

Deputy  
Chief Executive Officer  
Appointment  
2026

Applicant Information Pack



## A warm welcome from SLSW

Hello,

Thank you for your interest in the Deputy Chief Executive role at Shared Lives South West.

Shared Lives is a model of support built around people opening their homes and lives to others, creating long-term, meaningful relationships that enable people to live good lives in their communities. The role of our staff team is to support the model: To recruit and support carers, as well as to work alongside people who use Shared Lives services. The aim is to ensure our service is safe, sustainable, and rooted in our values.

In recent years, Shared Lives South West has grown and evolved as an organisation. We have invested in our leadership team, our culture, and our ways of working, and we are proud of the environment we have built. It is one that is collaborative, values-led and grounded in strong relationships, where people care about the work and about one another.

This is a new senior leadership role within our organisation, created to strengthen our leadership capacity and our resilience as we continue to develop and grow. The Deputy Chief Executive will play a central role in supporting the organisation's sustainability and effectiveness. They will provide leadership across finance and people, and work closely alongside me as the Chief Executive.

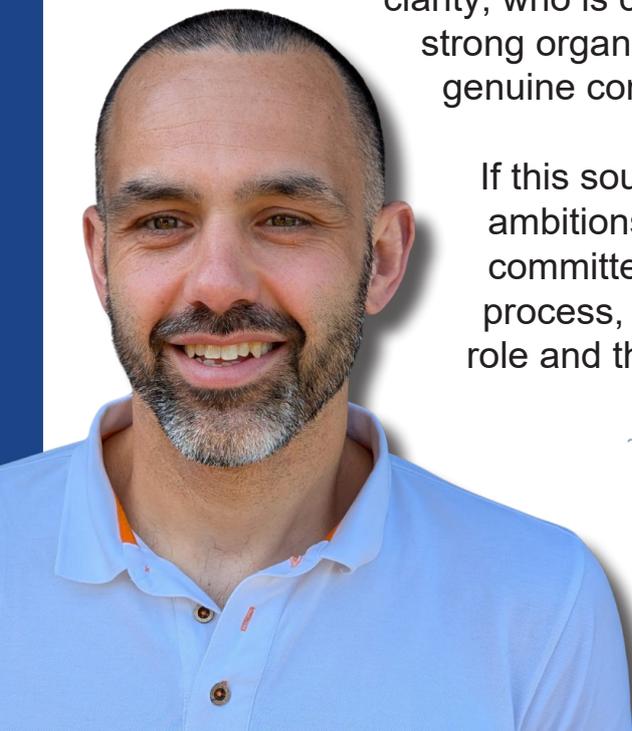
This role sits within an established, values-led culture, in a leadership team that is committed to strengthening how we work together and how we support the people and communities we serve.

We are looking for someone who leads with integrity, empathy, and clarity; who is comfortable working collaboratively; and who brings strong organisational and financial leadership alongside a genuine commitment to people.

If this sounds like a role that fits your experience, values and ambitions, I would encourage you to apply. We are committed to an open, fair and thoughtful recruitment process, and to supporting the right person to settle into the role and the organisation.



**Dominic Spayne**  
Chief Executive





## About Shared Lives South West

Shared Lives South West is a social care charity based in the Southwest that supports adults to live meaningful, connected lives within their communities. We recruit and support Shared Lives Carers who open their homes and their lives to people who need support. It's often described as being a bit like adult fostering: A person-centred, community-based alternative to supported living or residential care.

We currently work with local authorities across Cornwall, Devon and Somerset, with 290 carers supporting more than 450 people.

**At its heart, Shared Lives is about relationships.** It's about belonging, everyday life, shared routines, shared meals, and shared moments. Within the model, people live as part of a household. It works best when there is trust, mutual respect, and long-term connection between people and the carers who host them.

The people we support are individuals first and foremost. They have their own hopes, interests, relationships, and ambitions. Our role is not to fit people into services, but to support people to live their fullest lives.

The role of our staff team is to recruit and support carers, and work alongside people who use Shared Lives services.

We work closely with local authorities, health partners, and communities across the Southwest to champion Shared Lives and to show that relational, community-based support can be very effective.

**Shared Lives South West is a well established, values-led organisation.** We are proud of our culture, our people and the way we work together. This role sits within a stable organisation that is continuing to strengthen how it works, how it supports people, and how it sustains the Shared Lives model in a challenging social care landscape.

## our vision, purpose, and values

Shared Lives South West is an 'Outstanding' rated charity by the Care Quality Commission. We work across diverse communities and alongside a wide range of partners in Devon, Cornwall and Somerset.

We take pride in being an organisation that leads with clear vision and purpose, underpinned by strong values about how we work, how we lead, and how we treat one another.

**Our Vision** To be the leading Shared Lives provider in the country.

**Our Purpose** To make a positive impact on the lives of the people we support.

**Our Values** Sit at the heart of everything we do. They guide how we design services, how we make decisions, and how we show up for the people and communities we serve. We put CARE into everything we do.



### Community

Working together with a shared purpose and belonging to achieve common goals.



### Autonomy

Empowering people to take ownership and accountability for decision-making.



### Resilience

Building the strength and character to embrace change and challenge.



### Equity

Giving people what they need to have equal access to opportunities in life.

These values shape our priorities, our relationships, and our expectations of leadership.

We are looking for leaders who genuinely align with these values and who will live them out in their everyday practice.

## How we work

Shared Lives South West has an established organisational culture shaped by our values, our relationships with one another, and how we work together day-to-day.

We are intentional about sustaining a culture that is supportive and grounded, while remaining professional, accountable, and focused on providing a high-quality service.

In practice this means:

- We treat each other with kindness and compassion.
- We work in an open and transparent way, sharing information and explaining decisions.
- We encourage honesty, feedback, and thoughtful challenge.
- We aim to bring our whole selves to work, recognising that people do their best work when they feel understood and supported.
- We take wellbeing seriously and seek to balance organisational needs with individual needs wherever possible.
- We value joy, connection, and a working environment where people want to come to work.

We work collaboratively, with shared ownership of decisions and a strong emphasis on trust rather than hierarchy. Leadership is about creating the conditions for people to do their best work, rather than directing or controlling.

Our expectations of leadership are reflected in our Principles of Leadership:

- **Character** - Role model the right values and behaviours with humility, empathy and accountability.
- **Trust** - Being honest, authentic and caring to create a psychologically safe workplace.
- **Unity** - Working for others to create an equitable community full of joy and fun.
- **Purpose** - Embed purpose and autonomy to inspire others towards our vision.
- **Learning** - Supporting others to develop their skill, knowledge and character.
- **Legacy** - Set expectations and build resilience to advance the organisation.

For someone joining the leadership team, this means stepping into a culture that contributes to the ongoing work of keeping it healthy, reflective, and supportive as the organisation continues to grow and evolve.

# Job description: Deputy Chief Executive Officer

<b>Reporting to:</b>	Chief Executive
<b>Responsible for:</b>	Finance Team People Team Assistant
<b>Working Closely with:</b>	Leadership Team Board of Trustees

## Purpose Statement

To provide senior, organisation-wide leadership across finance, people and core business functions, supporting the organisation's sustainability and effectiveness in line with its values and strategic priorities.

The role provides deputy leadership and cover for the Chief Executive, contributing to leadership continuity, strong governance, financial stewardship and a values-led, people-centred culture.

## Duties include:

### Leadership

1. To act as a senior level organisation-wide leader, working in close partnership with the Chief Executive and Leadership Team to provide strategic leadership. This is to strengthen governance and contribute to the organisation's direction and development, including contributing to the Leadership Team and to board meetings as required.
2. To work collaboratively with leaders across the organisation to ensure clear communication, shared ownership of decisions, and a leadership culture based on trust, collaboration, and accountable decision-making.
3. To provide deputy leadership and cover for the Chief Executive, and to support leadership continuity and organisational resilience.

### Finance and Business

4. To hold delegated organisational responsibility for finance and business management, ensuring effective stewardship of financial resources and assets and contributing to the organisation's long-term financial sustainability.
5. To hold accountability for budgeting, forecasting, and financial reporting, and for the effectiveness of financial controls, policies, and

procedures. They should ensure that they support informed decision-making, regulatory compliance, and provide assurance to the Leadership Team and board.

6. To lead on business planning, financial modelling, performance oversight, and the use of organisational data and insight, supporting the organisation to plan effectively for future growth and sustainability.

## **People and Culture**

7. To provide senior leadership for the people and culture function, ensuring the development and delivery of people strategies, policies, and practices that are fair, compliant, values-led and support staff wellbeing, engagement, performance, and retention.
8. To support workforce development, succession planning, and organisational capacity-building, ensuring the organisation has the skills, capability, and resilience required to meet current and future needs.

## **Resources, Systems, Risk and Safety**

9. To provide senior oversight of ICT and data protection, ensuring systems are secure, effective, and support organisational needs and strategic priorities.
10. To oversee key corporate contracts, suppliers, and premises-related matters relevant to the role, ensuring effective stewardship of organisational resources.
11. To lead on organisational risk management and business continuity planning, ensuring that key risks are identified, understood, and actively managed, and that the organisation is prepared to respond effectively to disruption or unexpected events.
12. To ensure that appropriate organisational policies, systems, and responsibilities are in place to meet compliance requirements, including in relation to health and safety, employment practice, data protection, and financial governance.

## **General Duties**

13. To contribute to the ongoing development of the role in response to organisational need.
14. To maintain confidentiality at all times in line with organisational policy.
15. To undertake any other duties appropriate to the seniority and purpose of the role, as agreed with the Chief Executive.



## Person Specification

### Fundamental Requirements

- Educated to degree level or equivalent, with a relevant professional qualification in finance, HR, leadership or a related discipline, or able to demonstrate comparable professional competence through senior leadership experience.
- Full driving licence and ability to travel according to the needs of the role.
- Right to work in the UK.
- Appointment is subject to a satisfactory Enhanced DBS check and pre-employment checks.

### Values and Behaviours

- Demonstrates values-led leadership, role-modelling integrity, and accountability, and building trust through honest, caring, and emotionally intelligent leadership.
- Works collaboratively and relationally to strengthen unity across teams and contribute to a positive, inclusive organisational culture.
- Leads with purpose, enabling autonomy and supporting learning and development in others to build organisational leadership capacity.
- Takes a long-term view of organisational stewardship, setting expectations and building resilience to strengthen the organisation's future legacy.
- Able to provide constructive challenge and hold others to account in a respectful, non-confrontational manner aligned with organisational culture.

### Knowledge and Experience

- Significant experience in a senior leadership or executive role, contributing to organisation-wide strategic leadership and decision-making at senior level.
- Demonstrable experience of holding senior responsibility for organisational finance, including budgeting, financial planning, reporting, and engagement with auditors or external financial professionals.
- Experience of holding senior organisational responsibility for people leadership or workforce practice, including setting direction, standards for people management and employment practice.

- Experience of working with boards or trustees, or contributing to governance processes at senior level, including supporting assurance, reporting, and organisational accountability.
- Experience of leading and developing teams, including responsibility for performance, wellbeing, and professional development.
- Experience of working across organisational functions, building effective relationships with colleagues from diverse professional and technical backgrounds.
- Experience of operating within, or alongside, regulated or compliance-led environments is desirable.

## **Skills and Attributes**

- Strong organisational leadership capability, with the ability to exercise high levels of professional judgement and hold oversight across multiple functional areas without becoming overly operational.
- Strong financial literacy, with the ability to interpret financial information, assess organisational financial risk and contribute to robust financial governance.
- Highly developed interpersonal and communication skills and able to engage and represent the organisation with senior colleagues, trustees, and external professionals.
- The ability to work in close professional partnership with the Chief Executive, providing peer-level support, constructive challenge, and leadership continuity.
- Strong understanding of good people management practice, with the ability to support other leaders in handling people matters fairly, consistently, and in line with organisational values.
- Ability to support and develop colleagues through coaching, reflection, and constructive challenge.
- Reflective and self-aware, with a commitment to ongoing learning and professional development.
- Calm, resilient, and able to manage competing organisational demands, maintaining perspective and sound judgement in complex or pressured situations.

# Terms and Conditions

<b>Starting Salary:</b>	£54,389
<b>Hours:</b>	37.5 hours a week (full time)
<b>Days worked:</b>	Monday to Friday
<b>Contract:</b>	Permanent
<b>Location:</b>	Zealley House, Kingsteignton, Devon

## **Annual leave:**

25 days per year plus bank holidays, increasing to 27 days after two years' service

## **Pay Progression:**

Transparent pay framework with defined grades, ranges and annual pay review for progression.

## **Pension:**

Scottish Widows contributory scheme with up to 5% employer match and salary sacrifice option.

## **Death in Service:**

Group life assurance of four times annual salary.

## **Sickness and Wellbeing:**

Generous sick pay and proactive support for medical appointments.

## **Additional Benefits:**

- Additional day off to mark your birthday
- Wellbeing Hour (one hour per week)
- Paid dependant and Carer leave
- Volunteer days (two per year)
- 24/7 access to GP telephone service
- Accident and Injury Insurance
- Mindful Employer Support
- Option to buy additional annual leave
- Cycle to Work Scheme
- Blue Light Card Eligibility

\* Please note that these benefits are subject to change and were correct at the time of printing.



## Recruitment Timetable

Please make a note of the dates below and inform us as soon as possible if any listed will present significant issues for you.

Whilst we cannot promise any flexibility, there is more chance of this being offered if a good degree of notice is given.

<b>30 March</b>	Application deadline
<b>30/31 March</b>	Internal Long listing process (Candidates notified of outcome by 1 April)
<b>8 April</b>	Preliminary Interview (45 minutes) (online or in-person, based on candidate preference/availability)
<b>15 April</b>	Final Interview process (4 hours) (Meetings with staff team and final interview)

## How to apply

The closing date for applications is 10am on **Monday, 30 March 2026**.

If you have any queries about the recruitment process or when you've completed the application form, email [people@sharedlivessw.org.uk](mailto:people@sharedlivessw.org.uk)

Email your completed application form at the end of this pack with the following:

- A current CV, including your educational and professional qualifications and full employment history (explaining any gaps).
- A covering letter, no more than two A4 pages, explaining why this appointment interests you and why you are a strong candidate.

All applicants will be notified of the outcome of their application.

If you would like an informal chat about the role, please contact Dominic Spayne on 01626 360170.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation and socioeconomic background and welcome applications from people who hold these identities.

For further information on SLSW, visit our [website](#).

To read the latest SLSW Annual Report, click [here](#).

For information about how we use and store your data under the General Data Protection Regulations (GDPR) 2018, please refer to our privacy policy.

# Shared Lives South West – Application Form

## Section 1



### Introduction

Please complete this short application form and submit it alongside your CV and covering letter.

Post Applied For	
Where did you find out about this vacancy?	

## Section 2



### Personal Details

Full name	
Address	
Telephone	
Email	



### Reasonable Adjustments for Interview

Shared Lives South West is committed to ensuring our recruitment process is inclusive and accessible to everyone.

Please let us know if you require any adjustments, support, or facilities to help you take part in the interview process.  Yes  No

If Yes, please provide brief details:

If you are invited to interview, we will contact you to confirm and discuss these arrangements.

## Section 3



### Fundamental Requirements and Availability

I have the right to work in the UK.  Yes  No

I hold a full, valid UK driving licence (or equivalent) and have access to a car for work purposes.  Yes  No

I understand that this post is subject to an Enhanced DBS check, including the relevant Barred List(s), and I am willing to undergo this check.  Yes  No

Earliest possible start date (considering any notice period)	
Dates you are unavailable for interview	

## Section 4



### References

Please provide details of two referees covering at least the last five years of your employment history. One should be your current or most recent employer, where applicable.

References must not include relatives. If you provide a personal referee, they should be able to comment on your skills, abilities, and suitability for this role.

References will normally be taken up after short-listing and before appointment, unless there is a specific safeguarding reason to do so earlier.

Additional references may be sought from previous employers where this is necessary to verify employment history or suitability for the role.

Current Employer/Most Recent Employer *	
Name	
Email	
Telephone number	
Relationship	
How long have they known you?	
Can we contact this referee before interview	Yes      No

\* (Or alternative referee where not available).

Other	
Name	
Email	
Telephone number	
Relationship	
How long have they known you?	
Can we contact this referee before interview	Yes      No

## Section 5



### Declaration

I declare that the information provided in this application is, to the best of my knowledge, complete and correct. I understand that if, after appointment, any information is found to be inaccurate or misleading, this may lead to dismissal without notice. I confirm that I have personally completed this application form and that I have read and understood the enclosed privacy statement.

Signed:

*(Type your name online as if executed on paper)*

Date:

## Section 6



### Next steps

Please return your completed form.

#### **By email:**

people@sharedlivessw.org.uk

#### **By post:**

People Team Assistant  
 Shared Lives South West  
 Suite 3 Zealley House  
 Greenhill Way  
 Kingsteignton  
 TQ12 3SB