

HR Officer: Briefing Note

Introduction

Manor and Castle Development Trust was set up in 1997 to deliver a wide-ranging regeneration programme, delivering a range of programmes:

- Housing
- Environment
- Young People
- Community Development
- Health
- Education and training
- Employment and enterprise.

Over the years the Trust has developed and changed to meet local needs but the basic issues have stayed fairly constant:

- Poverty
- Un-employment / worklessness
- Low-income economy
- Health issues worse than city average
- Educational attainment is below Sheffield average.

We currently deliver a range of activity:

- Community development and community engagement
- Health and well being
- Employability
- Training and adult learning
- Nursery
- Advocacy
- Property management
- Managed workspace.

We work mainly in Manor Castle and Park and Arbourthorne wards and in Woodthorpe estate. Both are deprived communities.

We are an Investors in People organisation. We have recently won an award for Provider of Employment services of the year and two staff won individual awards for their work.

We are very much a 'can do' organisation, we look for ways to do the things we know need doing rather than finding reasons not to.

Staff:

We currently have 78 staff, many of whom are part time. A small number are on short term contracts, funding related.

We have a very low turnover of staff (less than 1% a year).

We have a high % of staff who originated locally, live locally or have moved to live in the community.

We do try to reflect the local community but have work to do to catch up with the changes we have seen in terms of diversity over the last 10 years.

We are seeking to add this post to the organisation's infrastructure to strengthen the systems and support for staff alongside a robust finance and management team.

The structure of the Trust:

MCDT is the parent company and is a company limited by guarantee and has charitable status. All our staff are employed by MCDT. We have two people on contract to us, in addition. One is a fund raiser for us and the second is the Quadrant Business Manager.

The two wholly owned subsidiaries:

- Parkway Business Centre Limited: prestigious managed workspace – 99 parkway Avenue, Sheffield S9 4WG.
- Managing Locally Limited: holding company for our shops and flats (except a post office which is in MCDT Estate management)

The subsidiaries gift aid surplus to MCDT the charity.

The Trust is governed by a Board of Trustees and we currently have 8 trustees and one advisor to the Board.

The Trust is a relatively flat organisation and is managed by a team of senior managers with portfolios of responsibilities including line management.

Vision, purpose, values and aims:

Vision	Proud to live and work as part of the Manor Castle communities.		
Purpose	To support community action that brings about positive economic, social, and environmental change through the development of enterprising solutions.		
Values	Promoting innovation, change and creativity. Welcoming diversity, and Equality of Opportunity. Empowering and Supporting community action, social justice and fairness. Collaboration and Cooperation. Open, honest and transparent.		
Aims	<p>Community Development We will Increase confidence, aspirations and expectations by delivering a programme of transformational social and economic activity, that helps individuals and communities engage, and builds the confidence and capacity of local individuals and organisations to access opportunities: - jobs, volunteering, services, training, enterprise and education and to improve their health and wellbeing.</p>	<p>Collaboration and Partnerships To advocate for and influence the delivery of services that are the best quality possible for local people. To ensure that what the Trust offers is complementary and does not displace other services.</p>	<p>Voice, leadership and influence MCDT collaborates with other VCF organisations to strengthen the VCF role in the delivery of services and activities that meet local needs and influence policy and commissioning by enabling diverse voices to be heard. We will support community forums, and facilitate safe places for debate and discussion, sharing of information and joint leadership approaches.</p>

Conclusion:

I hope this gives you a flavour of the organisation and what an exciting dynamic opportunity this could be for you.