



Circadian Trust

Active
Lifestyle Centres

INSPIRING
ACTIVE
LIFESTYLES

Active Lifestyle Centres are managed and operated by Circadian Trust

Chief Executive Officer Candidate Briefing Pack

In this candidate information pack, you will find further information on our search for a Chief Executive Officer together with details on the application process with Moon Charity Practice



A MESSAGE FROM OUR CHAIR OF TRUSTEES

Thank you for your interest in the role of Chief Executive Officer of Circadian Trust.

We have an amazing team who are committed to our customers and the work we do, supported by the Trustee Board, who bring a wealth of experience and sound judgement to guide us through the next phase of our journey.

Circadian Trust:

- is recognised as a highly performing entity in the public leisure sector
- is an award-winning charity and social enterprise
- had a recent successful strategy to enable it to fully recover from the covid pandemic and increase delivery of well-being services
- is now pushing ahead with a vision and strategy for long-term sustainability
- prides itself in the value it places in its people and its unique culture
- provides a full range of services and activities through our commercial and charitable operations.

Our long-serving and well-respected CEO will be retiring in April 2027. We are looking for an enthusiastic individual who will be a visionary ambassador for the Trust and bring energy and drive to lead and manage the Trust's priorities and strategy.

The new CEO will play a key role in developing new relationships and sustaining existing ones with our partners, including South Gloucestershire Council, and stakeholders, which include the NHS and the local Active Partnership. They will embrace our commitment to providing outstanding experiences which enhance the lives of our customers by supporting their wellbeing.

We need an exceptional, energetic person for this role who will sustain our culture and develop our future. If you are that person, we would love to hear from you!



Nalin Parmar
Chair of Trustees

ABOUT CIRCADIAN TRUST

Circadian Trust is an independent Charitable Company based in South Gloucestershire, managing and developing sports and physical activity facilities and services in partnership with South Gloucestershire Council (SGC).

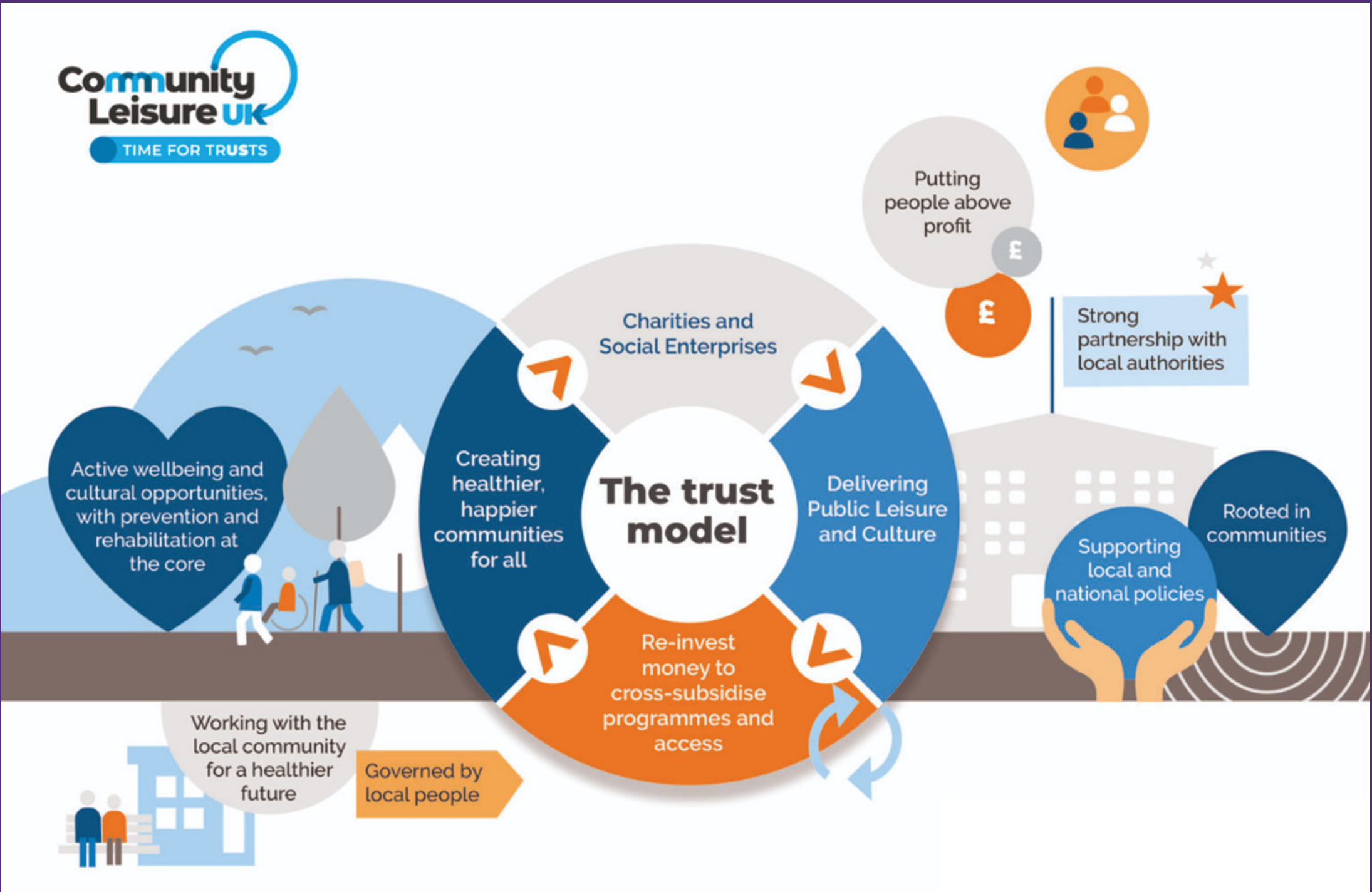
It was established 20 years ago and is a very successful organisation with an innovative approach to service and delivery, aiming to provide the best for its customers.

Circadian Trust prides itself on its partnership approach and works with other statutory and voluntary organisations to truly inspire Active Lifestyles within the communities it serves.

Circadian Trust delivered a strong financial performance in 2024–25, achieving a £462k surplus and growing total income to £14.1m, despite inflationary and energy pressures. Memberships, swimming lessons and wellbeing programmes all saw double-digit growth, supported by over £1m of capital investment across centres. The Trust continues to expand its social impact, delivering thousands of health referrals and widening access for priority groups. A major governance review is underway to strengthen future resilience and strategic clarity. The organisation is well-positioned for the next phase of its New Horizons strategy.

Our survival through, and recovery from, the Covid pandemic demonstrates the resilience of our model and the careful application of our Trustees, management team, and colleagues.

We have five sites operating across South Gloucestershire and these are located at Thornbury, Bradley Stoke, Yate, Kingswood and Longwell Green. Our Head Office is located at our Thornbury site.



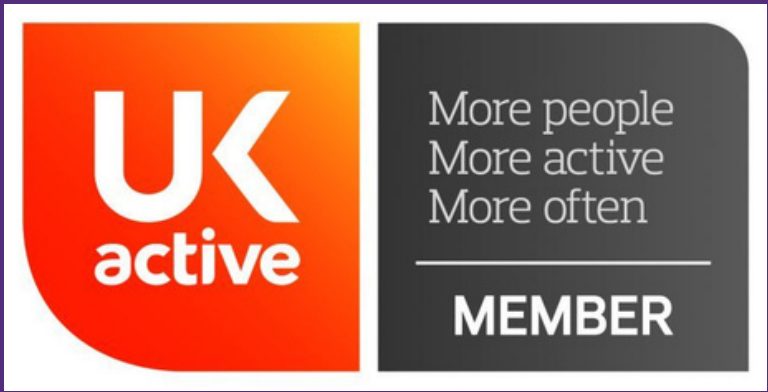
ABOUT CIRCADIAN TRUST (continued)

The Trust employs approximately 600 staff, made up of permanent full and part-time employees and casual workers. A Board of 17 Trustees ensure that community involvement and ownership are never far from the decision-making process. The Board brings an excellent mix of talents together from all areas of the community.

We are a forward-thinking and exciting organisation to work for and have invested in several major capital projects, including total refurbishment of our gym facilities at all five sites (£2.4million) since 2023, the installation of photovoltaic arrays at the majority of our 5 sites, and other exciting new capital projects are in the pipeline, including a further Wellbeing Suite at our Yate site.

Communication and understanding by everyone in the organisation and those people who support us are critical to our success. We need to engage everyone in our goals; only by us all working together on our common goals can we guarantee our success and the future we deserve.

As the needs of our markets have changed and progressed, we are at the forefront of realising new innovations and solutions for our customers. We are constantly striving to make a difference, with new initiatives, developing partnerships and exciting cross-working projects. The environment in which we operate continues to change and we aim to be ahead of customer expectations. We have achieved a great deal, but there is still much to do.



OUR FACILITIES

Circadian Trust operates as Active Lifestyle Centres from five site locations.

Bradley Stoke Active Lifestyle Centre opened in 1999 and shares the building with the local library. The centre expanded in line with the community in 2004 and added a 25m pool, children's pool and larger gym facility.

In 2016-17, the Centre underwent a £3.5 million transition to expand and improve services and facilities.

In the heart of the centre there is a large café where many chose to meet socially for example ante/post-natal and cardio rehabilitation groups. It is a vital part of the local community, on a large-scale hosting events for everyone such as pantomimes and concerts. It also helped to launch the first special needs judo club in the Southwest.

Kingswood Active Lifestyle Centre (formally known as Soundwell Baths) has provided the local community with swimming facilities for the past 60 years. Dry side facilities were added in 1987. The centre underwent a £3 million transformation in 2011-12, funded in partnership between Circadian Trust and South Gloucestershire Council.

Longwell Green is the newest of the five centres and opened in summer 2007. Since Longwell Green opened, it has proved very popular with the local community and is one of our busiest centres.

In 2017, it underwent a £1.5 million extension and re-development to expand gym provision and add a large multi-purpose studio.

Thornbury Active Lifestyle Centre is situated on the outskirts of the market town and is the largest of the Active Lifestyle Centres with extensive meeting rooms, exhibition space and conferencing facilities. The centre is an important aspect of the local community and offers a wide range of activities for all age groups.

Yate Active Lifestyle Centre is situated in the heart of the main shopping centre in Yate, which is a fantastic location. This prominent position amongst other improved local facilities in Yate (new library and health centre) make the Yate Active Lifestyle Centre an important part of the area for local people.

The centre underwent an extensive £1.8 million refurbishment, which was completed in 2009. This investment enabled the centre to have a new 90 Station active gym, café, jungle-themed soft play and poolside changing rooms.

A further £1.4million investment in 2017 saw the pool halls and plant rooms refurbished giving the pools a 20-year lifespan extension.



OUR STRATEGIC VALUES

In 2023, Circadian Trust launched its bold and ambitious five-year Strategic Plan, “New Horizons”, which details how the company will respond to current and future challenges to ensure that Circadian Trust and the sport and physical activity sector remain vibrant and relevant.

“New Horizons” includes our revised Mission, Vision and Values. It further explores how we will improve our assets, develop our services and increase participation via each of the four strategic themes and actions – commercial development, community and partnership working, improving our environment and Employer of Choice.

Our **mission** is “Making a positive difference to our communities by inspiring active lifestyles for all”.

Our **vision** is “delivering outstanding physical activity and wellbeing services and developing new opportunities by collaborating with partners and people to achieve healthier communities”.

Underneath the mission and vision statements are four “overarching” values with underpin the culture of the Trust and its planning and decision-making procedures, as well as linking, via stated actions, the Charitable objects.



OUR STRATEGIC VALUES (continued)

OUR VALUES

People First

- a. “People are at the heart of all we do”
- b. “We are committed to providing a diverse, inclusive, equitable and non-judgmental environment for our customers, community and colleagues”

Empowerment

- a. “Our People – by developing our colleagues to be the best they can be, we will create great people, great service and great community culture”
- b. “This means we will:
 - Be respectful and provide supportive, encouraging and non-judgmental spaces and services for customers and colleagues
 - Recognise and celebrate our own, our customers and communities’ potential
 - Understand the power of collaborating, innovating and working together”

Community Focus

We believe that good health and well-being start in our communities. This is what makes us unique. We work with great local partners to collaborate, invest and innovate in local communities to improve wellbeing and resilience.

Caring for our environment

- We believe that the environment and individual wellbeing are intrinsically linked. We are committed to:
- Excellent stewardship, protecting the planet and its resources for future generations.
 - Minimising our environmental impact as a business by collaborating with our commissioners and stakeholders.

Our people are at the heart of all we do as a company as they deliver the customer experience and are key to achieving our strategic goals. Our bold strategic vision of “delivering outstanding physical activity and wellbeing services and developing new opportunities by collaborating with partners and people to achieve healthier communities” will be achieved by focusing on inspiring, managing and developing our people.



ROLE DESCRIPTION

Job title: Chief Executive Officer

Responsible to: Chair of Circadian Trust’s Board of Trustees

Responsible for: There are currently four members of the Leadership Team and the Payroll Officer and Finance Analyst and the Head Office Administrator who report directly to the CEO, each with their own areas of responsibility.

Location: Based at Head Office at our Thornbury site with travel to various sites as required. Hybrid working does not apply to this role.

Working hours: Permanent & full-time. Normal working week is 37 hours, Monday to Friday but flexible working will be required as and when. There will be the occasional requirement to work evenings and weekends when necessary, including occasional overnight stays to attend events and conferences.

Annual Leave: 30 days inclusive of eight Bank Holidays, increasing with service up to a maximum of 35 days per annum

Salary: £95,000-105,000 per annum

Pension: Aviva Pension Scheme

Benefits: Gym & swim membership, free parking and a range of health, wellness and career development opportunities designed to help you thrive.

Main Contacts:

The CEO will proactively and positively engage with employees, subsidiary organisations, partners and representatives from all sections of the community. The CEO will engage with South Gloucestershire Council’s Members and Senior Officers regularly; national bodies for example Sport England; and community networks such as Community Leisure UK (CLUK).

The ability to build and maintain effective working relationships at all levels is crucial to the success of the post.



ROLE DESCRIPTION (continued)

OBJECTIVES OF THE CEO ROLE

The CEO will provide visionary leadership and strategic direction to the charity Circadian Trust and to its commercial trading company, Sphere Leisure Limited, delivering impactful, high-quality physical activity, sports and community services for the communities of South Gloucestershire.

The Chief Executive will take overall accountability for the performance of Circadian Trust, including any wholly owned subsidiaries, and future strategic direction. Reporting to the Board, they will provide leadership and direction to approximately 600 contracted staff working directly for CT. These staff deliver a wide range of sports and leisure and community health services, products and facilities across the Trust’s five sites.

They will drive commercial activity and strategic growth within key markets, maximising external funding opportunities, all supporting the financial sustainability of the organisation for the long term.

The CEO will work closely with the Board of Trustees of Circadian Trust and the Directors of Sphere Leisure Limited, the senior leadership team, staff, elected Members and senior Council officers, key partners and stakeholders to drive innovation, enhance operational effectiveness and lead the charity in delivering its mission.

They will be committed to developing and working in partnership with a range of similar organisations across the public and third sectors, driving initiatives for health improvement and reducing health inequalities.

THE PERSON WE ARE LOOKING FOR

An inspirational leader of people, who is an effective role model for others, continuously aiming for self-improvement, and a drive and commitment to deliver the best outcomes for our communities. The post-holder will be expected to run the business to maximize benefits for local communities, staff, stakeholders and partners to meet its objectives and responsibilities to the organisation’s community, partners, and statutory bodies.

The Chief Executive is responsible to the Board of Trustees and will be expected to develop a close and effective working relationship with the Chair. The role requires strong political awareness to navigate complex stakeholder environments and ensure effective advocacy.

The ideal candidate will assume responsibility for colleagues, oversee team initiatives, and help make robust, data-driven corporate decisions that elevate the Trust’s financial and operational performance. The Chief Executive will create a collaborative work environment that empowers all colleagues to actively work towards the organisation’s goals.

The new CEO will foster a culture of inclusivity, customer satisfaction and employee engagement to create an environment where everyone feels welcome and valued.

They will also uphold the highest standard of accountability and establish partnerships and collaborative initiatives to expand programme offerings and revenue streams.



KEY RESPONSIBILITIES

The post-holder will manage the organisation, aiming to provide an annual surplus to allow appropriate re-investment into the business. The post-holder is the Accountable Officer to the Board for the finances of the Trust.

Strategy, Development and Management

- To review the Trust’s strategy and priorities, ensuring that it is delivering the outlined approaches and supporting the health and wellbeing of the communities in which we operate and ensuring that it will propel growth.
- Work proactively and collaboratively with South Gloucestershire Council to support their objectives, whilst maximising opportunities provided with SGC.
- Develop and implement initiatives that will both consolidate and expand the business base with the aim of exploring opportunities as they emerge to increase reach and improve opportunities for the community.
- Develop and implement policy and strategy to Board level which ensures that the Trust complies with legislation and works towards best practice.
- Work alongside SGC and other funding partners to secure investment in the leisure facilities for the benefit of the community.
- Work to contribute to the reduction in health inequalities by ensuring effective and sustained delivery of CT health and wellbeing services.
- Actively participate in and develop clear processes for setting performance standards for reporting and reviewing progress and initiating change to improve outcomes engaging all relevant staff in this process.
- Work alongside the leadership team to identify new partnerships and relationships that will provide new avenues for growth and support.

Data

- Overall responsibility for ensuring Circadian Trust collect and use data appropriately and in line with current relevant legislation.
- To create and distribute appropriate business information to key stakeholders.

Financial Management

- Overall responsibility for the financial performance of Circadian Trust
- Working alongside the Finance Director to ensure we make data-led, robust financial decisions and ensure financial stability through the effective management of business planning, cash flow, income and expenditure and the implementation of an investment strategy to keep CT financially viable and sustainable.
- To agree and monitor annual budgets to achieve maximum value in terms of services to our customers and SGC.
- Present the annual business plan and financial plan to SGC.
- Working alongside the leadership team and SGC to seek and secure grants, and external funding for new services.

Performance Management

- Working alongside the Director of Operations to ensure that the Trust’s performance and quality assurance targets are tracked and reported to Board. Including an effective Health and Safety and Risk Management System, reflecting the wide-ranging portfolio of facilities being managed by CT.
- Ensure that improvements in standards and efficiency are driven across all aspects of the operations.
- Lead the Chief Executive team and Senior Leadership team to cultivate and maintain strong customer and stakeholder relationships and be the figurehead of the Trust.

KEY RESPONSIBILITIES (continued)

Employee Management

- Overall responsibility for our people (over 600 in total), ensuring the right culture is in place for effective leadership and empowerment
- Working alongside the HR Director, to provide strong and effective leadership by inspiring others with clear strategic vision and direction for the operational performance and delivery of services across our five sites.
- Leading and motivating CT’s leadership team and management team and the wider workforce to develop and deliver high standards of performance and achievement.
- Encourage a transparent and open communication culture between teams and senior leadership.
- To ensure that the Trust continues to attract, develop and retain a motivated and effective workforce.
- Maintain a positive and flexible working environment which is receptive to change and innovation.
- To ensure the Trust complies with relevant statutory obligations in relation to the employment of staff.

Local Authority Partnership

- Continue to develop strong and effective working relationship with South Gloucestershire Council’s Members and Officers, identifying areas where the Trust can support the delivery of shared objectives.
- Lead the public leisure and culture portfolio, and provide landscape updates, industry patterns to SGC.
- Ensuring that the CT Board, the leadership team and senior management team, are kept up to date as required, with regards to the relationship and shared objectives with SGC.

Corporate Governance

- To create and distribute appropriate business information to key stakeholders.
- The overall management of Circadian Trust (within the scope of the company’s constitution and powers).
- To work with the Trust and subsidiary Boards to ensure effective leadership and direction for all areas, and Schedule of Services
- Maintain regular and effective liaison with the Board of Trustees, including the preparation of regular performance outcome reports, informing and advising the Board to enable effective decision-making.
- To ensure effective implementation of Board decisions and report on outcomes.
- Ensuring that the Board and any Sub-Committee meetings are conducted in accordance with Circadian Trust’s strategic priorities.
- Support the Board and subsidiary Boards in their own learning, training and development.
- Regulatory compliance to ensure compliance with the Companies Act, matters around safeguarding and Charities Act.

Crisis Management

- Responsible for leading the organisation through any crisis and managing any fallout. This involves making tough decisions under pressure, communicating effectively with stakeholders and restoring confidence in Circadian Trust’s ability to weather challenges.

KEY RESPONSIBILITIES (continued)

SUMMARY OF MAIN DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

- To undertake any training and development as required by Circadian Trust.
- To work five days out of seven, in any one week.
- To work at Head Office or any of the Trust's facilities, as and when required.
- To work outside normal hours of work, as and when required.
- To abide by all Health & Safety legislation and all Policies and Procedures of Circadian Trust.
- To maintain confidentiality and discretion in respect of the Trust's operation of its business affairs.
- To achieve and provide the highest possible standards in customer care.
- To undertake any other duties, which may fall within the nature, scope and skill level of the post.



ROLE EXPECTATIONS

We recognise that no candidate will meet every single requirement listed. If you are excited about this role and believe you can make a difference at Circadian Trust, we encourage you to apply, even if your experience does not align perfectly with every criterion. We value diverse perspectives and experiences.

What we are looking for - essential skills and qualifications

- Strong political awareness to navigate complex stakeholder environments and ensure effective advocacy.
- Expert understanding of corporate finance and business management alongside Charity obligations and governance.
- Strong knowledge of financial, technical, and economic concepts.
- Proven success as a Board member/senior executive managing departmental teams.
- Proven experience of developing policy and strategy to Board level which ensures that the Trust complies with legislation and working towards best practice in the following areas including, but not limited to, finance and audit management, health and safety, environmental management, risk management and human resources management.
- A proven ability to deliver a strong positive culture through positive leadership.
- Proven track record of managing change.
- Experience of business planning.
- Success in securing and managing multiple funding streams.
- Accomplished in collaborative working with multiple agencies.
- Excellent communication, motivational and problem solving skills and presentation and negotiation skills.
- Ability to understand and interpret financial accounts.
- Be aware of and implement marketing strategies including the marketing mix, research and branding.
- Proficient in securing external funding.



Additional skills and qualifications that would be beneficial

- Educated to degree level.
- Relevant certification in business administration or equivalent experience in corporate management - Diploma of CIMSPA or similar professional body or MBA/DMS, relevant subject or equivalent.
- Understanding of public sector commissioning and service delivery models.
- Collaboration skills for establishing positive working relationships.
- Project management skills.
- Familiarity with charity and associated regulatory compliance.
- Ability to build trust and relationships easily with key stakeholders.
- Ability to lead and inspire a diverse team.
- Insight to identify and implement change.
- Brings business acumen to pragmatically resolve problems.

HOW TO APPLY

Moon Charity Practice has been appointed as the chosen Search Partner for Circadian Trust and will manage this campaign.

NB: All direct applications will be forwarded to Moon Charity Practice

To apply, please send a copy of your latest CV together with a supporting statement (no more than 2 sides of A4) explaining your motivations for applying for the role, how your skills, knowledge and experience match the role outline and what you can additionally bring to the role.

To ensure fairness to all applicants, any decision to shortlist you for an interview will be based solely on the information that you supply on your CV and supporting statement. Therefore, it is important that you give as much information as possible regarding why you wish to apply and what you think makes you a suitable applicant.

The safe recruitment of staff is a key part of safeguarding and promoting the welfare of our clients. All offers of employment are subject to receipt of a minimum of two satisfactory references and receipt of a satisfactory enhanced DBS check with adults barred list check.

Moon Charity Practice is an equal opportunities employer and welcomes applications from all areas of society.

Completed applications should be sent by email to:

recruit@moonexecsearch.com
FAO: Sandy Hinks, Quoting Ref: MC2737

Closing date for applications: Midnight, Sunday, 13th September 2026

Preliminary virtual interviews with Moon Charity Practice will be held w/c 7th & 14th September.

First stage interviews with Circadian Trust will be held w/c 28th September and second stage for successful candidates will be held w/c 5th October 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

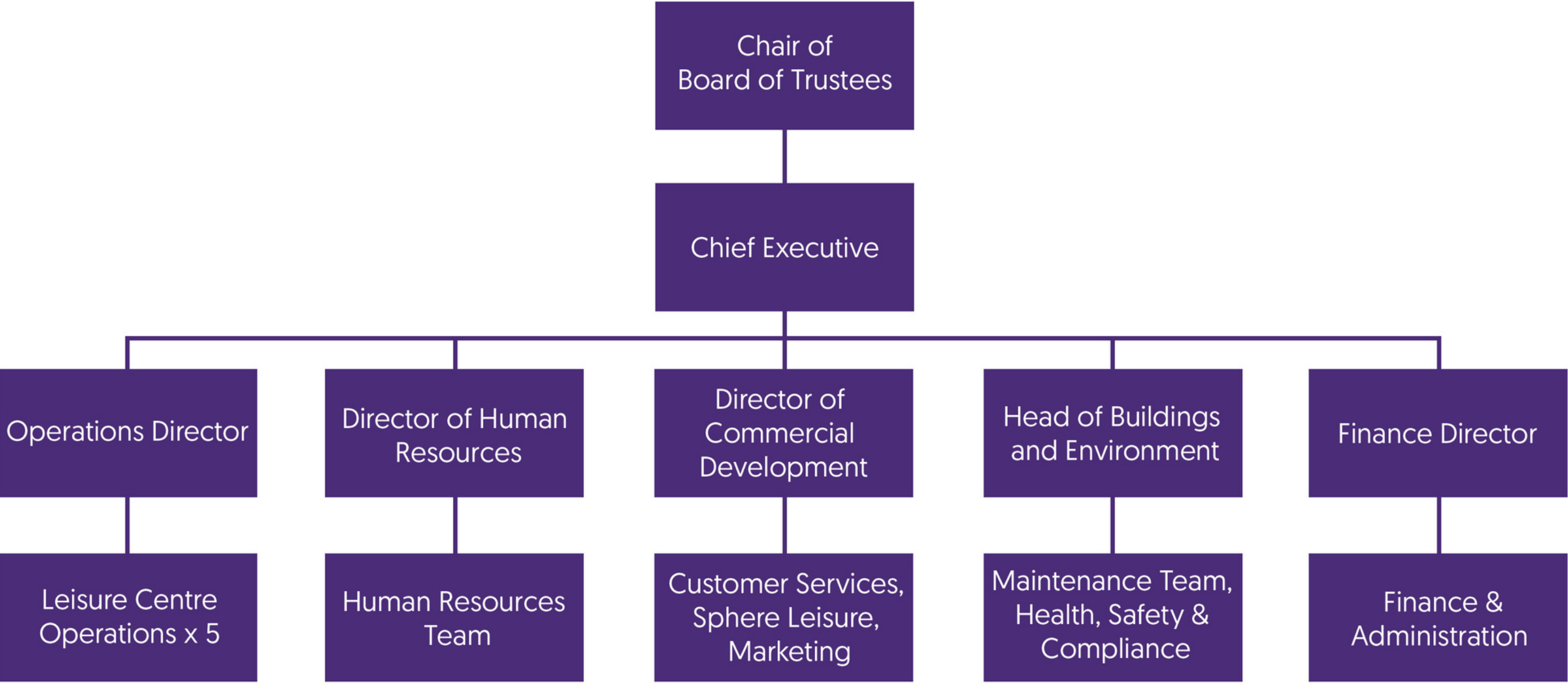
Circadian Trust has retained Moon Charity Practice to manage this campaign and are therefore unable to accept CVs from third party agencies. All CVs and expression of interest received will be forwarded directly to Moon Charity Practice for consideration. On behalf of Circadian Trust, Moon Charity Practice would like to thank you for your initial interest in their CEO opportunity.

Accessibility

If you require this document in an alternative format, please call Moon Charity Practice on 01275 371200 or email recruit@moonexecsearch.com



ORGANISATIONAL STRUCTURE



GOVERNANCE & COMMITTEE STRUCTURES

GOVERNANCE AND COMMITTEE STRUCTURE

The role of the Board of Trustees is to determine the strategic direction of Circadian Trust.

It is responsible for the systems and processes concerned with ensuring the overall direction, effectiveness and accountability of Circadian Trust.

There are four Committees which scrutinise particular areas of the company in more depth, shown below.

Circadian Trust Board of Trustees			
Audit & Finance Committee	People Committee	Governance Committee	Risk Committee
General Finance & Controls Internal Audit External Audit Fraud	Culture People Remuneration	Nominations Governance Social Impact Customer Experience	Health, safety & environment Risk management IT, data and cyber
All committees meet quarterly (or more frequently if required)			