



Recruitment Information Pack

DEPUTY CHIEF EXECUTIVE

37 hours per week

Welcome to York Travellers Trust!

Thank you so much for your interest in working with us.

In this pack you should find all the information you need to find out what we're about.

This includes:

- More about us, what we believe in and our values
- The job description and person specification
- What we expect from our staff
- What you can expect from us
- Our application process

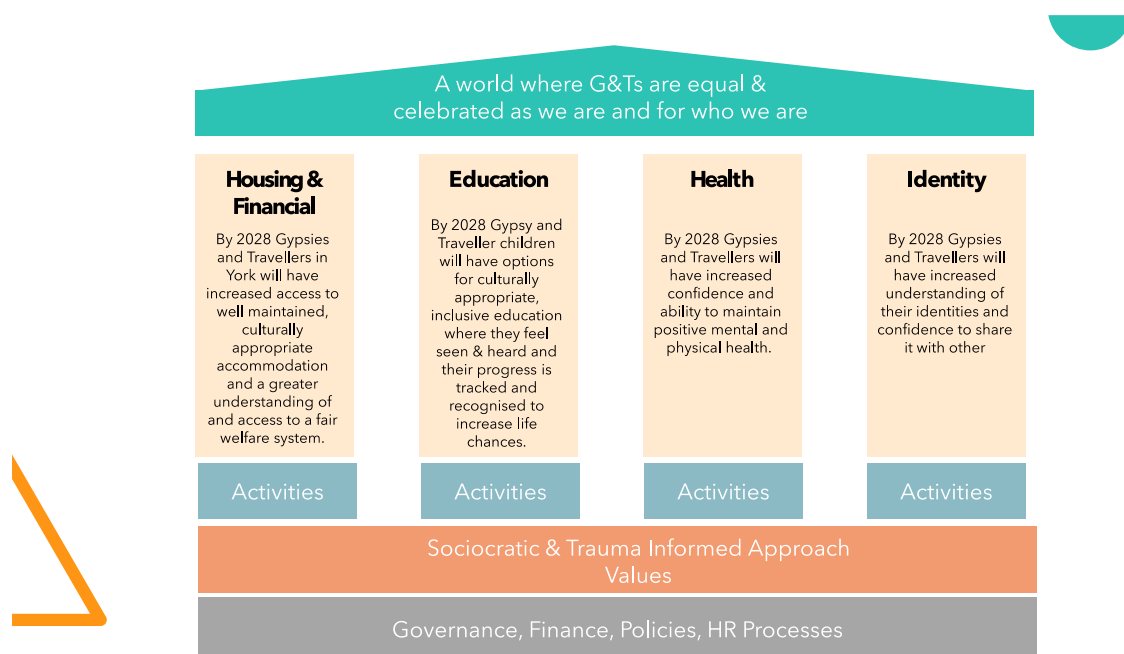
York Travellers Trust

Founded in 1999 York Travellers Trust (YTT) is the longest running registered charity within the United Kingdom that works primarily with Gypsy and Traveller Communities (GTC). Based in York and surrounding areas, we're here to support members of the GTC with various topics such as finance, education, health, and experiences of discrimination. Our aim is to improve their physical and mental well-being and dispel mistruths about the GTC within the local community, improving the lives of GTC and those they interact with.

For many years YTT only operated with a sole employed worker. Through the mid 2010s a Big Lottery Grant allowed a growth in our work. We now have a staff of around 10 (some part-time).

Our work is underpinned through financial support a range of funders, the larger is which the National Lottery Community Fund. This year our grant with Lottery was renewed for another 3 years. We also have funding from the Esmée Fairbairn that underpins our move to a more sociocratic way of working.

In 2024 the trustees and staff spend some time thinking through our strategy for the next 4 years and how we work together. We created this graphic to summarise our aims for the next few years:



A note from our CEO

Welcome to York Travellers Trust

At York Travellers Trust (YTT), we believe that work should be meaningful, community-driven—and yes, even fun.

As the UK's longest-running charity dedicated to Gypsy and Traveller Communities, we're proud to stand shoulder to shoulder with the people we serve, creating real change through support in housing, education, health, advocacy, and more.

We're a small, skilled, and spirited team, guided by values of respect, inclusion, and equity. We work hard, laugh often, and genuinely enjoy what we do—because we know that when people are happy and supported in their roles, great things happen.

We're also on a journey towards a sociocratic way of working—a more democratic and inclusive approach where decision-making is shared and every voice matters. For us, staff wellbeing and joy at work aren't add-ons—they're central to how we operate.

Now, we're looking for a Deputy Chief Executive who shares our values and our vision. This is a unique opportunity to help shape the future of a bold, trusted, and evolving organisation. You'll bring strategic and operational leadership, oversee impactful community-led services, support and grow a talented team, and play a central role in representing and championing YTT both internally and externally.

Whether it's shaping strategy, leading a safeguarding culture, forging strong partnerships, or joining a biscuit-fuelled brainstorm in the break room, you'll be part of something that's purposeful, people-powered, and proudly grassroots.

If you're passionate about equity, collaboration, and driving real-world change for Gypsy and Traveller Communities—welcome home.

If you would like to know more about the role, please email Karenweaverconsulting@gmail.com

We look forward to receiving your application.

Best wishes

Violet Cannon

Chief Executive

What our staff and volunteers say about working for us...

"With the wellbeing service, we're constantly rethinking the offer, looking at it and going okay, well, this hasn't worked but that has, so we need to think differently. The wellbeing circle's been amazing in terms of that – informing how we shape services going forward."

"The people we work with are feeling invested in and some are then investing in what we're doing."

"A lot of services discharge clients if they miss consecutive appointments or behave a certain way. But we decided to scrap these rules and consequences for behaviour as often this can be a punitive experience for people if they have mental health issues. I recognise that all behaviour is communication, and my approach is, "come as you are, and I'll meet you there". Being person centred, I have got to be prepared to meet each person where they are at. Generally, human beings seek connection and safety, so if a person can't address those needs, and are not showing up, we have to be curious about what are the barriers or conflict to that. Whilst we acknowledge that process and structure are part of any ethically supportive environment, we have removed the issue of morality and judgement. I'm able to still be here so people can come back when they feel safe and ready. A sense of autonomy and self-agency goes a long way to build trust. Not just trust between me and 'client' but trust within the client, to trust themselves. Which is an issue for those with post-traumatic stress disorder (PTSD) and complex post-traumatic stress disorder (C-PTSD) or traumatic histories. Which impacts self-esteem and confidence. This knowledge [of the trauma people have experienced and how that can lead to certain behaviours] has shaped the service we offer and contributed to us looking at becoming a trauma informed organisation."





“Initially, I began volunteering at YTT’s food bank because I was in the early stages of recovering from mental health issues and felt that I wasn’t ready for employment. Additionally, I contributed to the Olio food app and had leftover food, so I decided to bring it to YTT. This is how my involvement with YTT began. I have dedicated over 3 years to volunteering at YTT, which has allowed me to rebuild my confidence and collaborate with others by volunteering once a week. Due to my anxiety and poor health, I used to be quite isolated and rarely went out. However, the team at YTT immediately made me feel like a valued member. As my confidence grew, I started engaging with clients at the food bank, making them feel welcome by having conversations and offering them a cup of tea in YTT’s public living room. I also began assisting other staff and volunteers in distributing food and ensuring fair sharing. Currently, I am employed by another charity and running my own written courses, but I continue to volunteer at YTT’s food bank once a week. I find this experience enjoyable, and it helps me establish connections within my local community.”

“On a Thursday we are working with six young people who come in and work on their functional skills. We have seen rewarding outcomes, as they have grown in confidence. Not just within their functional skills, but also with talking to people and each other as well. They were invited to a primary school where they gave a talk to young people who are in mainstream education of some of the things they faced when they were in that environment and how it made them feel. This went down very well, and they went on to been invited to another school, this has built their self-confidence no end. The young people also ran a stall at an event we held in which they had a small amount of money to buy resources with and then sell their product to people. Any money they made went towards a trip of their choosing. I am so proud that we are part of helping them to become confident adults within their own community. We hope to refine and develop our offer for EHE young people over the next year to create clear pathways and holistic support which includes wellbeing support and vocational skills development.”

Job Title: Deputy Chief Executive
Reports to: Chief Executive Officer
Direct Reports: Community Development Team, Project Leads
Salary: £41,550 per annum
Location: York/Hybrid

Role Purpose

- Provide strategic and operational leadership across the organisation, deputising for the Chief Executive Officer (CEO) as required.
 - Lead the development, delivery, and continuous improvement of services for Gypsy and Traveller Communities (GTC), ensuring they are community-led and impactful.
 - Oversee the management and development of the Community Development Team.
 - Act as the Designated Safeguarding Lead, ensuring best practice and compliance in safeguarding children and vulnerable adults.
 - Build and maintain effective partnerships with external agencies, funders, and statutory bodies.
 - Represent York Travellers Trust (YTT) externally, championing the organisation's vision, mission, and values.
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Key Responsibilities

1. Organisational Leadership and Strategy

- Support the CEO in leading the organisation, contributing to strategic planning, organisational development, and decision-making.
- Deputise for the CEO as required, including attending meetings, representing the organisation externally, and managing internal operations.
- Stay informed of external trends, policy developments, and community needs, advising on implications for the organisation's strategy and services.
- Act as a senior leader across YTT, fostering a culture of inclusion, accountability, and continuous improvement.

2. Community Services and Programme Delivery

- Lead the design and delivery of services that reflect the needs, rights, and aspirations of Gypsy and Traveller Communities.
- Maintain close engagement with community members, using outreach, home visits, and site-based engagement to inform service design.

- Ensure services are well-managed, monitored, and evaluated, with appropriate delegation across the Community Development Team.
- Promote a culture of reflective practice, learning, and service improvement.

3. Team and Operational Management

- Line manage and support the Community Development Team and other relevant staff, providing clear direction, regular supervision, and annual appraisals.
- Oversee operational systems and processes, including the client information system (currently Lamplight), to ensure effective and ethical use of data.
- Lead cross-team collaboration to ensure smooth delivery of projects and services.

4. Safeguarding Leadership

- Serve as the Designated Safeguarding Lead for YTT, developing and embedding robust safeguarding policies and practices.
- Respond appropriately to safeguarding concerns and disclosures, maintaining clear records and referrals to relevant authorities.
- Ensure all staff are recruited, inducted, and trained in accordance with YTT's safeguarding policies and statutory guidance.

5. External Relationships and Partnerships

- Develop and manage strategic partnerships with charities, funders, statutory services, and other relevant agencies.
- Represent YTT at external forums, networks, and partnership meetings, promoting the organisation's work and values.
- Work collaboratively to encourage external partners to deliver services and activities from YTT's premises or in partnership.

6. Fundraising and Financial Oversight

- Identify and pursue funding opportunities that align with YTT's strategic priorities.
- Lead or support funding applications and ensure timely reporting to funders.
- Oversee budgets for service delivery and community projects, ensuring effective financial management and value for money.

7. Organisational Development and Governance

- Contribute to organisational planning, risk management, and reporting to the Board of Trustees as required.
- Support a strong organisational culture based on YTT's values: inclusion, respect, accountability, and collaboration.

- Support the CEO and Board with compliance and governance responsibilities.
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General Responsibilities

- Maintain accurate and confidential client and project records in line with data protection and safeguarding guidance.
- Contribute to staff meetings, team discussions, and organisational events.
- Undertake ongoing professional development, including supervision and training.
- Actively contribute to a safe, welcoming, and inclusive environment for all staff, volunteers, and community members.
- Undertake any other duties as required, appropriate to the level of the post.

Deputy Chief Executive – Person Specification

All criteria marked as **Essential (E)** must be clearly demonstrated in the application to be considered for interview.

Criteria marked as **Desirable (D)** may be used to distinguish between similarly qualified candidates.

Education, Qualifications & Training

| Criteria | E/D |
|--|-----|
| Safeguarding training (children and adults) | E |
| Designated Safeguarding Lead (DSL) training or willingness to undertake it | E |
| Management or leadership qualification | D |
| Project or programme management qualification (e.g. PRINCE2, Agile) | D |

Experience

| Criteria | E/D |
|---|-----|
| Senior-level leadership in a charity, community organisation, or similar setting | E |
| Direct experience working with Gypsy and Traveller Communities or other marginalised groups | E |
| Experience managing teams, including supervision, appraisals, and delegation | E |
| Experience as a Designated Safeguarding Lead or equivalent | E |
| Proven experience of developing and managing community-based services | E |
| Experience of representing an organisation externally to partners and stakeholders | E |
| Experience managing budgets and monitoring spend against targets | E |
| Experience of successful fundraising or reporting to funders | E |

Knowledge & Understanding

| Criteria | E/D |
|--|-----|
| Understanding of the rights, needs and barriers faced by Gypsy and Traveller Communities | E |
| Strong understanding of safeguarding children and vulnerable adults | E |
| Knowledge of charity governance, compliance and good practice | E |
| Understanding of trauma-informed and culturally sensitive approaches | D |
| Awareness of the political and policy landscape affecting marginalised communities | D |

Skills & Abilities

| Criteria | E/D |
|--|-----|
| Strategic thinker with the ability to support and deputise for a Chief Executive | E |

| Criteria | E/D |
|--|------------|
| Excellent leadership and team management skills | E |
| Strong communication and interpersonal skills, with the ability to build trust and influence | E |
| Ability to develop and maintain effective partnerships | E |
| Ability to manage multiple priorities and work under pressure | E |
| Confident in managing client data systems and using evidence for decision-making | E |
| High standard of written communication (e.g. reports, funding bids, correspondence) | E |

Values & Approach

| Criteria | E/D |
|---|------------|
| Commitment to equality, inclusion, and social justice | E |
| Respect for and understanding of diverse cultures and lived experiences | E |
| A collaborative, hands-on approach to leadership | E |
| Commitment to YTT's values and the empowerment of community voices | E |

Application Process

We want to make our roles as accessible as we can to the widest range of applicants, so we can be flexible to enable people to apply in a way that suits them.

Initially please send a CV and a covering letter demonstrating how you meet the requirements for the role to Karen Weaver, HR Consultant, on karenweaverconsulting@gmail.com

However, if you struggle with this, please do let us know and we will discuss with you a way for you to apply.

If you would like to arrange an informal chat, please email Karen Weaver, HR Consultant on karenweaverconsulting@gmail.com

Once you've submitted your CV and covering letter, we will compare your application to what we're looking for with our person specification, and if they're a good fit we'll contact you for an interview.

References

Please provide the name and address of at least two referees from whom York Travellers Trust may seek information regarding your suitability for employment. References must include your current employer and any previous employers you have worked for in the last three years (or, if you are a student, your school, college or university). It would be helpful if you would supply an email address wherever possible. Confirmed offers of employment will only be made following receipt of satisfactory references. Referees will not be contacted without your prior approval.

Rehabilitation of Offenders Act (1974)

Please read carefully the policy statement 'Rehabilitation of Offenders Act (1974)'. A statement giving details of any unspent criminal convictions or any criminal proceeding pending against you and/or any spent convictions, cautions, reprimands and final warnings should be made on the ROA Statement provided and emailed to us with your application form. This post is exempt from the Rehabilitation of Offenders Act (1974).

Declaring a criminal record or other information will not necessarily bar you from appointment. In making a decision, the nature of offence will be considered, how long ago and what age you were when it was committed, and any other factors which may be relevant.

General Data Protection Regulation (GDPR)

In signing and submitting the various forms which make up your application you will be giving your consent to York Travellers Trust storing and using the information you provide in accordance with data protection regulations. However, none of the personal information you provide will be shared with any other body outside of York Travellers Trust and our HR Consultant.

DBS Check

Please note this role requires a DBS check.

Closing Date for applications: 25 June 2025

Interview date: To be notified.

What our staff can expect from working with us

We're a friendly bunch, who are passionate about helping and supporting vulnerable people, we love a challenge and thrive on hard work. So, you'll be joining a team of likeminded people working together for a common cause. Whether it's tea and cake in our meeting room, or a quick catch up on Teams you can be assured of joining a welcoming organisation with wellbeing in mind.

We offer a range of benefits:

- ***Flexible Working Arrangements*** – Please check role requirements at interview
- ***Annual leave*** – 33 days annual leave (including bank holidays). All leave is pro-rated for part time employees. We also offer additional compassionate and special leave (including carers leave).
- ***Pension contribution*** – We have Defined Contribution Pension Scheme provided by the Pensions Trust.
- ***Learning and Development opportunities*** – We are keen to provide all employees with the skills and learning they need to successfully deliver their roles and develop their careers with York Travellers Trust
- ***Working in a values-based organisation*** – We are constantly trying to evolve and find ways to live our values. This means sometimes we will all get it wrong, and we will all learn together