



CANDIDATE INFORMATION PACK

Chief Executive Officer

The Foundry at Victoria Hall Methodist Church

Victoria Hall Methodist Church, Norfolk Street, Sheffield, S1 2JB

Chair's Welcome



Rev Ashley Cooper
Chair, The Foundry Sheffield

Thanks for your interest in leading the Foundry in Sheffield as our next Chief Executive Officer.

The Foundry is a Sheffield-based charity rooted in the heart of the city, committed to serving those most in need with a clear link to the life and ministry of the Methodist Church.

We provide safe, accessible facilities in Sheffield City Centre for a wide range of charities, voluntary organisations, and community groups who support some of the most vulnerable people in our city, including asylum seekers, refugees, and people experiencing homelessness.

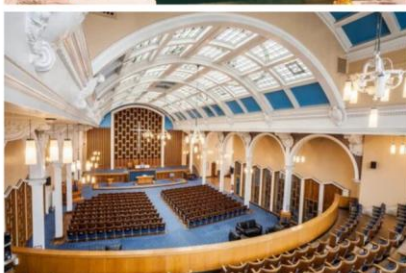
“We believe that every person deserves dignity, care, and hope.”

Through partnership, hospitality, and faithful stewardship of our buildings and resources, The Foundry enables frontline ministries and community organisations to bring practical help, advocacy, and restoration to those facing profound challenges.

We are now seeking a Chief Executive Officer to lead The Foundry into its next chapter. This is a unique opportunity for a values-driven leader to steward a well-established charity, strengthen partnerships across the city, and ensure that our facilities continue to be a vital resource for organisations working with and alongside Sheffield's most vulnerable communities.

The CEO will provide strategic leadership, operational oversight, and inspirational vision, ensuring that The Foundry remains sustainable, responsive, and faithful to its mission in a changing social and economic landscape.

The Foundry



The Foundry Sheffield is a registered charity (CIO) which, since 2015, has held accountability for the management and development of the historic Victoria Hall Methodist Church in Sheffield City Centre.

Alongside our work at this magnificent Grade II listed building (opened after a rebuild in 1908), we provide day-to-day management to four other buildings, enhancing tenant relations and providing on-site event support.

SUSTAINABLE IMPACT: GENERATING INCOME THROUGH BUILDING USE

The Foundry has adopted a unique and sustainable approach to support charities by turning Victoria Hall into an income generating space to fund community initiatives, whilst remaining a flourishing place of worship.

Because of this, it has become a hub for positive change.

Through planning and programming, Victoria Hall has been transformed into a versatile venue, hosting events that appeal to a broad audience, from cultural gatherings and art exhibitions to educational workshops and social events.

The income generated from these events offsets the operational costs associated with maintaining and running the building, creating a self-sustaining model that ensures the longevity of The Foundry's mission and the Church itself.

OUR VALUES

- We provide a safe space with good, accessible facilities
- We demonstrate bias for the disadvantaged and marginalised within our communities
- We model positive and respectful relationships with all our partners, tenants, stakeholders and clients
- We provide a high standard of hospitality and care

Who are we looking for?

ABOUT YOU

A strategic and confident leader, committed to the work and the purpose of the Foundry, candidates should have proven leadership and relationship management experience, ideally gained from working within the third sector. Key skills, experiences and attributes that we believe are needed to do the job well include:

Resilience and Integrity: The job isn't desk based and you will be involved in making decisions, taking feedback, and managing scrutiny. We need a leader with strong values who builds trust, offers respect and motivates others to give their best.

Strategic thinking: Working collaboratively with the board your ability to deliver the Foundry's mission focus whilst leading with clarity and a sense of purpose will be critical.

Emotional intelligence: The job requires you to work with people from different walks of life, faiths and perspectives. To foster a healthy organisational culture, support empathetic communication and to help navigate uncertainty, an established level of EQ is important.

Knowledge of finance: You will have a good all-round understanding of financial reports and through your financial literacy you will hold accountability for the Foundry's finances.

Income generation: Whilst we are talking about finance, you will play a key role in income generation through tenant management and grant funding whilst continuing to explore the potential for additional earned income strategies.

Governance: You will ensure the Foundry meets its legal and regulatory responsibilities, leading us well. This is more than compliance though as you will be a part of a team, working in an environment of mutual respect and shared purpose.

Fine-tuned communication skills: You will build relationships with a diverse range of stakeholders through active listening. You will be the storyteller for the Foundry, whilst remaining authentic, inspiring others and making them feel valued.

Effective leadership: You will lead our staff team and deal with the challenges that this might bring. Effective leaders shape positive cultures, and your wisdom and behaviours will play an important part in uniting the board and our Methodist stakeholders.

The Role

MAIN DUTIES AND RESPONSIBILITIES

Strategic Direction:

1. Work collaboratively with the board to prepare, update, implement and monitor the strategic business plan, reviewing performance on a regular basis, highlighting successes and improvements and identifying emerging opportunities and risks.

Finance and Income Generation:

1. Work collaboratively with the board to:
 - prepare an annual budget that utilises and maximises available resources in line with our charitable aims.
 - develop a financial strategy, maintaining an overview of unrestricted and restricted budgets and financial performance.
 - implement an effective income generation plan.
 - Identify and make applications to appropriate grant giving organisations.
2. Through proactive networking/research, identify and target funding opportunities.
3. Produce managements accounts and reports as appropriate.
4. Balance IMPACT and financial sustainability.
5. Oversee payroll and associated reporting requirements.

Leadership and Management

1. Hold responsibility for the management of staff and volunteers.
2. Provide coaching and mentoring to staff and volunteers to motivate and inspire.
3. Oversee staff appraisals, implementing and monitoring individual learning and development plans and evolving job descriptions in line with organisational need.
4. Review the organisational structure bi-annually.
5. As needed, recruit and onboard new hires.
6. Lead on HR matters in consultation with the HR sub group .

Partnerships and Collaboration:

1. Maintain professional links with statutory partners, proactively identifying fresh opportunities that work for the benefit of the organisation and its charitable aims.
2. Develop relationships with existing aligned charities and explore working with new.
3. Research opportunities to partner and create mutual benefit with commercial organisations who demonstrate a commitment to positive community impact.
4. Advocate and represent the organisation through outreach and networking.

Public Relations and Communications:

1. Implement an internal communications plan in collaboration with the board.
2. Through knowing your audience hold responsibility for external communications, crafting, with consistency, clear and authentic key messages and delivering these two-way, digitally and in-person.

Governance:

1. Inform, guide and offer expert advice to the board, in a non-legal capacity.
2. Advise the board and its sub-committees on their responsibilities with risk management, health and safety, diversity and inclusion and safeguarding ensuring the organisation complies with the law and its governing documents.
3. Act as Company Secretary ensuring legal and regulatory compliance.

Health and Safety:

1. Hold accountability for the health, safety and welfare of staff, volunteers and others affected by the organisations business through implementing and managing relevant and fit for purpose policies, procedures, protocols, assessments and handbooks.
2. Be 'hands-on' with building management (including the end-to-end management of maintenance, improvement and development projects), proactively reinforcing 'property awareness' across the organisation, maintaining statutory requirements.
3. Develop and maintain a very good working knowledge of property regulations.

General Responsibilities:

1. Oversee the day-to-day management and strategic direction of the organisation.
2. Comply with organisational policies.
3. Promote a positive image of the organisation internally and externally.
4. Recognise the importance of flexibility when working for a small organisation and carry out other duties as may be required.
5. Be the Designated Premises Supervisor (DPS) for alcohol licensing.
6. Be the Designated Safeguarding Lead.

Applicants will need to be able to demonstrate a respect for and understanding of the ethos of the Methodist Church of Great Britain and appreciate the importance of Victoria Hall Methodist Church as a place of Christian worship in the City of Sheffield.

Additional details

GENERAL TERMS OF EMPLOYMENT

Location:	Norfolk Street, Sheffield, S1 2JB (City Centre)
Hours:	30 per week. We are open to flexible working and happy to discuss any existing commitments that you might have
Salary:	£45,000 FTE Actual salary £35,469
Benefits:	25 days annual leave plus 8 days bank holidays, workplace pension scheme, flexible working policy, and development and training opportunities
Responsible to:	Board of Trustees
Responsible for:	Overall responsibility for management of the Foundry staff team

How to apply

WHAT YOU WILL NEED TO SUBMIT

1. A comprehensive and up to date CV (no more than 2 pages)
2. A supporting letter answering the following questions:

APPLICATION QUESTIONS:

- Question: Why are you interested in joining the Foundry as our CEO?
- Question: What are the challenges facing charities like the Foundry at this time?
- Question: How do you prioritise tasks and projects when everything seems urgent?

Incomplete applications will not be considered.

TIMELINE FOR MAKING AN APPLICATION

The deadline for applications is Friday 6th February at 5pm, however early applications are encouraged wherever possible. A 30 minute online or phone interview will be offered to those candidates whose written applications meet the criteria. These will be scheduled as applications are received. Face-to-face interviews will be held on Friday 13th February.

Submit applications by email to Andrew Crawford at andy@crawfordhr.com.

Data Protection: The information you provide will be held in confidence and processed in line with our Privacy Policy. If you are successful in your application the information we hold will be used to administer your employment. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equal Opportunities: We are committed to building a diverse and inclusive workplace. To help us monitor how we're doing and identify any barriers in our recruitment process, we invite all applicants to complete the Equal Opportunities Monitoring form found [here](#).

Adjustments: If you need adjustments making during the recruitment process please make us aware or provide us with any information that you feel relevant whilst we consider your application. We will be supportive in discussing reasonable adjustments at all stages.

About our team

OUR STAFF

We have a team of 11 staff members, currently led by our Chief Executive Officer, Rose Durant. Rose leaves the Foundry early 2026 to take another CEO position in the area. Everybody at the Foundry wishes her the very best.

OUR BOARD

Our board is made up of 11 trustees who bring a diverse range of experiences, skills and responsibilities. We currently meet every two months as a full board with our subcommittees meeting in the alternate months.

INTERVIEW PANEL

The interview panel for the post of Chief Executive Officer is:

- **Rev Dr Martyn Atkins**
Trustee (incoming), The Foundry
- **Rev Jonathan Haigh**
Trustee, The Foundry
- **Ali Johnson**
Trustee, The Foundry
- **Rose Durant**
Chief Executive Officer, The Foundry

INFORMAL CONVERSATION

If you have any questions, or if you would value an informal conversation about the role before making an application, please contact Rose Durant, our current Chief Executive Officer, by email in the first instance at rose@victoriahallsheffield.org

