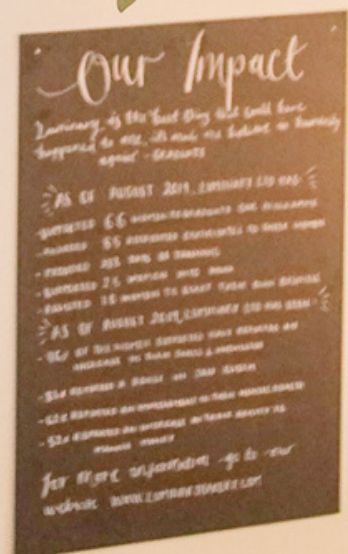
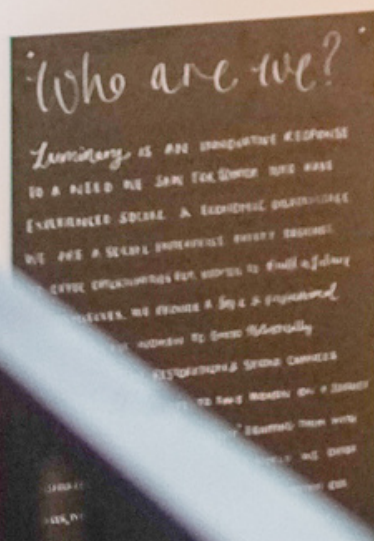




CHIEF EXECUTIVE OFFICER CANDIDATE PACK





ABOUT LUMINARY

THERE ARE APPROXIMATELY 180,000 UNEMPLOYED WOMEN IN LONDON, AND ROUGHLY 1 MILLION ACROSS THE UK. 1 IN 3 WOMEN GLOBALLY EXPERIENCE GENDER BASED VIOLENCE.

HOMELESS WOMEN ARE AT SERIOUS RISK OF SEXUAL EXPLOITATION OR GETTING CAUGHT UP IN CRIME. AND ON THE FLIP SIDE, DOMESTIC VIOLENCE IS THE SINGLE LARGEST DRIVER OF HOMELESSNESS FOR WOMEN. PROFESSIONALS DESCRIBE THIS WEB OF INTERCONNECTED ISSUES AS 'MULTIPLE DISADVANTAGE'.

THE TRAUMA THAT THESE WOMEN HAVE EXPERIENCED IMMEDIATELY PUTS THEM FURTHEST FROM THE JOB MARKET, AND YET BEING EMPLOYED IS CRITICAL TO CHANGING HER CIRCUMSTANCES. WE MET WOMEN EXPERIENCING THIS DISADVANTAGE AND KNEW WE HAD TO DO SOMETHING.

THIS IS WHY LUMINARY STARTED.

WE HAVE NOW SUPPORTED HUNDREDS OF WOMEN TO BUILD THEIR CAREER AND ARE CONTINUALLY INSPIRED BY ALL THEY ARE ACHIEVING. THEY ARE STRONG, RESILIENT, HILARIOUS, COMPASSIONATE AND COURAGEOUS.

AND THERE ARE MORE WOMEN WHO HAVE A WEALTH OF POTENTIAL WAITING TO BE UNLOCKED.



OUR MISSION

TO EMPOWER THE UK'S MOST DISADVANTAGED WOMEN TO GAIN EMPLOYMENT AND INDEPENDENCE THROUGH TRAINING, SUPPORT AND COMMUNITY, USING BAKING AS A TOOL.

- PROVIDING EXCEPTIONAL TRAINING & SUPPORT PROGRAMMES THAT AFFORD WOMEN WITH THE TOOLS SHE NEEDS TO CHANGE HER FUTURE
- OFFERING OPPORTUNITIES INTO THE 'WORLD OF WORK' BY BEING AN UNDERSTANDING AND EMPOWERING EMPLOYER AND ACTING AS A BRIDGE FOR A WOMAN TO START HER CAREER

OUR AIMS

THE LUMINARY CHARITY (LUMINARY LTD) RUNS THE WORK THAT WE DO TO TRAIN AND SUPPORT DISADVANTAGED WOMEN. THIS INCLUDES OUR VOCATIONAL EMPLOYABILITY TRAINING PROGRAMMES, 1-2-1 SUPPORT & NEXT STEPS PROGRESSION WORK.

OUR AIMS AS LISTED WITH THE CHARITY COMMISSION ARE:

The relief of women who are in need by reason of their social or economic disadvantage including homelessness; or who have experienced or are at risk of experiencing domestic or other forms of violence, by the provision of education, training and support including developing their capabilities, competencies and skills to be carried out in accordance with Christian values and principles.



OUR VALUES

QUALITY

"Small but mighty"

Excellence
Improvement focussed
Hardworking
Innovation
'Tallawah' (we can do anything!)
Resourcefulness
Best Practice
Creative
Accountability

PURPOSE

"Purchase with Purpose"

Empowerment
Mission Driven
Faith Inspired
Impact
Opportunity
Passion
Committed
Celebrating
Reflective
Courageous

COMMUNITY

"Together we rise"

Investing in People
Collaborative
Support
Respect
Team work
Communication
Nurturing
Growth

INCLUSIVITY

"Everyone has value"

Equality
Empathy
Non Judgemental
Fair / Equitable
Authenticity
Approachable leadership
Compassionate
Transparency





ROLE DESCRIPTION

JOB TITLE: CHIEF EXECUTIVE OFFICER

RESPONSIBLE TO: THE BOARD OF TRUSTEES

ROLE PURPOSE: TO PROVIDE STRATEGIC LEADERSHIP OF THE CHARITY, INCLUDING OUR IMPACT, TEAM, FINANCIAL SUSTAINABILITY, GROWTH AND OUR ORGANISATIONAL VALUES.

SALARY: £40,000 PER ANNUM (PAY INCREASE WITH GROWTH)

HOURS: 4-5 DAYS PER WEEK, FLEXIBLE OPTIONS AVAILABLE

LOCATION: MIX OF WFH AND LUMINARY BAKERY CAMDEN, NW18AJ

DUTIES:

1. GOVERNANCE

- Work with the board to maintain excellent governance, accountability, and organisational leadership
- Provide the board and its sub committees with all necessary management information to support good quality decision-making
- Attend board meetings and sub-committee meetings (usually in an evening)
- Ensure that all risks are appropriately managed, engaging with external expertise and trustees where necessary.

ROLE DESCRIPTION

DUTIES CONTINUED:

2. LEADERSHIP

- Develop the Charity's strategic goals, growth plans and KPIs, in line with the Charity's overall objectives,
- Implement the Charity's agreed strategy by motivating the team, managing resources effectively
- Lead the external communications & charity brand, liaising with key stakeholders, developing and nurturing strategic partnerships that advance Luminary's mission
- Manage internal communications in an effective and dynamic way to ensure a high performing, committed and engaged team who operate within a culture that aligns with the Luminary values
- Oversight and alignment of the charity's operations to ensure effective and cohesive service delivery
- Enabling a continuous improvement culture with accountability to staff and trainees and alumni.
- Work closely with Luminary Bakery Ltd to ensure cohesive strategic alignment, synergy and deliverables
- Prioritise ensuring diversity, equity and inclusion in every aspect of Luminary's work

3. FINANCE

- Take executive responsibility for the financial leadership of the charity, including forecasting, financial planning and strategic budgeting, with support from the Finance Lead.
- Ensure Trustees have necessary financial information and insights to ensure regulatory compliance and sustainable growth.
- Overseeing all fundraising activities, developing strong relationships with potential and existing funders, and working with the Philanthropy Lead to deliver the fundraising strategy and workplan
- Fundraise for the organisation across the channels of: Trusts & Foundations, Corporate Partnerships, Individual Giving & Major Donors, supported by the team.
- Develop sustainable income streams for the charity
- Ensure Luminary meets all its statutory reporting requirements, working with accountants and bookkeepers to ensure financial records are accurate and up to date
- Work with the whole organisation to set and monitor the budget and to ensure effective financial management and control



PERSON PROFILE

EXPERIENCE

- Proven record of achievement as Chief Executive, Director or at senior level, particularly within a values-led organisation.
- Experience of fundraising and effective partnership working / external relationship management.
- Experience of managing, motivating, and developing staff
- Experience of risk management and charity governance
- Experience of project management and service delivery across multiple functions.
- Financial management skills including budgeting and delivery of cost and income targets.
- Experience of developing policies, processes and controls

SKILLS AND KNOWLEDGE

- A knowledge of the VAWG sector & trauma-informed practice
- Inspirational leadership, management and motivational skills
- Highly organised and personally effective
- Exceptional verbal and written communication skills
- Ability to persuade and influence, both face-to-face and in writing
- Strong financial skills, including the ability to analyze budgets and accounts and manage an annual budget of ~£500,000.
- A commitment to anti-racism, equity and inclusivity

REQUIREMENTS

- Hold a DBS certificate or be willing to let us run a check
- Hold the right to work in the UK
- Due to the role responsibilities, it is a Genuine Occupational Requirement that the post holder is female, permitted under Schedule 9, part 1 of the Equality Act 2010.



PERSON PROFILE

PERSONAL ATTRIBUTES

- A commitment to the vision, activities and objectives of Luminary, with a desire to see survivors of gender-based violence (GBV) empowered to reach their potential
- Supportive of the Christian faith and the role that faith can play in an individual's life
- Positive, pro-active and dynamic
- Inclusive and flexible, with a consultative approach to leadership
- Confident and assertive
- Ability to pursue the mission and objectives of Luminary with passion, drive and commitment
- An appreciation of start-up dynamics and how to transition from 'start-up' to 'established' organisation effectively
- Committed to Luminary culture and best practice and with a drive for continual improvement
- Ability to work flexibly, adapting to rapidly changing demands and opportunities while retaining clear strategic focus
- Excited at the prospect of playing a vital role in Luminary's growth



"WHAT THEY'VE CREATED AT LUMINARY BAKERY IS EXCEPTIONAL – IT'S A SPACE FOR BAKING, HEALING AND REBUILDING" - THE DUCHESS OF SUSSEX



WORKING AT LUMINARY

PERKS

- Free barista coffees every day!
- 50% discount, plus family and friends discount.
- Regular opportunities for training and professional development
- Wellness Action Plan developed to keep you healthy at work
- Bi-monthly reflection days
- Free yoga/dance/mindfulness workshops from our partners
- Bi-annual staff socials
- Opportunities to be involved in press coverage of Luminary
- Free birthday cake!
- Long-term service rewards
- 28 Days holiday (plus bank hols) and extra day per year of service

TEAM QUOTES

"I can say without a doubt that the team members at Luminary have been the best women I've ever worked with, the consistent care and support that's given from every single woman here is indescribable. The inclusivity and warmth that radiates in this business is something I wish everyone can experience in their lifetime." (Yasmin)

"Working in the VAWG sector is tough but I feel Luminary go above and beyond to support their staff. Working in the charity side of the social enterprise my team get to see real change happening in the lives of the women. The best part of our job is hearing our women talk about how Luminary's trauma-informed support and programme has completely changed their lives." (Grace)

HOW TO APPLY

Thankyou for your interest in this position, we would welcome an application - you can apply via our website vacancies page:
<https://luminarybakery.com/pages/team-vacancies>

APPLICATION DEADLINE: MONDAY 26TH JUNE AT 9AM

INTERVIEWS WILL BE HELD ON 30TH JUNE AND 5TH JULY

IDEAL START DATE: 4TH SEPTEMBER

For more information about Luminary please visit our website www.luminarybakery.com and follow us on @LuminaryBakery

If you have any questions about the role please contact hr@luminarybakery.com

A note from our Founder & current CEO:



"When I started Luminary back in 2013 in a church kitchen as a way to provide women with opportunities, I could never have imagined getting to where we are today... we have welcomed 200 women through our doors, and seen amazing transformation in their lives. These women have been inspirational to me and it has been the biggest privilege of my life to get to see them thrive. As we reach our ten year anniversary, I've been reflecting a lot and have decided that now is the right time for my role to transition, to make way for a new CEO to take Luminary into the next decade!" Alice Williams MBE

