

The Community Chaplaincy Association is seeking to appoint

a Chief Executive Officer

A strategic as well as practical role representing and enabling Community Chaplaincy projects nationwide as they support prisoners through the gate and in the community to desist from crime and make a fresh start. There is a genuine occupational requirement for the post-holder to be a person of faith and be committed to the aims and purposes of the organisation.

The Chief Executive Officer will report directly to the CCA Board and demonstrate leadership and strategic skills working with our member organisations. The post holder will play a key role in bringing members together to build on past successes and find new ways to grow and innovate, addressing challenges in the sector and identifying new opportunities.

Salary range: £40,578 - £43,570 plus 6% contribution to pension. *The salary is based on NJC Pay Scale Spinal Column Points (SCP) 36 – 39. There is scope for movement based on experience.*

Terms: Full time, permanent or part-time (pro-rata) considered.

Location: Accessible to London and major transport links – working from home a possibility. *Current access to office in Birmingham.*

Closing Date: **Noon on Saturday 30th April 2022**

Short listed candidates will be informed by email before: **1800 on Tuesday 3rd May 2022**

Interviews in London of short-listed candidates: on **Tuesday 10th May 2022**

Application Process: Please download Information and Application Forms using the links below. Applications should be completed electronically and emailed before the closing date. You may also email to us questions important to you when considering whether to apply.

Email Address for Applications and Correspondence: chair@communitychaplaincy.org.uk

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| **Information and Application Forms**  |  |
| Information & Guidance – PDF document which contains:  |  |

1. CEO Job Description with Person Specification
2. CCA Strategic plan 2021 – 2022 including Statement of Faith
3. Guidelines for applicants

Forms for Completion - Word Documents to be emailed before closing date

1. Application Form

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| * A – General
* B – Meeting the Person Specification
* Equal Opportunities and Diversity monitoring Form
* Declaration of Criminal Background information (to be completed if called for interview and brought to interview in a sealed envelope marked FAO Chair of Trustees)
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