- Develop and nurture strong partnerships across the community to expand our reach and impact.

We are looking for an individual with excellent leadership skills, strategic vision, and a strong understanding of the charity sector. If you are committed to making a difference at a grassroots level and thrive in building connections, we would love to hear from you.

For an informal discussion about the role, please contact our Chair of Trustees, **Bob Armstrong**, at **bob.armstrong@clara.co.uk** or call **07855 744868**.

To access the job opportunity details and application pack, please visit our website:  
[www.shwp.org.uk](http://www.shwp.org.uk).

**Closing date** Friday 11<sup>th</sup> April 2025  
**Interviews:** Week commencing 21<sup>st</sup> April 2025

## Stour Health and Wellbeing Partnership Job Description: Chief Executive

**Responsible to:** The Chair of Trustees

**Payment:** £39,000

**Hours:** 37 per week

**Duration of post:** Permanent subject to funding

**Location:** Health and Wellbeing Hub in Shipston on Stour

### Job Purpose

- Manage daily operations, ensuring efficiency and professionalism.
- Develop and manage an Income Generation strategy to ensure financial sustainability and assist with funding bids by the Trustees.
- Contribute to strategic planning and development with Trustees
- Develop and maintain policies, processes, and systems for regulatory compliance and high-quality service delivery.
- Lead a team of community builders and volunteers.

### Main Duties and Responsibilities

#### Management:

- Optimise daily operations through continuous improvement.
- Motivate and manage community builders and volunteers in a supportive environment.
- Recruit, induct and provide training for new staff and volunteers.
- Report and monitor activities as per funding partner and Trustee Board requirements.
- Procure equipment, supplies, and services cost-effectively.
- Develop management information and reporting as required by the Trustees

#### Administration:

- Maintain high-level business processes and administrative support.
- Support the treasurer/delegated Trustee with administrative and financial tasks.
- Oversee printed and electronic media content.

#### Compliance & Governance:

- Ensure that regulatory and advisory processes and minimum standards are identified and in place.
- Develop and maintain systems, policies, and procedures for regulatory compliance.
- Update Charities Commission data with the Treasurer.

#### Community and Networking:

- Gather community feedback and conduct consultations and research.
- Develop networks and relationships with stakeholders, including high-worth individuals.
- Collaborate with stakeholders and communities to access funding, volunteers, and resources.
- Other Responsibilities
- Participate in SHWP events.

- Maintain professionalism when dealing with stakeholders and the community.
- Engage in performance management, training, and relevant meetings or conferences.
- Adhere to company policies, health and safety legislation, and safeguarding protocols.
- Promote Equality and Diversity in the workplace.
- Uphold and champion SHWP values.

## Person Specification

Qualifications	
Essential	Desirable
	GCSE in English and Maths (Grade A-C)
	A business or healthcare qualification (NVQ 3-4) might be an advantage

Experience	
Essential	Desirable
Managing the day-to-day operations of a small to medium-sized organisation	Developing, maintaining, reviewing and improving administrative, management and financial information systems
All aspects of staff management (employees and volunteers), including recruitment, selection, induction and performance management	Working with, supervising and motivating volunteers
Sound financial awareness	Working in the Charity sector
	Partnership working
	Collaborating with public sector and other health and wellbeing agencies
	Experience of Asset-based Community Development (ABCD) methodology
	Report writing

Knowledge, Skills and Abilities	
Essential	Desirable
Effective leadership, motivation and management of staff	Working knowledge of the following legislation: <ul style="list-style-type: none"> <li>- GDPR</li> <li>- Health and Safety</li> <li>- Charity</li> <li>- Employment</li> <li>- Safeguarding</li> </ul>
Ability to enthuse, persuade and motivate others	Local knowledge
Excellent administrative skills, with a high degree of accuracy and attention to detail	
Strong organisational skills, with an ability to plan and prioritise own work and that of others	
Ability to maintain confidentiality	
Ability to develop professional and productive relationships with a range of stakeholders, including members of the	

public, staff, volunteers and partner organisations	
Sensitive and effective interpersonal skills and emotional intelligence	
Ability to exercise initiative and work independently but also as a member of team	
Excellent analytical and problem-solving skills	
Ability to work at pace, prioritise and manage conflicting demands	
Ability to work flexibly and adapt quickly and positively to change	
Excellent written and verbal communication skills	
Proficient in the use of IT, including Microsoft Office applications and internet	Social media content management, database management, finance software
Highly numerate	
Flexibility to undertake occasional work out of normal office hours	
Mobility and ability to attend venues throughout South Warwickshire	

**Personal attributes– linked to values**

- Integrity and respect for confidentiality
- Team player
- Pro-active
- Professional
- Can multitask and uses own initiative
- Tactful
- Calming presence
- Solutions-focussed
- Committed to equality and diversity, and anti-discrimination