



November, 2021

Dear Applicant,

Re: Chief Executive Officer

Voluntary Action Arun and Chichester (VAAC) has been supporting the local Voluntary and Community sector since 2012. We have a broad offer which is adaptable to our sector and member led. Everything that we do is to strengthen and support our local VCS to enable them to be resilient and to offer high quality support to our communities.

As well as providing advice, information and guidance to member groups, we also have a contract with the Clinical Commissioning Group (CCG) to deliver services to BAME communities. Our aim is to gather groups that are marginalised, hear their voice and respond to their challenges by working with our partners to find solutions together.

We have upcoming the opportunity to work alongside local Primary Care Networks (PCN) and VCS groups working in the area of cancer awareness and support, to provide additional help to enable increased take-up of screening, thus assisting the chance of better outcomes. We sit on the Local Community Network groups and feed into the priorities.

In West Sussex there is an established infrastructure Alliance which came together in 2018. The group consists of the four CEO's in the county together with representatives from each Trustee Board. The broad aims of the Alliance are to strengthen the VCS in the county by working in a co-ordinated way, represent the VCS at county level on a range of strategic boards, promote the value and benefits of volunteering and contribute to the strength and versatility of the VCS. The new CEO would be expected to add to the skills and experience on the Alliance.

VAAC seeks a visionary leader with energy, integrity and commitment to lead the organisation post Covid. We are looking for a person who is committed to creating inclusive environments and practices where people can be themselves, are valued for their differences, and be supported to work at their best. We expect this leader to have an

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understanding of what it means to be an effective infrastructure support organisation and who can operate as a “system leader” whilst also having the skills to be available to the largest of local charities to the smallest of grassroots organisations and to the VAAC team.

Within this pack you will find:

- The advert for the role
- Job description and personal specification
- Application form
- Equality and diversity monitoring form
- Strategic Business Plan
- Staff structure

The closing date for applications is 26th November at 5.00pm. Shortlisting will take place immediately and interviews will be held during week beginning 6th December.

I suggest that for further information about VAAC and our work you go to www.vaac.org.uk.

We do not accept CV's but require you to complete all sections of the application form. If you would like to discuss the post further please do not hesitate to contact me on 07808 829025 or email me at sue.holmes@vaac.org.uk. Completed applications should also be sent to this email address.

I wish you all the best in your application

Yours sincerely,

Sue Holmes
Chair of Trustees

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