




CANAAN TRUST

Rebuilding Lives

Chief Officer Role RECRUITMENT PACK



 canaan-trust.co.uk

 facebook.com/longeatonhomeless

 linkedin.com/company/canaan-trust

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Welcome to the Canaan Trust

62%

of homelessness
is hidden

50%

increase in rough
sleeping since 2010

40%

of homeless
are families

18%

of our population
now living in poverty

Source: (Gov.uk)

Our Vision

Rooted in our Christian values and open to all – that every person we support – whatever their need or story, will know that they are valued and will go on to build a life of independence, dignity and belonging in their community.

Thank you for your interest in becoming the new Chief Officer of Canaan Trust.

In this pack you will find information about the role and our selection process. Do read this through carefully as it has been put together to assist you in tailoring and completing your application.

We appreciate that you will also do your own due diligence. Having done that, please feel free to get in touch with one of us for an informal discussion about the post if you feel that would help you to complete your application.

Details on how to apply can be found on page 10 of this pack.

Canaan Trust is an independent charity and company limited by guarantee that has supported those who are homeless or threatened with homelessness since 1995. We work with people across the Borough of Erewash and the neighbouring Borough of Broxtowe. Our public office is on Main Street in Long Eaton and we have two houses for homeless men and one house for homeless women.

Canaan Trust is a Christian charity and operates 24-7, 365 days a year. We aim to provide care and support

to anyone with problems relating to homelessness, insecure accommodation, benefits, debt and food poverty.

We aim to support each unique individual in a holistic, person-centred way. Our goal is to enable each individual to address the issues that caused their homelessness or threatened homelessness, supporting them to rebuild their lives so they can positively move forward to achieve independent living back in the community.

Alongside our supported accommodation for homeless men and women we provide emergency support to anyone who is homeless, 24/7 365 days a year. We also provide the following services:

- Foodbank – access to food, toiletries and hygiene packs. We also provide warm clothing, sleeping bags, and vouchers for the Long Eaton and Sawley foodbank.
- Teaching – a range of life skills training for our residents including personal hygiene, healthy eating, budgeting, first aid and sexual health. We deliver a programme of employability skills and emotional wellbeing sessions.

- Advice – benefit and debt advice and support, often linked to homelessness or the threat of homelessness.

Canaan Trust is supported by a small army of volunteers whose awesome reliability is truly humbling. Whether organising food parcels, moving furniture, rattling collection buckets or covering the Canaan Trust stall at local events we can always rely on someone turning up to help out, and each year our volunteers join with people in the local community for our annual Sleep Out.

Kevin Curtis, our long standing Project Manager, will be leaving Canaan Trust in December 2026. During his 16 year tenure Kevin brought unswerving passion to provide the best support to those who are homeless or at risk of homelessness. He has grown and developed the services of the Trust significantly, culminating last year in the opening of Aspire House; a home for homeless women. It was particularly special as this long held vision became a reality in the Trust’s 30 th anniversary year. The service in Aspire House complements our provision for homeless men and is the sole women-only supported accommodation in the Boroughs of Erewash and Broxtowe.

The development of Aspire House has quite naturally lead to a review of our staffing structure. The Trust now operates with Service Managers for the male and female services and a dedicated support staff alongside each Service Manager. We introduced a new post of Finance Manager and we are currently in the process of redefining our administrative support.

In response to our growing organisation, trustees

have embedded new sub- committees for finance, HR, buildings and maintenance, within our governance arrangements. Alongside these we have a fundraising committee made up of trustees, staff and volunteers to coordinate community fundraising events and activities.

Demand for our service is growing. In terms of accommodation we can only reach the tip of the iceberg. There is the potential to grow and to reach more people in need but we also need stability to maintain what we currently have and do. We know that in order to achieve this we will need to diversify our income streams, become more adept at demonstrating our impact and develop/adopt a formal outcomes framework.

As our long-standing senior manager leaves it is time to recruit a new Chief Officer. We are looking for someone who will work with trustees to shape this role. We believe this is an exciting opportunity for the right person with the right experience and skillset to lead Canaan Trust in the next chapter of its journey. As Co-Chairs we are looking to the future; excited to know what this next chapter will look like.

Can you help us to tell our story, to be a voice for people who are homeless and vulnerable, and to ensure we are here and continue to grow our service in our local community?

Canaan Trust is a Christian-founded charity. While we welcome, serve and work with people of all religious faiths, and of none, the Chief Officer role includes a Genuine Occupational Requirement (GOR) to be held by a practicing Christian. There is more information about this in the person specification.

If you are inspired by our work supporting homeless people and those threatened with homelessness, we would be delighted to receive your application. We look forward to hearing from you.

Trish Eaton
Co-Chair
Canaan Trust
Board of Trustees
Tel: 07824 440451

Sue Bradley
Co-Chair
Canaan Trust
Board of Trustees
Tel: 07875 865528

Role Profile | Chief Officer



Responsible to: Chair of the Board of Trustees and through them to the Board of Trustees

Responsible for: Service Managers and Finance Manager

Purpose of the role: The Chief Officer will provide inspiring, values-led leadership to Canaan Trust ensuring the organisation delivers high-quality services for people who are homeless or threatened with homelessness. Focussed on ensuring each individual can positively move forward to achieve or retain independent living, the Chief Officer will be the steward of Canaan Trust's vision, culture and Christian ethos.

Main Areas of Responsibility and Tasks

Strategic Leadership

Trust's Corporate Objectives – Mission and Business Plan

Working with the Trustees, agree and identify the key objectives for the Trust, that form its corporate business plan.

Ensure these objectives are central to the annual budgetary and operational planning process.

Cascade these objectives and corporate plan, to the staff and use as the foundation for operational matters, including staff appraisal.

Work with the Trustees and staff to deliver a team culture built on the Trust's Mission and delivering excellence.

Attend, report and contribute to the Trust's Board meetings. Also the Sub-Committee meetings – Finance, HR, along with Building and Maintenance.

Strategic Influencing

Work with the Trustees to highlight the work of the Trust to strategic, external partners / bodies, e.g. Local Authorities, Government Departments, key stakeholders and local businesses and groups, including the faith community.

Work with organisations involved with homelessness issues to help shape current and future policies that impact on homelessness and vulnerable people.

Undertake an Ambassadorial role for the Trust, which includes an advocacy role for the homeless and vulnerable.

Publicity, External Messaging and Communications

Linked closely with the Ambassadorial role the Chief Officer will be the Trust's key person for external communication, including social media, where there is any possibility of reputational risk. This will include ensuring that the Trustees are briefed, with relation to external communication and the "line to take" when dealing with Government bodies' policies relating to the Trust's business.

Corporate Finance

Work with the Finance Sub-Committee, Trustees, Finance Officer and Service Managers to develop and agree the Trust's annual budgets. This will link with the delivery of the Trust's key objectives and corporate business plan.

Reports to funders

Ensure that reports required by funders are written and submitted to a high standard and on time. Liaising with the Service Managers as appropriate.

Finance

Responsible for contract negotiation and maximising income. This will include working with the Finance Officer to review the housing benefit on a 3-year basis, including proactively raising an appeal for an increase. This will also include ensuring Service Managers deal with voids quickly and effectively.

Have an overview of contracts and service costs for the organisation and ensure effective liaison with the Finance department of the Trust.

Building Maintenance

Responsible for the working up and execution of annual costed building maintenance plans for the Trust's properties. These will form an integral part of the annual budget and business planning process and of the risk register.

Operational and Management Responsibilities

Performance Management and Monitoring

Have oversight of all staff – monitor performance, line manage Service Managers and Finance Officer, through regular one-to-one supervision sessions and undertake annual appraisal, ensuring any matters arising are acted upon.

Deal with any confidential staff issues, particularly if they relate to pay roll and personnel records.

Handle performance management grievance and disciplinary matters for those who are line managed, in accordance with the Trust's HR policies and procedures.

Ensure all paid staff and volunteers within the Trust are recruited, inducted, trained, and managed in accordance with the Trust's HR policies and procedures.

Initiate and undertake weekly senior management team meetings with the Service Managers and Finance Officer to ensure the Trust's Mission and objectives are delivered.

Lead the development of a strong team culture and shared organisational identity across the Trust.

Ensure that the Service Managers manage and agree staffing levels, across the business, that ensure full cover and a safe delivery of support for both residents and staff.

Oversee the timely maintenance of personnel records for Trust staff, including sickness, annual leave, overtime, TOIL, and callouts.

Tenancy Retention and Termination

The decision to terminate a resident's tenancy would be that of the Chief Officer. The Service Managers would work alongside and be supported by the Chief Officer.

Caseloads

There is no expectation that the Chief Officer will have a caseload, this would fall to the Service Managers. The Chief Officer will help and support the Service Managers with complex, difficult cases.

Accountability and Compliance

Will be responsible for maintaining and actively reviewing the Trust's Risk Register, updating the Board regularly.

Ensure that the Trust is compliant in all statutory issues, including H&S, Safeguarding and GDPR. The Service Managers will ensure compliance on a daily basis, but the Chief Officer will have overall responsibility.

Contribute to and update, with Trustees, Trust policies relating to HR/ staffing, finance, statutory responsibilities, and safeguarding.

Other

Ensure all tasks are carried out within the framework of the Trust's Equality and Diversity policy.

Identify and undertake training, relevant to the development of the role, personal development, and to improve performance and knowledge in the post.

Undertake other tasks as appropriate to the role, including, callout duty during unsociable hours as scheduled with other staff.



Essential Criteria

- Demonstrable track record as a senior leader in a small to medium sized charity or values led organisation. With responsibility for strategy, people, finance and performance. Ensure these objectives are central to the annual budgetary and operational planning process.
- Strong financial and income generation expertise ensuring that the organisation remains mission-focussed, financially sustainable and responsive to local need.
- A values-based leadership approach that prioritises safeguarding, trust and inclusion.
- Strong communication skills and the ability to build effective relationships with diverse stakeholders.
- Experience of influencing, campaigning and representing an organisation externally. Driven by purpose and social impact.
- Experience of forging links and working with public sector organisations involved with the homelessness agenda.
- Commitment and experience in working with a value led organisation that serves people of all faiths and none in work addressing issues relating to poverty, deprivation, housing and employment readiness.
- Experience of working with people with multiple and complex needs. Christian Leadership and Faith Commitment (Essential).

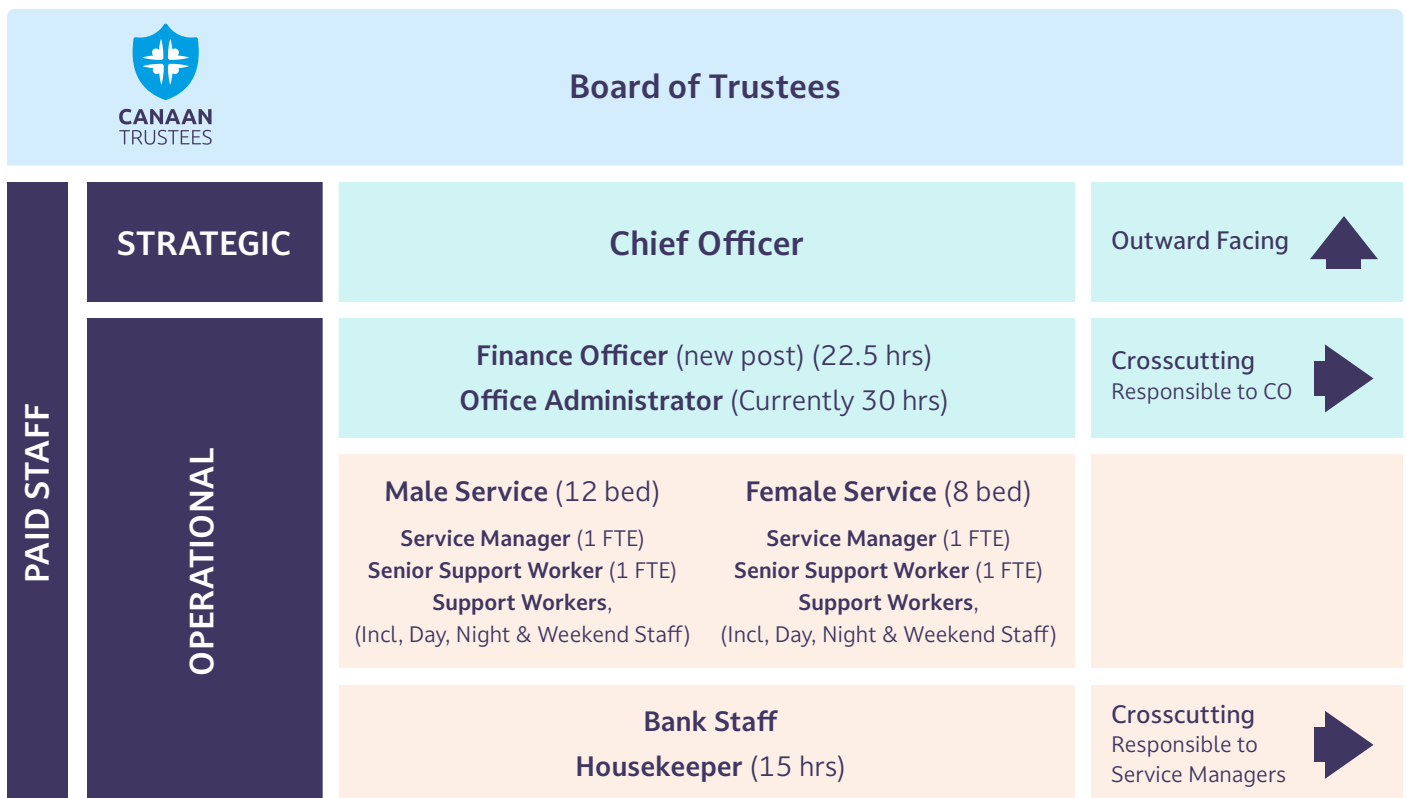
Christian Leadership and Faith Commitment (Essential)

- The Chief Officer role includes a Genuine Occupational Requirement (GOR) to be held by a practicing Christian. As defined by the Equalities Act 2010 (part 1 of schedule 9).
- The successful candidate will describe themselves as a Christian and be able to articulate their faith journey to date. The Trustees understand that faith is a deeply personal matter, and that each person's experience is unique, and will approach the recruitment process in this spirit.

Desirable Criteria

- Experience of working with and alongside a Board of Trustees developing budgets, managing risk (financial), managing performance.
- Experience of working with and alongside a Board of Trustees developing HR and safeguarding policies, including managing risk (reputational).
- Experience of working with and alongside a Board of Trustees managing and developing costed building and maintenance plans.
- Knowledge of Housing Benefit and exempt accommodation regulations.
- Knowledge of DAHA or other domestic abuse housing frameworks.
- Experience of managing properties used for supported housing.

Canaan Trust Structure



Volunteers assist in a variety of tasks across the organisation from organising food parcels to helping with fundraising events.

Key Terms & Conditions



Chief Officer

Salary:	£55k per annum.
Holiday entitlement:	33 days paid annual leave per year, including bank holidays.
Working hours:	<p>Normal hours of work are 37 hours per week. However, due to the seniority of this post there is a requirement for flexibility in meeting the full responsibilities of the post. Attendance at evening or weekend meetings may be required from time to time.</p> <p>There is also an expectation that this post shares responsibility for covering the duty phone at evenings and weekends, being available when required for support and advice. Currently this is on a 6 weekly rotation but may be more to cover sickness or emergencies.</p>
Probation & notice periods:	The probation period for the role is 12 weeks. The notice period after probation is 12 weeks.
Location:	Your normal place of work will be at Jordan/Aspire House but there is flexibility to work off site, including homeworking, as appropriate once familiarity with the Trust and the role is established.

How to Apply

Applications should be emailed to chair@canaan-trust.co.uk by 9.00am on Monday 6th July 2026

Your application should include:

- Your CV – please make sure this includes your educational and professional qualifications and a full employment history. Tell us a bit more about your more recent employment and most relevant experiences. Please keep this to two pages or three at the most.
- A personal statement of no more than 2 pages outlining your motivation, why this role/organisation at this time. You will also want to evidence how relevant your offer is to the role profile, with particular reference to the person specification, and what you might bring to this role. Please do mention your fit with the Christian faith we seek in this leader. Christian faith is an Occupational Requirement for this role.
- Your daytime, evening and or mobile telephone number (to be used with discretion).
- Please tell us if you are unavailable on any of the dates of the information sessions or the interview date.

Thank you for your interest in the work of The Canaan Trust. Please do not hesitate to get in touch with us via the chair@canaan-trust.co.uk email address if you have any questions regarding this appointment or the process.

Key Dates



Recruitment

Closing date: 9am on Monday 6 July 2026.

Shortlisting: Will take place on Weds 8 July and we will let you know the outcome of your application by the end of that week.

There will also be the opportunity for short listed candidates to attend one of two information sessions on either Weds 15 July or Weds 22 July. Times are yet to be confirmed. This will provide an opportunity for candidates to find out more about the Canaan Trust through:

- A tour of our main facilities at Jordan and Aspire House
- Informal conversation with some of our trustees
- The chance to engage with residents, staff and other stakeholders

Interviews: Will take place on Monday 27 July at Aspire House, 14 Main Street, Long Eaton, Derbyshire NG10 1 GR. Specific details of the arrangements for the day and information about any tasks which may require preparation will be provided by Thursday 23 July.

The interview panel will be made up of 3 Trustees and a key stakeholder.

Safeguarding: The Canaan Trust is committed to safeguarding. Any offer of employment is conditional upon the successful completion of applicable background checks, including an Enhanced Disclosure via the Disclosure and Barring Service (DBS).



CANAAN TRUST

Rebuilding Lives

Chief Officer 55K

Long Eaton, Derbyshire.

Canaan Trust is an independent charity and company limited by guarantee that has supported those who are homeless or threatened with homelessness since 1995.

We work with people across the Borough of Erewash and the neighbouring Borough of Broxtowe. Our public office is on Main Street in Long Eaton and we have two houses for homeless men and one house for homeless women.

Canaan Trust operates 24-7, 365 days a year. We aim to provide care and support to anyone with problems relating to homelessness, insecure accommodation, benefits, debt and food poverty.

The Canaan Trust is a Christian Charity and while we are very clear that we welcome, serve and work with people of all religious faiths and of none, the CO role includes a Genuine Occupational Requirement (GOR) to be held by a practising Christian, under Part 1 of Schedule 9 of the Equality Act 2010.

This is an opportunity to lead an organisation with an excellent reputation which has strong foundations, and a dedicated and enthusiastic team of staff and volunteers.

Our new Chief Officer will have:

- Experience as a senior leader in a small to medium sized charity or values led organisation, with responsibility for strategy, people, finance and performance.
- Strong financial and income generation expertise ensuring that the organisation remains mission-focussed, financially sustainable and responsive to local need.
- A values-based leadership approach that prioritises safeguarding, trust and inclusion.
- Strong communication skills and the ability to build effective relationships with diverse stakeholders.
- Experience of influencing, campaigning and representing an organisation externally.

If you are inspired to work with homeless people and those threatened with homelessness please find out more by downloading an application pack from our website:

www.canaan-trust.co.uk/info-pack-download
or by emailing: chair@canaan-trust.co.uk

Application deadline:
9am, Monday July 6th 2026

