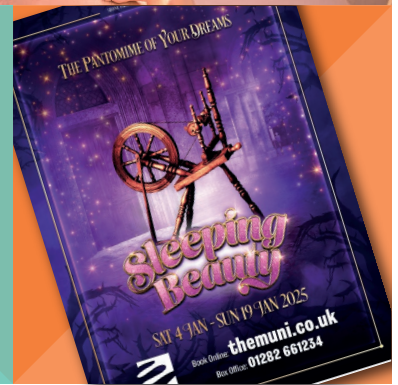




The Good Life Project



CHIEF EXECUTIVE RECRUITMENT PACK



Are you awesome?

we're hiring.

WELCOME LETTER FROM THE CHAIR OF TRUSTEES.

Thank you for your interest in joining Pendle Leisure Trust. We're looking for an enthusiastic Chief Executive who brings energy and drive to lead and manage Pendle Leisure Trust's priorities and strategy. Someone who truly understands that our people, our values and our culture are key and at the heart of everything we do.

It is important our next Chief Executive embraces our commitment to providing outstanding experiences which will enhance the lives of our customers and support their wellbeing across our full range of services and activities.

Our incumbent Chief Executive will be retiring during November 2024. We have an amazing team who are committed to our customers and the work we do, supported by a Board who bring a wealth of experience and sound judgement to guide us through the next phase of our journey. The work of Pendle Leisure Trust, being as diverse as it is, is not easy, but it is very rewarding. We provide a vast array of leisure, health and cultural services across East Lancashire which, in itself is extremely diverse and not without its own challenges.

Our new Chief Executive will play a key role in developing new and sustaining existing relationships with partners including Pendle Borough Council with whom we work closely. He or she will also work closely with our excellent Leisure Management Team and will need to be able to balance being a visionary ambassador for Pendle Leisure Trust with a hands-on approach needed in a medium sized business.

The Board is therefore looking forward to welcoming a new Chief Executive to work with us and lead the organisation into the future. We are focused on engagement with all of our people, customers, stakeholders and partners to genuinely influence what we do and how we do it. Pendle Leisure Trust is a fabulous organisation doing really tremendous things. In this role we need an exceptional, energetic Chief Executive who can sustain and develop our future. If you are that person, we'd love to hear from you!

Bernard Swarbrick
Chairman of the Board of Trustees.



ABOUT US

Pendle Leisure Trust is recognised as the key provider of leisure in Pendle and was created on 1 October 2000. The Trust is an exempt charity and a registered society under the Co-operative and Community Benefit Societies Act 2014 and is responsible for the management and development of a wide variety of leisure related facilities and activities including arts and entertainment in Pendle.

The Trust directly manages a number of facilities on behalf of Pendle Borough Council:-

Pendle Wavelengths and Inside Spa (Nelson); **Pendle Leisure Centre** (Colne); **West Craven Sports Centre** (Barnoldswick); **The Muni Theatre** (Colne); **Seedhill Athletics Track and Fitness Centre** (Nelson); **Marsden Park Golf Course** in partnership with Reevolution Golf (Nelson); **Up and Active Project** (encompassing Sports Development, Healthy Lifestyles and Community Health Intervention projects); **The Good Life Project** (Nelson).

The Trust's Head Office is based at No. 1 Market Street (Nelson)

The Trust is also part of Sport England's Pennine Lancashire Local Delivery Pilot "Together an Active Future."

The Trust employs approximately 190 staff, made up of permanent full and part time employees and casual staff. A Board of 16 Trustees ensures that community involvement and ownership are never far from the decision making process. The Board brings an excellent mix of talents together from all areas of the community and includes two elected staff representatives and three elected members, one from each political party.

The Trust encompasses a wide range of leisure provision from the social inclusiveness of the Up and Active Project and the Good Life Project, to the more commercial aspects of Hospitality and Marketing. It is an exciting organisation to work for with new developments in fitness, sport, arts and entertainment. Major capital projects are currently being undertaken and new ones are in the pipeline.

Communication and understanding by everyone in the organisation and those people who support us is critical to our success. We need to engage everyone in our goals. Only by us all working together on our common goals can we guarantee our success and the future we deserve.

As the needs of our markets have changed and progressed, we have been at the forefront of realising new innovations and solutions for our customers.

We are constantly striving to make a difference to this part of East Lancashire, with new initiatives developing partnerships and exciting cross working projects. We have some of the most deprived wards in the UK ensuring that the challenge of social inclusion is always at the top of the priority list.

in partnership with



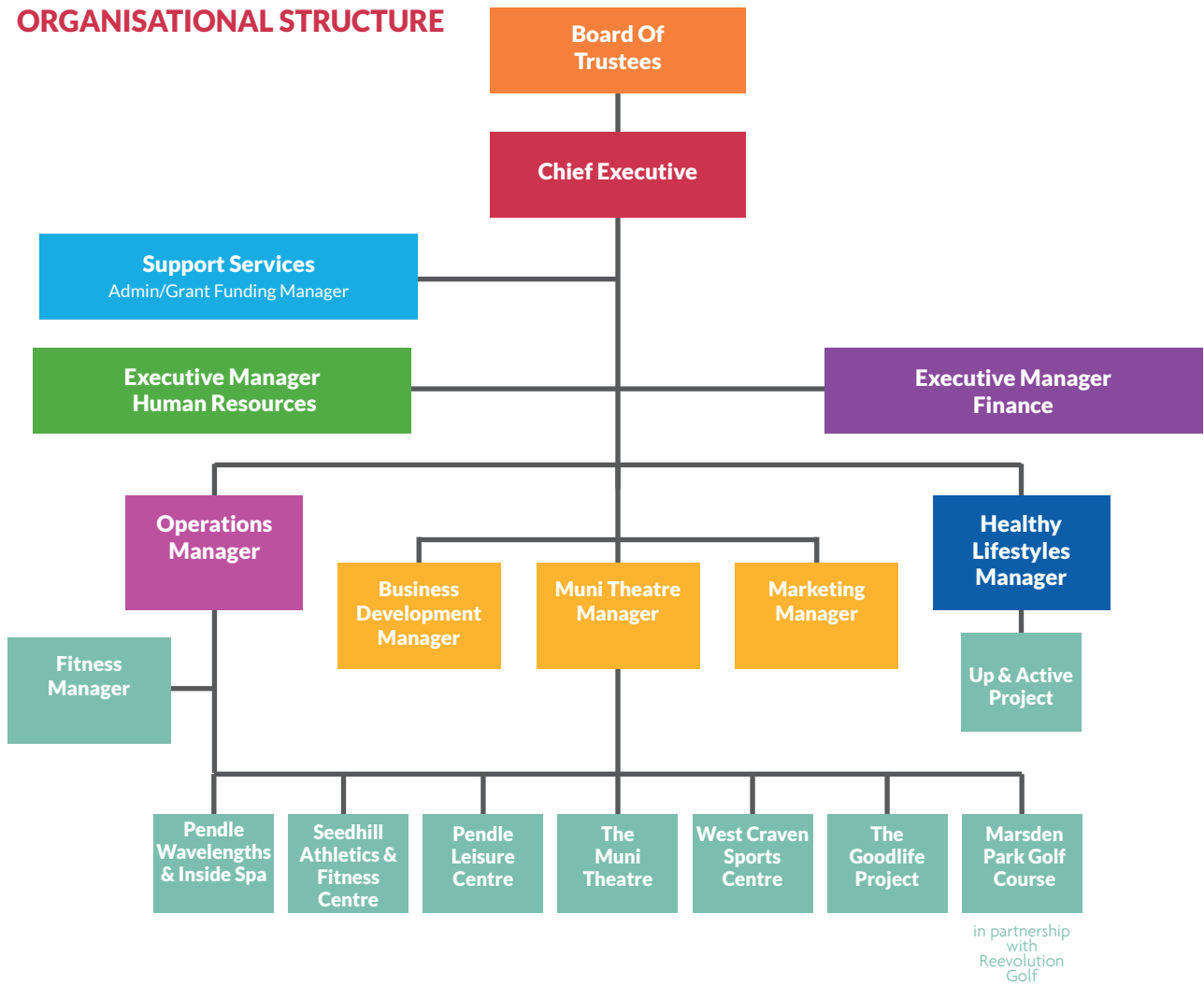
Pendle Leisure Trust serves customers by being an organisation that is focused on understanding its customers' needs and being determined to provide them with the highest standard of service.

Since its inception, Pendle Leisure Trust has achieved a great deal, but there is still much to do. The environment in which we operate continues to change. Our customers continue to become more and more demanding. If we are to secure our future we must continually improve and improve faster than ever before. To truly embrace this, we are committed to finding solutions – focused in all that we do. We aim to bring enthusiasm and motivation to every project we embrace (alongside outstanding service) to ensure we drive forward success.

Pendle is situated in the Eastern corner of Lancashire, approximately 30 miles from Manchester with excellent motorway connections. Its population provides a rich cultural mix with energetic communities actively involved in arts and sports activities of all kinds. It is an area of contrasts with the remnants of the industrial mill towns and the beauty of the Pennines creating an impressive and energising landscape.

Being part of Pendle Leisure Trust offers a great opportunity to any professional who wishes to make their mark and contribute to enriching the lives of local people. We aim to make a difference to our local community and we want people on our team who wish to do the same.

ORGANISATIONAL STRUCTURE



PENDLE LEISURE TRUST'S BRAND VALUES

THE PENDLE WAY

At Pendle Leisure Trust we are passionate about what we do and the community we serve. We provide state of the art facilities which are designed and managed by our highly qualified colleagues to improve the lives of every person in Pendle. We are a not-for-profit organisation, and we provide first class, high quality, accessible sport and leisure facilities alongside numerous community and health programmes.

We pride ourselves on the first class service that we give to our customers and we are focused on understanding our customers needs and we are determined to providing them with the highest standards of service.

'The Pendle Way' enables the Trust to develop the importance and recognition of what we do, what we are about and how to continue to improve all that we do both internally and for our customers and community.

THE TRUST'S VALUES ARE:

● WELCOMING

We take pride in welcoming all of our customers to our facilities and activities and ensure that we all maintain the same high standards at all the facilities all of the time.



● PASSIONATE

We love what we do and are enthusiastic about all our services, facilities and the opportunities we provide to both our colleagues and customers.



● PROFESSIONAL

We aim to ensure that all we do is delivered in a professional manner that makes it challenging, engaging and fun.



● INCLUSIVE

We aim to provide facilities and services for our community that are accessible and meaningful with positive experiences for everyone.



● INSPIRING

We inspire our customers to enjoy and get the most from their leisure time and for our colleagues to feel engaged, empowered and valued to be the best they can all of the time.



● REWARDING

We are committed to providing continual training and development and encourage ideas to improve the services and activities we provide.



STRATEGIC AIMS

● LEISURE FACILITIES

To provide an efficient, effective service along with accessible modern and well maintained facilities that cater for the needs of our local community.

● BUSINESS DEVELOPMENT

To be the key provider of leisure within Pendle, develop and invest in facilities, health activities and opportunities for increased participation.

● HEALTH AND WELLBEING

To increase participation in sport, physical activity and the arts to improve the health and wellbeing of our communities, increasing levels of physical activity, promotion of healthy lifestyles leading to a reduction in health inequalities.

● MARKETING AND COMMUNICATION

To market and communicate our services successfully which will further strengthen Pendle Leisure Trust's brand which in turn will increase demand for our services and activities

● HUMAN RESOURCES

To be a good and fair employer, provide opportunities for the development of our employees and position the Trust as a key employer in the area.

● FINANCE AND PERFORMANCE

To achieve financial viability and long term sustainability for the Trust. Seize every opportunity for developing and growing the Trust's business and revenue.



Pendle Leisure Trust is looking for an experienced and dedicated Chief Executive with drive and dynamism who can lead the team with an effective business strategy that meets its objectives and responsibilities to the organisation's community, partners and statutory bodies.

The ideal candidate will assume responsibility for colleagues, oversee team initiatives, and help make robust, data-driven corporate decisions that elevate the Trust's financial and operational performance. The Chief Executive will exemplify 'The Pendle Way' and create a collaborative work environment that empowers all colleagues to actively work towards the organisation's goals.

Main Duties and Responsibilities of this Role

- Ensuring policies, rules and procedures are developed, implemented and reviewed to cover the legislative and statutory requirements of the business.
- Responsibility for the overall management of Sports, Arts, Entertainment and Health initiatives. To ensure that performance measures and quality assurance targets are met, services are delivered efficiently and cost effectively, and that the business is continually improved and developed to meet the diverse needs of the local community.
- To lead and co-ordinate Pendle Leisure's Management Team, to enable it to produce unit business objectives and delivery plans, and once agreed ensure effective implementation to achieve performance measures.
- Implementation of effective partnership working with Pendle Borough Council, customers and other key organisations, both locally and on a regional basis, on planning and product development issues. To implement a strategy for joint working and effective communications both within and outside the organisation.
- Responsibility for preparing the annual budget, negotiation of the management fee with Pendle Borough Council and ensuring prudent financial management arrangements are implemented.
- Seek out and secure grant funding opportunities for projects and services that support the overall health and wellbeing of our customers.
- Ensuring the training and development of staff to enable the service to meet the organisational aspirations of the Trust and the required standard of service delivery. Ensure facilities operate within relevant legislation, particularly as regards, financial, health and safety and equality issues.
- Ensuring appropriate liaison with the Trust's external auditor, legal advisor, Charities Commission and other statutory agencies.
- Preparation and presentation of monthly reports keeping the Board fully informed of performance and related matters (eg policy, strategic, operational and financial issues), and ensuring that decisions of the Board and associated working groups are implemented effectively.
- To represent Pendle Leisure Trust and actively promote the work of the organisation at presentations, seminars and meetings.
- Ensuring that the Trustees and Management Team carry out their duties and responsibilities within the objects of Pendle Leisure's Rules.
- Ensuring Pendle Leisure Trust fully meets all statutory responsibilities, legal obligations including health and safety, and observe all relevant codes of practise.
- To identify and report opportunities that may enable the Trust to expand its business in line with its rules and objectives.
- To carry out such other duties as reasonably correspond to the general remit of the post and are commensurate with its level of responsibility.

Some of the Essential skills and qualifications.

- Diploma of ISRM or ILAM or similar professional body
- MBA/DMS, relevant subject or equivalent
- Proven track record of managing change
- Experience of business planning
- Success in securing and managing multiple funding streams
- Accomplished in collaborative working with health agencies, NHS, PCN's etc
- Good communication, motivational and problem solving skills
- Understand and interpret financial accounts
- Be aware of and implement marketing strategies including the marketing mix, research and branding
- Proficient in securing health funding



FURTHER APPOINTMENT INFORMATION

Reporting To	Chair of Pendle Leisure Trust's Board of Trustees
Location	Based at Number One Market Street, Nelson with travel to our various sites as required. Hybrid working does not apply to this role.
Working Hours	Normal working week will be 37 hours, Monday to Friday but flexible working is required as and when. There will be the occasional requirement to work evenings and weekends.
Annual Leave	21 days plus Bank Holidays, increasing with service up to a maximum of 31 days plus Bank Holidays.
Pension	Immediate auto-enrolment into the LGPS career average pension scheme.
Notice Period	Six months' notice period.
Fitness Membership	Full Activo Fitness Membership after qualifying period.
Employee Benefits	Physiotherapy discount, access to retail discounts through Vivup, Cycle to Work Scheme, free parking, discounts for treatments and spa experience at our Inside Spa, discounted Muni Theatre tickets