



## Chief Executive Officer

### Job Description

<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

### Key Working Relationships:

VAAC Board, Staff & Volunteer Team, Member Organisations, Partner Organisations

### Main purpose of the role:

- Be responsible for the day to day running of VAAC
- Make recommendations to the Board on strategy and policy.
- Develop and deliver the Business Plan
- 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.

### Key Duties and Responsibilities

1. Work with the Board to develop a Business Plan with defined aims and objectives
2. Provide leadership and coordination to deliver the strategic aims as outlined in the Business Plan. Identify and negotiate new projects with funding attached
3. Ensure compliance with all statutory requirements as laid down by legislation in line with VAAC charitable and company status and the requirements of the board and funders.
4. Model and nurture organisational values to ensure all services and operations apply them consistently



5. Ensure that VAAC services are provided to the highest standard through the implementation of quality standards. Work closely with the Development and Communication Teams to guarantee most appropriate advice, support and development given to VAAC membership
6. Ensure the voice of local voluntary and community organisations is represented and influences policy, strategy and practice through established fora and initiatives. Act as a representative on statutory and partnership boards.
7. Assume overall responsibility for financial sustainability and income generation. Develop and implement a fundraising strategy in line with the Business Plan
8. Produce an annual budget for approval by the VAAC board with the finance officer and treasurer. Lead on reporting to the Board on financial and organisational risk management
9. Take overall responsibility for HR management. Ensure staff and volunteers are deployed effectively to deliver plans and experience a positive and equalities focused working environment.
10. Ensure effective management of staff through regular staff supervision and annual appraisals. Give training opportunities to staff and volunteers, enhancing skills and knowledge required for both current and future business plans.
11. Ensure an effective marketing and communication strategy that promotes the value and reputation of VAAC. Be the main contact for media enquiries.
12. Enhance and develop services through opportunities to involve volunteers, work experience, placements, apprenticeships and internships.
13. To work with other WSVCSi Alliance members to develop a county wide programme of work
14. Undertake any other reasonable duties as determined by the Board of Trustees relevant to the level of the post.

**Special Conditions:**

- To be prepared to work flexibly, including evenings and weekends as required.



## Personal Specification

	Essential	Desirable
<b>Values and personal attributes</b>		
A visionary and transformative leader who can inspire and motivate	✓	
Resilient, with the ability to successfully navigate challenges, opportunity, change and stress.	✓	
Positive work ethic with demonstrable integrity: professional, flexible, enthusiastic, dependable, conscientious	✓	
Reflective and with a commitment to continuing professional development	✓	
A strong commitment to sector values, including equalities, diversity and inclusion, and with an ability to nurture these in organisational development, service delivery and with stakeholders	✓	
A commitment to the role of volunteers within the organisation	✓	
<b>Experience</b>		
Recent experience of working for a Voluntary and Community Sector organisation at a senior and strategic level	✓	
Relevant experience of managing risks and implementing significant organisational change initiatives, communicating difficult decisions and implementing new ways of working to deliver financial savings and/or improve service delivery models	✓	
Experience of assessing the needs of the local community in order to shape the development and delivery of services	✓	
Experience of managing the finances of an organisation in a challenging environment.	✓	
Proven experience of developing successful fundraising strategies including identifying new business opportunities, making successful funding applications, consultancy or public contract tendering etc.	✓	
Experience of leading a whole organisation approach to continuous improvement and organisational learning	✓	
Experience of monitoring and evaluating organisation performance against KPI's, demonstrating outcomes, impact and quality	✓	
Extensive experience of developing strategic partnerships and acting as an effective representative at strategic partnership level and		



ambassador for the VCS	✓	
Experience of working with, developing and resourcing Trustee/Governance Boards	✓	
<b>Skills and knowledge</b>		
Advanced knowledge of the VCS: a solid understanding of the challenges facing the sector and the relationship with the public sector (opportunities and threats)	✓	
Highly effective leader and manager of people with a solid understanding of different leadership styles, people management practices and models of shared leadership	✓	
Well-developed influencing and negotiation skills	✓	
Well-developed analytical skills, political acumen and awareness of the changing policy environment		
Ability to develop and innovate highly effective services to meet the needs of a range of stakeholders, ensuring value for money	✓	
Excellent communication and interpersonal skills, both oral and written; an ability to engage an audience through a range of media	✓	
Excellent project management skills with the ability to prioritise and delegate actions and activities effectively	✓	
Good IT skills, including use of Excel spreadsheets, and an understanding of the use of website, social media and database to underpin the organisations work	✓	
Understanding of the role of Company Secretary		✓
<b>Qualifications</b>		
A further or higher education qualification		✓
A relevant professional qualification in business management and/or leadership and management		✓
<b>Other Requirements</b>		
Flexible approach to working hours and able and willing to work early mornings, evenings and weekends as required	✓	
Able to travel throughout West Sussex	✓	

**As of October 2021**