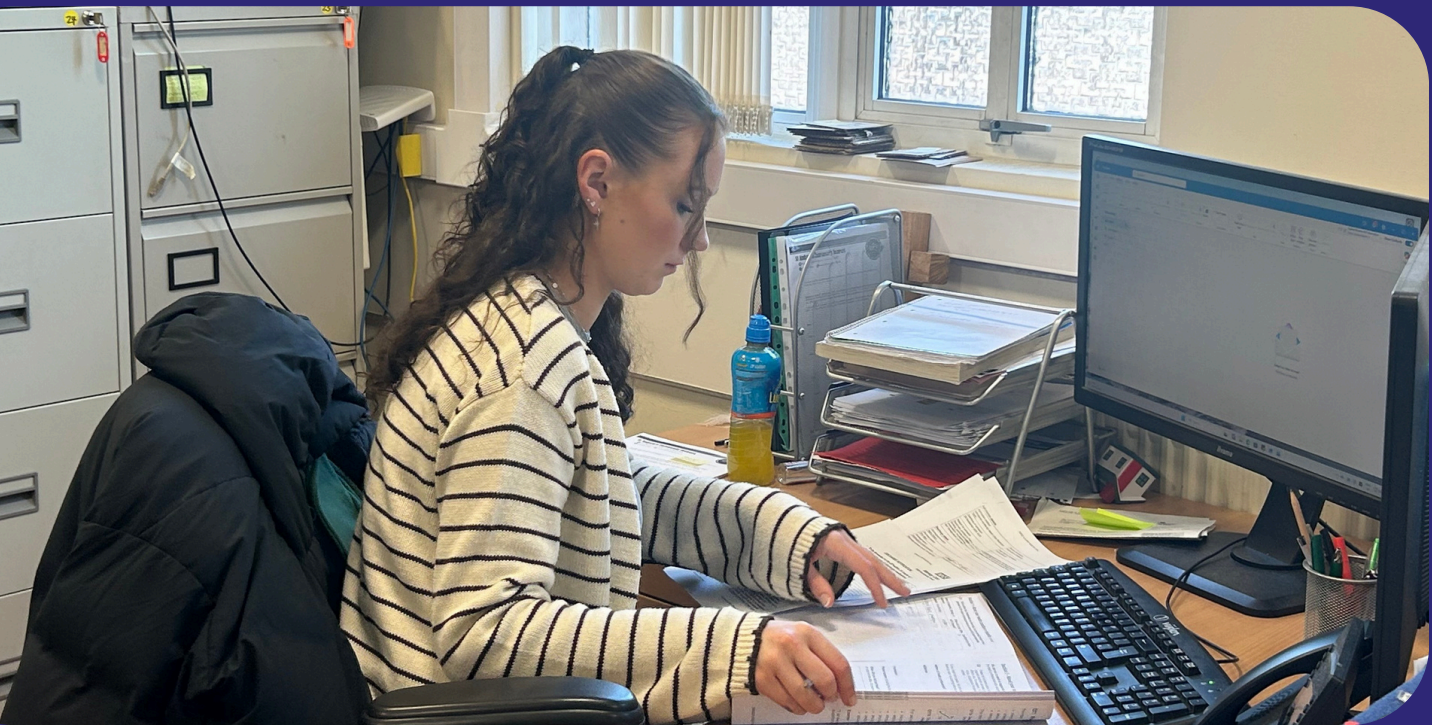




**St Andrew's
Community Network**

Recruitment Pack

Head of Charity/
CEO Designate



standrewslive.org.uk/leadus

Charity Number

1105307

Company Number

04918017

Registered Office

16 Larkhill Lane, Clubmoor, Liverpool, England, L13 9BR

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Welcome from the Acting Chair

Thank you for your interest in the role of Head of Charity / CEO Designate at St Andrew's Community Network (The Network).

I am proud that St Andrew's Community Network exists to support individuals and families facing poverty and hardship across Clubmoor and surrounding communities in North Liverpool. Through practical support, trusted relationships and collaborative partnerships, the charity works tirelessly help people move from crisis towards stability, dignity and hope.

With the support of my trustee colleagues, the organisation is now entering a planned leadership transition, designed to ensure continuity and stability as the charity continues to develop its services and partnerships.



The Head of Charity / CEO Designate will join the organisation during this transition, working alongside the current Chief Executive for a defined period before assuming full executive leadership responsibility.

This is an exciting opportunity to lead a respected community organisation with deep local roots, strong partnerships and a clear commitment to tackling poverty and injustice.

Beryl Bellew

Acting Chair of Trustees

A note from the CEO

During my time as Chief Executive, I have seen St Andrew's Community Network develop into an organisation that is both deeply rooted in its community and increasingly recognised for the quality, integrity and dignity of its work. This is a charity that combines professional excellence with a relational, values-driven approach, ensuring that people are not only supported in crisis but connected to longer-term pathways of stability, resilience and hope.

This is a significant moment in the organisation's journey. The planned leadership transition reflects a clear commitment to sustainability, strong governance and long-term resilience. The incoming leader will inherit a trusted and well-established organisation, while also playing a central role in shaping its next phase of development.

Working at St Andrew's Community Network is both demanding and deeply rewarding. It requires disciplined, values-led leadership, but offers the opportunity to make a tangible difference in communities facing significant challenge. For the right person, this is not simply a role, but a meaningful opportunity to lead with purpose and impact.

I have enjoyed the challenge - it's now time to hand the baton on to the organisations next leader.

Rich Jones

Chief Executive





About The Network

We work in a context where our neighbourhoods, city, and wider region face financial strain, marked by entrenched poverty, an unstable labour market, complex welfare systems that are hard to navigate, and a prolonged era of organisational constraint and austerity.

In our development as a charity, since 2003, we have learned to shape a distinctive model of care that sets our provision apart within the region. We ensure that every person we encounter is able to access both immediate and longer-term opportunities that support stability, recovery, and progression.



Build Financial Resilience



Build Food Security



Belong To A Sustainable & Caring Community

By remaining focused on these three shared priorities, we provide more than relief from debt, more than access to food, and more than help navigating rising living costs. We are intentionally creating networks and communities in which the structural challenges of poverty and deprivation can be confronted, reduced, and ultimately overcome together locally.

Our community partners continue to build trust and nurture hope, especially where effective signposting has enabled people to connect with other organisations that can support them at each stage of journey.



About The Network

Continued...

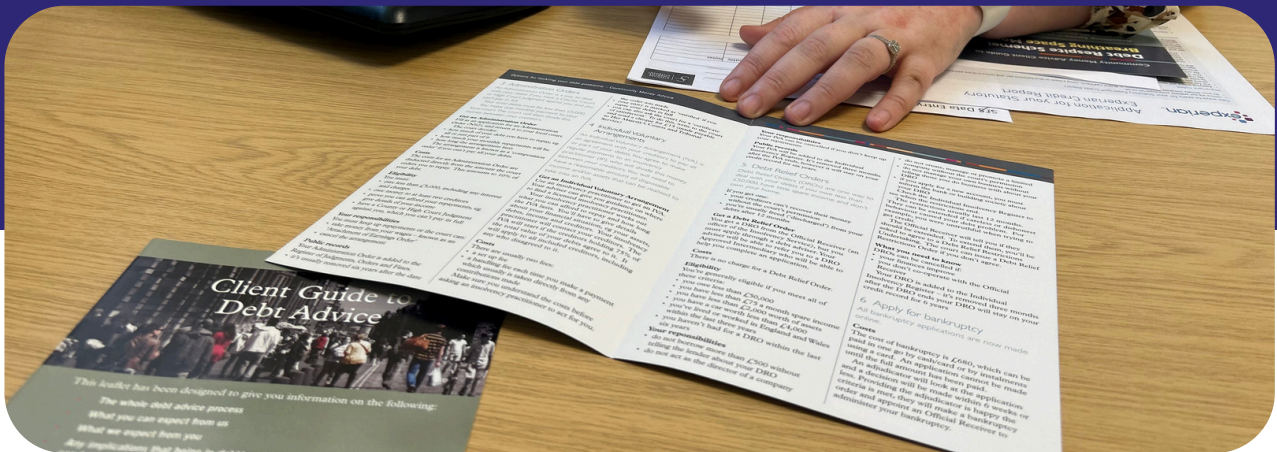
Despite a clear and demonstrable record of impact, we remain committed to our vision of delivering high-quality, effective services that strengthen individuals and communities. This includes continually improving our debt and welfare benefits advice, ensuring support is professional, accessible and responsive, and maintaining strong local connections where people can access the right help at the right time.

Our remarkable team of volunteers make a significant contribution to almost every aspect of our work. Numbering almost **300**, these committed individuals serve their communities in many different ways - from providing debt advice, running foodbank, maintaining high standards within our warehouse, to driving, loading, and supporting conversations with creditors. We simply could not operate without their dedication.

The value of volunteer support extends far beyond any financial measure. Volunteers regularly listen to deeply challenging stories, offer compassion to those in crisis, and provide reassurance and dignity. Without them, both our organisation and the communities we serve would be profoundly diminished.

Our Mission & Vision

We have been supporting people in North Liverpool and surrounding areas for over 20 years. The Network is led by people who are passionate about locally rooted change.



We are driven by our principles to support the most vulnerable, to serve local communities and to bring life in all its fullness, supporting people of all faiths, and none.

Our Mission

To resource churches and community groups to design out poverty in the areas they serve.

Our Vision

To see our communities, cities and region set free from the life-changing consequences of poverty.

Our Values

Underpinning everything that we are involved in as a charity are our three, simple values:

Justice

We believe everyone deserves fair and dignified access to support when they need it most, and we advocate on behalf of each individual as well as for systemic change to challenge the structures that drive inequality and hardship.

Unity

We work hand in hand with our communities, building strength through shared purpose and standing together to demand better for those impacted by poverty.

Compassion

We listen first and respond with care, walking alongside individuals - regardless of need - with empathy, respect and understanding.



Our Christian Foundation

St Andrew's Community Network was established by St Andrew's Church and continues to be deeply shaped by its Christian roots.

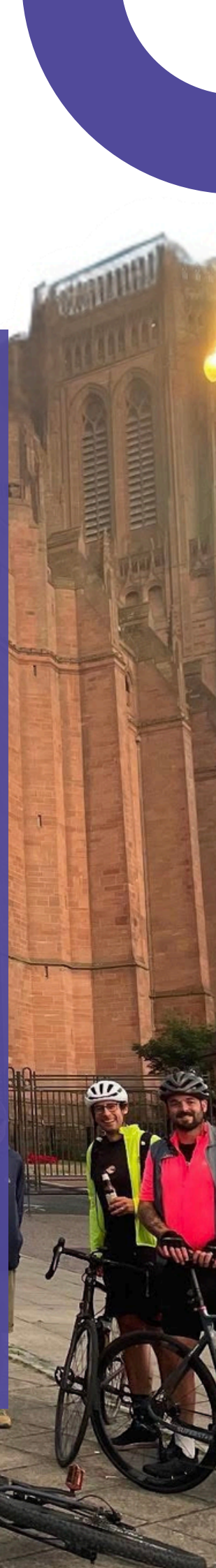
The organisation's work is inspired by a belief that every person has inherent dignity and value, and that communities flourish when people work together to support those who are struggling.

The Board of Trustees are all practising Christians, reflecting the charity's origins and ongoing connection with the local church community.

While the charity serves people of all faiths and none, its Christian ethos continues to shape the organisation's culture, values and approach to leadership.

For this reason, candidates should feel comfortable working within a faith-inspired organisation, respecting and supporting the Christian values that underpin the work of the Network.

Faith commitment is not a requirement for the role, but an appreciation for and alignment with the charity's ethos is important.



Strategic Context

The environment in which St Andrew's Community Network operates continues to evolve.

Across Liverpool and the wider UK, communities are experiencing significant pressures linked to:

- the cost-of-living crisis
- increasing levels of household debt
- welfare system changes
- pressures on statutory support services

As a result, demand for high-quality advice and support services continues to grow.

At the same time, the charity sector faces increasing expectations around:

- governance and accountability
- financial sustainability
- regulatory compliance
- partnership working and commissioning

St Andrew's Community Network is committed to responding to these challenges with professionalism, integrity and strategic clarity.

The Head of Charity / CEO Designate will play a central role in ensuring the organisation continues to deliver effective services while strengthening its operational and financial resilience.



Why Join The Network

Leadership roles in charities often promise the opportunity to “make a difference.” At St Andrew's Community Network, that difference is tangible, relational and deeply rooted in community.

For over two decades the organisation has worked alongside people facing significant hardship across North Liverpool, helping individuals and families move from crisis toward stability and hope. The charity's work is grounded not simply in service delivery, but in long-term relationships, trust and local engagement.

The organisation combines several qualities that make this a distinctive leadership opportunity.



Deep Community Roots

St Andrew's Community Network was born out of a local church and remains closely connected to the community it serves. Many staff, volunteers and trustees live locally and have longstanding relationships across the area.

This creates a culture where the charity is not simply working in the community, but part of the community itself



Trusted and Respected Services

Over time the Network has developed services that are trusted by both residents and partners. Its work in debt advice, welfare benefits and financial inclusion supports individuals facing some of the most complex financial challenges.

The organisation is recognised for the quality of its work and its commitment to delivering services that are professional, compassionate and rooted in dignity.



A Collaborative Ecosystem

The charity operates within a strong network of partnerships across Liverpool, including advice organisations, local authority partners, churches and community groups.

This collaborative approach allows the organisation to respond holistically to the needs of individuals and families and to contribute to wider conversations about tackling poverty in the city.

Why Join The Network



Values-Driven Leadership

The culture of the organisation is shaped by its Christian roots and its values of Justice, Unity and Compassion.

These values shape how the organisation approaches its work, how staff and volunteers support one another, and how leadership is exercised.

For a leader who is motivated by purpose and values as well as professional excellence, St Andrew's Community Network offers a unique environment in which to serve.



A Moment of Opportunity

The organisation is entering a new phase of development. As the charity reviews its service model, strengthens its partnerships and plans for the future, the Head of Charity / CEO Designate will play a central role in shaping what comes next.

For the right candidate, this role offers the chance not only to lead a respected organisation, but also to help define its next chapter.

The Opportunity Ahead

St Andrew's Community Network is entering a period of thoughtful organisational transition.

The charity has developed vastly over the past two decades, responding to the changing needs of local communities and developing services that address the practical realities of poverty and financial hardship.

As the organisation continues to evolve, the Board of Trustees has taken the decision to introduce a phased leadership transition, ensuring stability while also creating space for new leadership to emerge.

The appointment of a Head of Charity / CEO Designate forms part of this approach.

The Opportunity Ahead

Rather than a sudden leadership change, the successful candidate will join the organisation during a structured transition period. During this time they will work closely with the current Chief Executive, gaining a detailed understanding of the organisation's operations, partnerships and strategic priorities.

Responsibility will progressively transfer during this period, allowing the new leader to step into the Chief Executive role with confidence and continuity.

This approach reflects the Trustees' commitment to:

- strong governance
- careful stewardship of the organisation
- sustainable leadership succession

It also recognises that the charity operates within a complex environment where stability and trust are vital.

Alongside this leadership transition, the organisation is continuing to reflect on how its services can remain effective and sustainable within a rapidly changing landscape.

Across Liverpool and nationally, organisations like ours are experiencing:

- increasing demand
- growing regulatory expectations
- greater reliance on commissioned funding
- the need for stronger collaboration across sectors

St Andrew's Community Network is well positioned within this environment because of its strong local reputation, committed team and collaborative partnerships.

The Head of Charity / CEO Designate will play a key role in helping the organisation navigate this context, ensuring that its services remain impactful, its governance remains robust, and its mission continues to guide its work.

Above all, this role represents an opportunity to lead an organisation that remains deeply committed to its founding purpose: supporting people, strengthening communities and working towards a more just society.

Who We Are Looking For

The Board of Trustees is seeking a leader who combines professional competence, relational leadership and a deep commitment to social justice.

The Head of Charity / CEO Designate will join St Andrew's Community Network at an important moment in its development.

The organisation is well established, trusted within its community and recognised across Liverpool for the quality of its work. The challenge now is to build on these foundations while ensuring the organisation remains sustainable, resilient and effective in a rapidly changing environment.

The successful candidate will therefore bring a balance of operational discipline, strategic awareness and compassionate leadership.

A Values-Driven Leader

St Andrew's Community Network is shaped by a strong set of values. The organisation seeks a leader who is comfortable operating within a faith-inspired environment, and who respects and supports the Christian ethos that underpins its work.

Candidates do not need to be practising Christians, but they should recognise the importance of the charity's Christian DNA and feel able to lead in a way that honours its values.

Above all, the successful candidate will demonstrate a personal commitment to:

- justice for those experiencing poverty and disadvantage
- collaboration and partnership
- compassionate and dignified support for those facing hardship

Leadership within the Network requires the ability to combine professional accountability with genuine care for people.



An Experienced Operational Leader

The role requires someone who is comfortable managing complex services in a regulated environment.

The charity's advice work operates within frameworks such as FCA permissions and Advice Quality Standard accreditation, and the successful candidate will need to ensure that services meet these standards consistently.

The successful candidate will therefore bring experience of:

- leading operational teams
- managing services within regulated environments
- maintaining strong governance and compliance systems
- overseeing performance and quality assurance

This is not purely a strategic role - it requires a leader who is willing to engage with the practical realities of running a charity service day to day.

A Credible External Representative

St Andrew's Community Network operates within a wider ecosystem of advice providers, community organisations and public sector partners.

Our new leader will represent the organisation within this environment and must be able to build constructive relationships with:

- partner charities and advice agencies
- Liverpool City Council and other public bodies
- commissioners and funders
- churches and community organisations

The successful candidate will be confident in representing the organisation externally and contributing positively to partnership working across the city.

A Thoughtful & Credible Leader

The organisation has a dedicated staff team and a strong culture of collaboration.

The successful candidate will provide leadership to senior staff while maintaining a culture where people feel supported, respected and able to contribute.

This means leading in a way that is:

- calm and measured
- open and transparent
- supportive of professional development
- attentive to the wellbeing of staff and volunteers

Someone Motivated by Purpose

Ultimately, this role will appeal most to someone who is motivated not simply by career progression but by the opportunity to contribute to a mission that matters.

Every day St Andrew's Community Network encounters individuals and families experiencing real hardship.

The successful candidate will understand that leadership within this context carries both responsibility and privilege - the responsibility to steward the organisation wisely, and the privilege of supporting work that changes lives.

In Summary

The Trustees are seeking a leader who is:

- Values-driven, comfortable working within a Christian-inspired organisation
- Operationally capable, able to oversee regulated advice services
- Strategically aware, understanding the wider advice and charity landscape
- Relational, able to build trust internally and externally
- Purpose-motivated, committed to supporting communities experiencing poverty

For the right candidate, this role represents an opportunity to lead a respected organisation and help shape its future while remaining rooted in its mission to design out poverty.



The Role

Salary: £38,000–£48,000 (full-time equivalent, 37.5 hours). Pro rata based on contracted hours.

Initial: 22.5 hours per week (0.6FTE)

Increasing to: 37.5 hours per week (FTE)

We are committed to transparency in pay. The figures above show both the full-time equivalent salary and the actual salary based on contracted hours.

Line Manager (Initial Phase): Current CEO

Line Manager (Following Transition): Chair of Trustees

Hours: 22.5 (increasing to 37.5 within 3 months, subject to agreement)

Contract: Permanent (with intention to confirm as substantive Chief Executive role subject to Board review, organisational sustainability and satisfactory performance)

Line Management Responsibilities:

- Debt Team Coordinator
- Income Maximisation Team Coordinator
- Finance Lead
- Development Lead

Main Stakeholders:

- Internal Staff and Volunteers
- Trustees
- Funding Partners and Commissioners
- Liverpool-based advice networks
- Local Authority Officers
- Regulatory Bodies

About the Role

The CEO Designate is appointed as part of a planned and structured leadership succession process.

The postholder will work alongside the current CEO during an agreed transition period, progressively assuming executive leadership responsibility. Subject to Trustee completion of a successful 3-month probationary period, the role is expected to transition into the substantive Chief Executive position.



● St Andrew's Community Network

This phased model ensures:

- Continuity of governance
- Orderly transfer of executive authority
- Financial and operational stability
- Proportionate leadership aligned to organisational scale

The appointment reflects the charity's commitment to sustainable leadership and robust oversight as its service model continues to evolve.

Organisational Context

St Andrew's Community Network delivers services addressing financial hardship and poverty, including:

- Debt advice
- Welfare benefits support
- Income maximisation
- Financial inclusion activity
- The development of North Liverpool Foodbank

The charity operates within a dynamic operating environment in Liverpool, working alongside organisations such as:

- Citizens Advice Liverpool
- Vauxhall Law Centre
- Liverpool City Council

The local environment is shaped by:

- Increased demand linked to Universal Credit migration and cost-of-living pressures
- Greater emphasis on commissioning and contract-based income
- Strong regulatory frameworks including AQS and FCA oversight
- Heightened scrutiny on governance, safeguarding and data protection
- Integrated referral pathways across the voluntary and statutory sectors

The organisation periodically reviews its operating model to ensure that services remain sustainable, mission-aligned and compliant with regulatory and funding requirements. The post holder will play a central role in supporting this ongoing development.

Purpose of the Role

This is a delivery-focused executive leadership role with clear accountability.

The emphasis is on:

- Operational performance
- Regulatory compliance
- Financial stewardship
- Commissioning readiness
- Partnership credibility
- Organisational resilience

The role requires disciplined, proportionate leadership rooted in governance integrity and financial realism.

Key Responsibilities

1. Executive and Operational Leadership

- Lead the day-to-day delivery of SACN's advice and Foodbank services.
- Oversee performance across regulated advice functions.
- Ensure compliance with FCA permissions, AQS accreditation and internal quality standards.
- Maintain effective supervision, file review and quality assurance systems.
- Ensure robust monitoring, evaluation and impact reporting.
- Assume increasing executive responsibility during the transition period.

2. Governance and Regulatory Accountability

- Ensure compliance with Charity Commission requirements and company law obligations.
- Maintain oversight of safeguarding, GDPR, risk management and internal controls.
- Provide accurate and timely reporting to Trustees and relevant sub-committees.
- Work closely with the Finance Lead to ensure strong financial control systems.
- Review and maintain policies and procedures appropriate to the charity's service portfolio.

Upon completion of the transition phase, the postholder will hold ultimate executive responsibility for regulatory compliance.

3. Financial Leadership and Commissioning

- Lead organisational financial planning in collaboration with the Finance Lead and Development Lead.
- Support income diversification, grant management and commissioned service delivery.
- Develop constructive working relationships with officers at Liverpool City Council and other commissioners.
- Ensure service delivery aligns with contractual and funding requirements.
- Present financial and performance information clearly to Trustees.

4. Partnership and Sector Engagement

- Represent SACN within Liverpool advice and poverty action networks.
- Maintain collaborative relationships with partners.
- Promote effective referral pathways and partnership working.
- Ensure SACN contributes constructively within the wider local ecosystem.

5. People Leadership and Culture

- Provide structured supervision and leadership to Coordinators and senior staff.
- Embed fair and proportionate performance management systems.
- Ensure professional standards and CPD requirements are maintained.
- Model leadership rooted in Justice, Unity and Compassion.
- Support long-term leadership development and succession planning.

6. Organisational Development

- Support the phased transfer of executive authority from the current CEO.
- Maintain operational stability during periods of organisational review or development.
- Ensure staffing structures and service delivery remain proportionate to income and risk profile.
- Work with Trustees to assess long-term leadership and service configuration options in line with the charity's objects and public benefit duties.



This includes contributing to lawful, fair and consultative processes where organisational change is considered, in line with employment legislation and recognised best practice guidance.

Key Skills and Experience

Essential

- Significant senior management experience within an advice, welfare, debt or community organisation.
- Strong understanding of AQS, FCA and data protection requirements.
- Experience managing public sector grants or commissioned contracts.
- Demonstrable knowledge of charity finance and budgeting.
- Experience working constructively with local authorities or statutory commissioners.
- Ability to interpret performance and financial data.
- Experience leading professional staff teams.

Desirable

- Experience operating within the Liverpool advice ecosystem.
- Experience contributing to organisational development or service review processes.
- Experience of tender writing or commissioning processes.

Personal Attributes

Our new leader will:

- Be driven by social justice and dignity.
- Exercise calm and balanced judgement under regulatory and financial pressure.
- Demonstrate integrity, discretion and transparency.
- Balance compassion with compliance.
- Lead proportionately, recognising scale and sustainability realities.
- Value collaboration over institutional ego.



● St Andrew's Community Network

Working with St Andrew's Community Network

The Network team is vital in achieving the charity's purpose: to resource churches and community organisations to design out poverty.

Our values are:

Justice – Advocating for systemic and individual change.

Unity – Working collaboratively across communities.

Compassion – Walking alongside people with dignity and respect.

Strategic Rationale

This appointment:

- Forms part of a planned leadership succession process.
- Provides continuity and governance stability.
- Supports the ongoing review and development of the charity's service model.
- Embeds executive accountability proportionate to organisational scale.
- Strengthens commissioning credibility and regulatory assurance.
- Supports long-term sustainability within Liverpool's evolving advice infrastructure.



Why This Role Matters

St Andrew's Community Network occupies a trusted position within the communities it serves.

The organisation has strong relationships with:

- local churches
- community groups
- statutory partners
- advice organisations across Liverpool

The Head of Charity / CEO Designate will have the opportunity to build on these foundations and guide the charity through its next stage of development.

This is a role for a leader who combines operational discipline with compassion, strategic awareness with humility, and who is motivated by the opportunity to support communities facing significant challenges.



Recruitment Timeline

Advert Live
23rd March - 19th April

Shortlisting
w/c 20th April

Interviews
w/c 20th April

Transition & Handover

A transition period will allow for:

Stage 1 – Shadowing and immersion

Stage 2 – Progressive delegation of responsibilities

Stage 3 – Formal transfer of executive authority

Full transition to CEO authority is expected by September 2026.

How to Apply

To apply for this role please:

- Feel free to arrange an informal discussion with the existing CEO, **Rich**, by emailing him on **richj@standrewslive.org.uk**
- Send your CV for the attention of the **Acting Chair of Trustees** via **chair@standrewslive.org.uk**
- Send a Supporting Statement of no more than 2-sides of A4 for the attention of the **Acting Chair of Trustees** via **chair@standrewslive.org.uk** - outlining why you are the best person to become the next leader at The Network.
- The deadline for applications is **5pm** on **Sunday 19th April**.



Phone

0151 226 3406

Email

admin@standrewslive.org.uk

Website

standrewslive.org.uk

Location

16 Larkhill Lane, Clubmoor, L13 9BR
