

HAYS Executive



Swindon Food Collective

Chief Executive Officer

Candidate Information Pack

Presented by:

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We are here to help.

Welcome

Dear candidate,

I would like to thank you for your interest in joining Swindon Food Collective as our first Chief Executive Officer (CEO).

We are an independent charity that aims to help people in Swindon, or the surrounding area who are suffering from financial hardship and finding it difficult to provide food for themselves, their family or dependants.

We receive donations of non-perishable, tinned or dried food, pet food and toiletries from churches, schools, local companies, community groups, supermarkets and individuals and currently feed nearly 10,000 people per year, one third of these are children.

We work with many approved organisations, schools, doctors and social workers who can refer people in crisis to us. As well as providing food to address food poverty, we also provide a friendly chat and try to signpost people for further help. Indeed, it is this 'signposting' or working with people to enable them to enhance their lives where we see our services evolving. We are also reviewing how we can best utilise short-life foods. We have 11 distribution centres around Swindon and surrounding areas where food can be collected.

To lead the charity forward, we are creating the role of Chief Executive Officer for the first time. We are seeking an experienced professional who can lead us not only in addressing food poverty but also helping others to help themselves through forging collaborative working arrangements with other organisations, perhaps even forming a co-operative. We are open to new ideas.

We are financially sound and have the resources to develop our service offering. We have recently hired a Finance Manager, created a new post as Business Strategy Manager and are also out to market to appoint a new Operations Manager. Perhaps you know of a friend or colleague who may be interested in an Operations Manager opportunity?

Your background is not important. What is important is your ambition to address food poverty in the Swindon region and support the population. Ideally, you will be an experienced General Manager / COO / CEO with experience in staff management and working in an environment where H&E is important. Above all else, we are seeking a CEO who will be innovative, provide inspirational leadership both internally and externally.

Having recently joined Swindon Food Collective as Chair, I am ambitious about the charity and its operations and believe this is an exciting opportunity to create a modern, innovative charity to address food poverty in our communities.

There are few organisations like ours within the region which give you the opportunity to make a real difference to the lives of people in Swindon and the opportunity to set the agenda for addressing food poverty.

Join me in transforming Swindon Food Collective and the lives of people in Swindon.

I very much look forward to reviewing your application.

David Cryer,
Chair
May 2025



Additional information

Below are several hyperlinks to additional information for your review.

[About us | Swindon Food Collective](#)

[Our impact | Swindon Food Collective](#)

[Events | Swindon Food Collective](#)

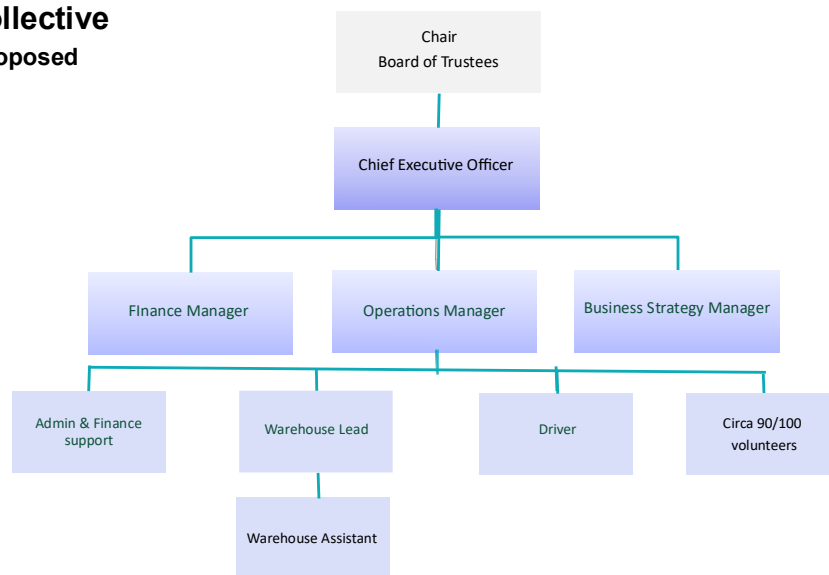
[Annual Accounts 2023/24 | Swindon Food Collective](#)

Our team structure

Swindon Food Collective

Organisation chart - proposed

Date : May 2025



Job Description

Position title	Chief Executive Officer
Location	Swindon
Reports to	Board of Trustees
Employment status	Permanent – Full time (28 to 37 hours / 4 to 5 days per week)
Remuneration	£Competitive local salary + benefits

Role Summary

The Chief Executive will be responsible for providing organisational leadership, including overall responsibility for Swindon Food Collective's strategic and operational plans, partnership and business development and fiscal management, and being an effective advocate for the charity and its beneficiaries.

Reporting to the Chair of Trustees, they will lead the senior management team (currently Operations Manager, Business Strategy Manager and Finance Manager) and will be responsible for ensuring financial control and supporting and advising on good governance across all aspects of the charity.

Key Responsibilities

Leadership

- Be the face and voice of the charity - its principal ambassador.
- Lead the senior management team to lead, support and motivate all staff, aligning employees and volunteers with the charity's aims, objectives and ambitions.
- Lead by example, instilling a culture of professionalism and inclusion, supported by coaching, training and development.
- Take overall responsibility for HR and people, risk management and compliance with legal and regulatory requirements.
- Undertake any other reasonable duties as required by the Board.

Strategy

- Propose a medium-to-long-term strategy for the charity and present it to the Board of Trustees for discussion and approval.
- Oversee development and implementation of business plans in line with the agreed strategy and report to the Board on progress through agreed priorities & KPI's.
- Identify and assess strategic risks, issues and opportunities and take responsibility for initiating and leading associated changes.
- Maintain a long-term staffing and resourcing plan to underpin the agreed strategy and adopt best practice for the management, development and engagement of staff and volunteers.

Partnership and Business Development

- Seek out, develop and maintain effective working relationships with relevant organisations and individuals to promote the work of the charity and facilitate the implementation of its strategic objectives.
- Support the promotion and development of Swindon Food Collective's work, raising the charity's profile and maximising its reach.

- Work towards the achievement of long-term sustainability, developing the charity's business model, ensuring effective use of assets and maximising income, for example from fundraising, service contracts and earned income.

Day-to-day management

- Be responsible for the implementation of all the charity's operational plans.
- Take executive responsibility for all functions including the warehouse, distribution, administration, finance, fundraising, marketing, communications, and IT.
- Oversee the effective and efficient delivery of services, ensuring that the highest standards are maintained, and service users are treated with respect and dignity in all dealings with the charity.
- Take overall responsibility for the management and effective deployment of staff, and ensure robust HR processes are implemented for recruitment, performance management, appraisal and remuneration.
- Oversee the successful recruitment, retention and motivation of volunteers across the range of the charity's activities, enabling them to feel valued and proud to be part of the organisation.

Financial control

- Take executive responsibility for the overall financial health of the charity, ensuring that financial resources are managed effectively, identifying risks and taking appropriate action.
- Liaise with the Finance Manager and Board of Trustees to implement the charity's financial plans, including setting budgets and income generation strategies.
- Ensure that effective and robust financial management, control and reporting systems are in place to monitor performance against budgets and take executive responsibility for timely production of management and statutory accounts and annual reports.

Governance and compliance

- Liaise with the Board to ensure that the charity's overall governance structure, policies and procedures are appropriate and effective, taking remedial measures and implementing changes as necessary.
- Attend Board and sub-committee meetings and prepare a written report in advance of the Board meeting detailing matters of interest and concern during the previous period; ensure that the Board is made aware in a timely fashion of any matters requiring its attention.
- Ensure that effective organisational and operational policies and processes are in place across all the charity's functions, and that they are understood and followed by everyone. Review and update as required to meet legal, regulatory and best practice needs.
- Ensure that all major risks are identified and regularly reviewed, and that systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity's Risk Register.

Person Specification

Personal attributes

Essential

- Ability to pursue the mission and objectives of Swindon Food Collective, with demonstrable passion, drive and commitment.
- Confident public speaker, able to articulate the vision and inspire others to follow.
- Able to show empathy and work with a diverse range of people in an inclusive and proactive way.
- A non-judgmental and positive attitude towards people who are in need.
- Positive, pro-active and dynamic.
- Inclusive and flexible, with a consultative approach to leadership.

Experience

Essential

- Experience of effective partnership working and development and external relationship management.
- Experience of leading and motivating people and teams, especially through organisational change.
- Experience of strategic business planning and development, including resource planning and financial management.
- Experience of project management and service delivery across multiple functions.
- Experience of managing risk and compliance with a robust approach to governance, controls and processes.

Desirable

- Demonstrable experience in a senior position within a charity or not-for-profit organisation
- Experience of working with volunteers.

Skills and knowledge

Essential

- Inspirational leadership, management and motivational skills.
- Highly organised and personally effective.
- Exceptional verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to persuade and influence, both face to face and in writing.
- Strong financial skills, including the ability to analyse budgets and accounts.
- Outstanding business development skills.
- A commitment to equal opportunities and inclusivity.
- Rigorous analytical and problem-solving skills.

Desirable

- An understanding of the issues relating to food poverty and its relief.

Other

The position holder will also be expected to be fully IT literate and have a clean driving licence and access to own car.



Application and appointment

Application is by CV and covering letter. Your letter, which should be no more than 2 pages in length, should explain both why you are interested in the post of CEO and why you think you would be an excellent candidate for Swindon Food Collective. Please apply by uploading your application via [this link](#).

Further information

For an informal conversation about the please contact Laurence Wolahan on M 07985 443 820 or Laurence.wolahan@hays.com or Catherine Rowe-Rosary on M 07808 670 544 or E catherine.rowe-rosary@hays.com

All direct applications will be forwarded to Hays Executive.

Campaign dates:




Closing date:	8 th June 2025
Preliminary interviews:	Mid-June 2025
Formal interviews:	End-June 2025

The above dates are subject to change.



Help your neighbours
by donating to **Swindon
Food Collective**

You can help.

-  Give £5 a month to support running costs of Swindon Food Collective
-  Buy one or two extra items of tinned food when you're shopping
-  Get involved as a company or organisation



www.swindonfoodcollective.org

