



## **JOB DESCRIPTION & PERSONAL SPECIFICATION: CHIEF EXECUTIVE OFFICER**

**Post Title:** Chief Executive Officer

**Contract Type:** Part-time, Permanent

**Salary:** £60,000 pa pro rata

**Responsible to:** Board of Trustees of Redhills CIO

**Hours:** 18.5 Hours Per Week

**Location:** Redhills, Durham Miners Hall

**Probationary Period:** 6 Months

**Holiday:** 25 days pro rata, plus bank holidays

**Notice Period:** Prior to end of probationary period: 1 week

Following completion of probationary period: 3 months

**DBS Check:** We welcome applications from people with diverse backgrounds and experiences. If you have an unspent criminal conviction, you must let us know when you apply. If appointed, you will need to complete an enhanced Disclosure and Barring Service (DBS) check (and renew it regularly). Having a criminal record does not automatically disqualify you from working with us. We will consider the nature of any conviction, when it happened, and how it relates to this role and our organisation. If you would like to discuss this before applying, please contact us.

**References and Right to Work:** Any offer of employment will be subject to the receipt of two satisfactory, written references, one of which must be from your most recent employer or professional contact. You must have the legal right to work in the UK.

## ABOUT REDHILLS

The magnificent Redhills Miners Hall is Durham's other cathedral. It's a building in which community power literally changed Britain. **We believe it can do so again.**

It was here, in Redhills' unique Pitman's Parliament, that the collective strength of ordinary working people achieved the extraordinary. They built the forerunner of Britain's welfare state, transforming the health, education, housing and leisure of our working class communities. They built a self-made tradition and culture which bound the people of Durham together.



The Durham Miners Association has passed the stewardship of Redhills to a new charity, Redhills CIO, which is renewing the building and returning it to the communities whose values inspired it, whose resilience sustained it, and whose labour paid for it.

The building is a venue for cultural events, conferences, celebrations and exhibitions and offers an audio-visual guided tour. It has office space for local organisations. Redhills CIO is a not-for-profit charity but aims to generate enough income from activities in the building to be sustainable.

Beyond the building, Redhills CIO aims to revitalise coalfield communities by building and convening a network of powerful self-organised groups, with Redhills at its heart, that can build a solidarity economy that changes people's lives.

## OUR CAUSE

**We harness the power of the Durham Miners' living heritage to inspire and empower our coalfield communities to take collective action to change their own lives.**

## OUR 3 MISSIONS

### 1 > Build pride, confidence and hope

Re-establish Redhills as the focal point to celebrate the living heritage and culture of County Durham's coalfield communities.

### 2 > A community network and parliament

Convene a powerful network of self-organised groups to come together to solve shared problems by building a solidarity economy.

### 3 > A beacon for marginalised communities

Build a campus to foster social, economic and political education and prototype, study and disseminate ways to build the solidarity economy.



## PURPOSE OF THE POST

Redhills wants to empower working class communities across the Coalfield to collectively transform their own lives. As CEO, you will lead that Cause and the long-term strategy to achieve it. We need a leader that can bring all our stakeholders together to make common cause, representing Redhills to the public, activists, organisations and funders at a local, national and international level. A key part of your role will be securing the charity's financial sustainability, including a sound business plan for the operation of the Miners Hall and leading on major fundraising efforts to create a multi-million pound community investment fund. You'll work closely with the staff team and Board of Trustees to deliver Redhills' missions in line with our values.

## DUTIES AND RESPONSIBILITIES OF THE ROLE

1. Lead the development of Redhills' long-term strategy to deliver its missions in line with its values in pursuit of its Cause.
2. Represent Redhills with a wide range of stakeholders – from local communities to national trade unions and funders to international partners.
3. Act as an ambassador for the organisation across sectors including arts, heritage, education, economic development, activism, and social justice.
4. Lead on major fundraising initiatives, including building relationships with funders, donors, trusts, and foundations.
5. Ensure Redhills has a strong, sustainable business model with a diverse range of income streams.
6. Work closely with the other members of the senior leadership team (Head of Operations; Head of Solidarity; Financial Controller) to support the delivery of day-to-day programmes and services.
7. Support and oversee the work of the senior leadership team.
8. Ensure good governance, risk management, and compliance across the organisation.
9. Build and maintain effective relationships with key funders, strong communication and reporting.
10. Work with the Board of Trustees to ensure good governance: transparency, accountability, board development, strategic overview and good decision-making.
11. Champion a positive and inclusive organisational culture, where all staff and volunteers feel valued and supported.
12. Be a visible and accessible leader, supporting staff and volunteer wellbeing and team development.

## SUPPORT AND WORKPLACE ADJUSTMENTS

We are committed to making reasonable adjustments to support employees with disabilities or accessibility needs. This includes providing appropriate equipment, adaptations, or other workplace adjustments to enable staff to carry out their role effectively, in line with the Equality Act 2010.

## YOUR RESPONSIBILITIES

As part of your role at Redhills, you will:

- Champion fairness and inclusion, ensuring that all colleagues and visitors are treated with respect and given equal opportunities.
- Handle confidential information responsibly, following data protection policies and good practice.
- Follow health and safety policies, ensuring a safe working environment for yourself and others.
- Be open to learning and development, growing your skills and knowledge as part of your role.
- Help keep children and vulnerable adults safe, reporting any concerns to the appropriate service and following Redhills' safeguarding policies.

This job description provides a general outline of your responsibilities. These may change over time, but any adjustments will reflect the nature and level of the role.

# PERSONAL SPECIFICATION

## Essential Skills & Experience

- ✓ Experience of senior leadership in a charity, public, cultural or community organisation.
- ✓ Proven success in building partnerships and representing an organisation externally.
- ✓ Experience of raising income from diverse sources (e.g. trusts, foundations, public funding, major donors, business partnerships).
- ✓ Experience of working with or reporting to a Board of Trustees or similar governing body.
- ✓ Understanding of financial oversight, risk management and good governance in a charity or non-profit setting.
- ✓ Strong understanding of issues relevant to Redhills' mission: economic development, social justice, community organising, education, heritage and culture.
- ✓ Experience of leading and motivating teams through change or growth.
- ✓ Commitment to fairness, equity, and inclusion.

## Desirable Skills & Experience

These are not essential, but would be useful:

- + Experience working with or within grassroots community or trade union organisations.
- + Experience of developing long-term strategy or vision at a senior level.
- + Knowledge of the funding landscape across arts, heritage, education or community sectors.
- + Familiarity with relevant regulatory frameworks (e.g. Charity Commission guidance, GDPR, safeguarding).

## Skills and Attributes

- ✓ Excellent communicator – confident speaking with a range of people and writing clearly for different audiences
- ✓ Strategic thinker – able to see the big picture and make decisions that align with long-term goals
- ✓ Relationship-builder – able to work collaboratively with people from different backgrounds and sectors
- ✓ Organised and reliable – able to manage complex priorities and meet deadlines
- ✓ Motivational – able to support and inspire teams and individuals
- ✓ Adaptable – comfortable working in a changing, growing organisation
- ✓ Personally committed to inclusion, fairness and ethical leadership
- ✓ Able to travel for meetings, events and representation when required