

Wandsworth Community Transport

1b Yukon Road, SW12 9PZ - Registered Charity No. 286095



Chief Executive Officer Recruitment Pack

Welcome from the Chair of Trustees

Dear Applicant,

Thank you for your interest in the role of Chief Executive Officer (CEO) at Wandsworth Community Transport (WCT).

This is a unique opportunity to lead a well-established and much-valued local charity that helps people across Wandsworth stay connected, active and independent.

Our work supports many residents who might otherwise find it difficult to get out and about, including people with mobility needs, long-term health conditions, or who simply need a bit of extra support to access their community.

We are now looking for a strategic and compassionate leader who can build on our strong foundations and guide us into the future. You will be working alongside a skilled and dedicated staff team, a committed Management Committee, and an extraordinary network of volunteers.

Together, you will ensure that WCT continues to meet the needs of local people, while also shaping our future growth and resilience.

If you are motivated by the chance to make a tangible difference in people's lives and to strengthen the role of community transport as part of the borough's social fabric, we would love to hear from you.

With best wishes,

Hicky Kingsbury
Chair of Trustees

About Wandsworth Community Transport

Wandsworth Community Transport (WCT) is a registered charity and a proud member of the Community Transport Association. We provide accessible and affordable transport services to community groups and individuals across the borough of Wandsworth. Our mission is to ensure that no one is excluded from community life due to lack of transport.

Key facts:

- Over 25 accessible minibuses serving the borough
- More than 2,000 community groups and individuals supported annually
- 35 staff members and a large team of volunteers
- Annual turnover of around £1 million

- Services include minibus hire, door-to-door services, Shopmobility, shopping shuttles, and outings for elderly and disabled residents

We also run a vehicle workshop and deliver essential driver and passenger assistant training programmes. Our volunteers play a crucial role in supporting elderly and disabled passengers, ensuring WCT is truly embedded in the heart of the community.

Looking ahead, we are committed to:

- Diversifying our funding and income streams
- Expanding our services to meet unmet transport needs
- Transitioning towards a greener, more sustainable fleet
- Strengthening partnerships with local authorities, health services, and the voluntary sector

The Role: Chief Executive Officer

Salary: £50,000 – £65,000 (depending on experience)

Hours: 35 per week (flexibility required)

Location: Balham, London (on site with occasional evening and weekend work)

We are seeking a Chief Executive Officer to provide inspirational leadership and strategic direction for WCT. You will work closely with the Management Committee, staff, volunteers, and partners to ensure our services continue to thrive and adapt to the changing needs of the community.

This is a varied and rewarding role that requires a balance of strategic vision, financial acumen, operational oversight, and strong external engagement. You will represent WCT locally and nationally, build new partnerships, and ensure we remain a trusted and valued part of the community transport movement.

Job Description

Key areas of responsibility:

1. Leadership & Strategy

- Provide overall leadership and management of WCT.
- Work with the Management Committee to set and deliver strategic objectives.
- Lead the charity through change, ensuring sustainability and growth.

2. Financial Management

- Ensure robust financial systems, budgets, and forecasts.
- Diversify income, secure grants and contracts, and manage financial risks.

3. People & Culture

- Lead and inspire a committed staff and volunteer team.
- Ensure fair HR policies, training, and development.
- Promote a culture of Equity, Diversity, and Inclusion.

4. Operations & Compliance

- Oversee transport operations, health & safety, and premises management.
- Ensure compliance with charity, employment, and transport legislation.

5. External Relations & Advocacy

- Build strong partnerships with relevant stakeholders.
- Represent WCT in the community transport sector and with policy-makers.
- Promote WCT's profile through media, communications, and advocacy.

Person Specification

Essential:

- 1** Proven track record of leadership in a business or community organisation.
- 2** Strong financial management and budgeting skills.
- 3** Experience of bidding for tenders, income generation and fundraising.
- 4** Experience of working with or reporting to a Board of Directors or Trustees.
- 5** Excellent communication and influencing skills.
- 6** Commitment to equity, diversity, and inclusion.
- 7** Ability to balance strategic vision with operational delivery.

Desirable:

- 8** Knowledge of community transport and mobility issues.
- 9** Experience of working with local authorities and statutory bodies.
- 10** Relevant qualification (e.g. Certificate of Professional Competence in Passenger Transport, minibus driving skills).
- 11** Lived experience of volunteering and working with disabled/elderly communities.
- 12** Knowledge and commitment to the borough of Wandsworth and the local community.

Terms & Conditions

- Salary: £50,000 – £65,000 depending on experience
- Hours: 35 per week, with flexibility required
- Annual leave: 28 days plus Bank Holidays (rising to 31)
- Pension: contributory pension scheme
- Location: Balham, London, SW12 9PZ (on site)
- Contract: permanent, subject to 6-month probation

How to apply

To apply, please send:

- A supporting statement/application (maximum 3–4 pages) addressing how you meet each of the points listed in the person specification, covering all the essentials and as many of the desirables as possible. You will be judged solely on how you meet each of these points, so please cover them all in order. Include details of relevant previous experience and qualifications to demonstrate how you fulfil the listed points and relate your application strictly to the numbered points on the person specification.
- A completed Equal Opportunities monitoring form (not part of the selection process).
- A CV (maximum 3 pages) Bear in mind this will not be used as part of the shortlisting process, so include relevant details in your supporting statement.

Applications should be sent to email m.button@wctbus.org.uk with the subject line 'CEO Application'.

Closing date: 8th December 2025

Initial Interviews (in person): Thursday 8th January 2026

Second interviews (TEAMS): Thursday 15th January 2026

If you need any reasonable accommodation regarding any part of the application process, please let us know in advance.

For an informal discussion about the role (which we would certainly encourage), please contact Manuel Button (the current incumbent) on m.button@wctbus.org.uk to arrange a call.