



## Voluntary Action Arun & Chichester is recruiting a

### Chief Executive Officer

<b>Job Title:</b>	Chief Executive
<b>Salary:</b>	NJC Scales point 36-39 (£39,880- £42,821)
<b>Hours of Work:</b>	37 hours per week
<b>Reporting to:</b>	Chair of Board of Trustees
<b>Based at:</b>	Hybrid working to include part of the week at Bognor Regis Town Hall and rest of the week remote working
<b>Annual Leave:</b>	33 days including Bank Holidays
<b>Pension:</b>	6%
<b>Contract:</b>	Permanent
<b>Notice Period:</b>	3 months

Voluntary Action Arun and Chichester's vision is to see a strong, vibrant voluntary and community sector that supports, inspires and empowers individuals and communities throughout Arun and Chichester. We provide advice, support and development services to groups and individual members in areas of governance, policy and practice, HR, finance and fundraising, volunteering, start-ups and strategy and planning. Currently we have 420 members.

With our current CEO's planned retirement at the end of March next year, the Board of Trustees are seeking to appoint an outstanding individual with the passion to lead the charity on the next phase of our exciting development journey and drive the organisation forward to achieve its vision.

#### The core responsibilities of the Chief Executive are:

- Provide strong and strategic leadership, offering a clear vision to promote and develop the aims of the organisation
- Make recommendations to the Board on strategy and policy.
- Ensure the continued sustainability of the organisation within a complex funding environment

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- Work towards establishing a strong and effective VCSE in Arun & Chichester that works effectively in partnership with other sectors for the ultimate benefit of the local community
- Build and develop effective professional relationships with key stakeholders, promoting the VCSE to both public and business sectors
- Ensure that the voice of the VCSE in Arun & Chichester is taken into account in partner's planning
- Ensure the delivery of a high quality service to support volunteering within the locality.

For an application pack please go to:

<https://www.vaac.org.uk/news/vacancies>

If you would like to discuss this role further, please contact Sue Holmes, Chair of Trustees:  
Email: [sue.holmes@vaac.org.uk](mailto:sue.holmes@vaac.org.uk) or call on 07808 829025.

Closing Date: 26<sup>th</sup> November 2021

Interview Date: w/b 6<sup>th</sup> December 2021

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