**Job Description: Chief Executive, Ealing and Hounslow CVS (EHCVS)**

**POST:** Chief Executive

**SALARY:** £53,525 including OLW allowance

**HOURS:** 35 hours per week

**LOCATION**: Ealing and Hounslow

**DURATION:** Permanent

**OVERALL PURPOSE**

The Chief Executive provides strong leadership for the organisation and is responsible for delivering its services, administration, and financial management to appropriate standards. Working closely with the trustees, the Chief Executive develops long term strategy, budgets and business plans and ensures EHCVS complies with relevant law and regulations. The Chief Executive acts as an ambassador for EHCVS, playing a key role in developing effective relationships with internal and external stakeholders.

**ACCOUNTABILITY**

The Chief Executive is accountable to the Board of Trustees via the Chair of the Board

**VALUES AND ATTITUDE**

You will need to sign up to the values of EHCVS and be a passionate advocate for the voluntary and community sector within Ealing and Hounslow. Working in a small organisation necessitates the Chief Executive to be both strategic and hands on at various times. You will need to be able to inspire, develop and encourage our staff team whilst ensuring that performance is managed, targets are met, and that they work effectively and efficiently as a team. You will need to be a self-starter with a strong work ethic.

**LEADERSHIP, STRATEGY AND SUSTAINABILITY**

The Chief Executive is responsible for maintaining an effective working relationship with the trustees and for corporate leadership and management including:

* Work with the trustees to develop long term strategies, policies and plans.
* Ensure that the operation of the organisation is consistent with the principles and objectives set by the board, advise the board on associated risks and managing those risks.
* Direct the operational activity of the organisation in cooperation with colleagues to ensure the achievement of business plans and objectives.
* Take overall responsibility for financial management and for delivering activities within agreed budgets.
* Annually review and update the EHCVS strategic plan.
* Oversee the implementation of the organisation’s marketing and communications plans.
* Develop and sustain appropriate quality frameworks.
* Identify and respond to external events that affect EHCVS and manage business and operational risks.
* Ensure systems are in place for monitoring, measuring and reporting on operational performance to trustees and funders.
* Develop and maintain the organisation’s reputation, culture and values with staff, beneficiaries, funders, partners and other bodies.
* Lead EHCVS’s operational management and ensure compliance with legislation, regulation and internal policies.
* Advising and supporting the EHCVS Board of Trustees to fulfil its responsibilities for the proper governance of the organisation and act as the Company Secretary.
* Ensure the smooth running of the board including organising meetings, preparing Trustee briefings, keeping minutes/records, ensure action on Board decisions, responding to Trustee enquiries.

**EXTERNAL RELATIONSHIPS AND PARTNERSHIPS**

The Chief Executive is responsible for ensuring ongoing positive strategic partnerships and for ensuring that EHCVS meets the needs of its current and future beneficiaries, including:

* Develop productive relationships with funders in order to secure funding for EHCVS’s services to support front-line third sector organisations.
* Enhance and develop existing and new stakeholder relationships including relationships between the VCS and relevant local government and NHS bodies in Ealing and Hounslow and surrounding areas, and also with the private sector to maximise support for the voluntary and community sector.
* Promote and build greater awareness of the value of the VCS and of EHCVS, particularly with local statutory agencies, media and elected representatives in the boroughs we serve.
* Develop and maintain communication within the VCS and between the VCS and statutory partners
* Represent EHCVS at meetings, conferences and events, giving presentations and promoting a positive image of the borough, EHCVS and the VCS, and their achievements.
* Seek to build VCS consortia with multiple capabilities to bid for funding, thereby strengthening alliances within the sector and obtaining income for VCS partners.
* To ensure EHCVS representation on local and regional committees, working groups etc as appropriate within the constraints of available resources.
* Provide advice, assistance and influence on policy, strategy and practice including the implications of new legislation, changing service needs and demands, and emerging community issues to the VCS, Council, CCG and Borough Partnerships.
* Innovate, develop, challenge and evaluate existing policy and practice towards the VCS across the Council, CCG, LSP, private sector and other partners.
* Work with local VCS organisations and statutory agencies to promote equality, inclusion, cohesion and community leadership.
* Maintain an up-to-date knowledge of current and emerging issues and good practice to inform the voluntary and community sector’s activity, development and engagement.
* Facilitate the voice, representation and influence of the VCS through the development of the relevant VCS networks.
* Ensure the development and delivery to the highest standard of appropriate services to meet the needs of VCS organisations in Ealing and Hounslow. Ensure the delivering of high-quality training, advice and support.

**GOVERNANCE, FINANCIAL AND LEGAL MANAGEMENT**

The Chief Executive assists the trustees with the stewardship of resources to ensure that EHCVS continues to be well financed and to:

* Support the Board of Trustees to fulfil their legal and financial responsibilities.
* Ensure adequate financial and human resources are available to carry out activity as agreed with the Board of Trustees, including income generation from a variety of sources.
* Manage and work within agreed budgets.
* Ensure the relevant management reporting of financial information, including preparation of annual budgets and reviews throughout the year.
* Ensure compliance with the requirements of all funding bodies and all appropriate legislation.
* Take overall responsibility for day-to-day financial management.
* Responsibility for organising the annual general meeting and producing the annual report.

**GENERAL**

Attend personal supervision and appraisal meetings with the chair of Trustees or agreed substitute.

Be aware of own training needs and participate in training/education to improve performance considered relevant to the post and to achieve agreed targets.

Comply at all times with the policies and procedures of EHCVS.

Ensure that EHCVS Equal Opportunities policies, principles and practices are observed and implemented throughout service delivery.

Act as a representative of the values, beliefs and principles of EHCVS at all times.

**The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation.**

**PERSON SPECIFICATION**

**Knowledge and Experience**

1. A track record of successful leadership, governance and linking governance to the operation of high performing organisations, preferably within the voluntary sector.
2. Experience of leading, managing and deploying staff effectively in a positive working environment also good knowledge of volunteer management including Investing in Volunteers and Volunteer Centres accreditations.
3. Understanding the governance of a charity and the core functions of a CVS.
4. Extensive knowledge of current policy issues relevant to the local VCS
5. Experience of working with diverse groups and communities, in particular: Black, Asian and Minority Ethnic (BAME) and other marginalised groups. Experience and understanding of the cultures and of working constructively with a range of statutory partners, the private sector and the third sector– including small community groups - and of developing positive working relationships with a diverse range of individuals and groups.
6. Knowledge and experience of managing and developing people and projects and of change management.
7. Experience of providing infrastructure services to third sector organisations
8. Track record of senior leadership and management experience and of working with senior managers of external organisations.
9. Demonstrable experience of writing successful funding applications and/or tenders to a wide range of funders and generating a successful income.
10. Experience of commissioned services and an understanding of managing outcomes-based service level agreements and contracts.
11. Financially literate with an ability to create and manage budgets and understand complex organisational accounts, experience of leading and coordinating income generation
12. Experience of building membership of third sector organisations.

**Leadership, Strategy and Sustainability Skills**

1. Strong, effective leadership, management and motivational skills.
2. Experience of working with a Board of Trustees or management committees.
3. Experience of successfully working with a wide range of people and agencies across all sectors.
4. Ability to manage conflicting demands within a political environment and deal appropriately with a range of complex challenges and a variety of personnel, organisational and external partner issues, including conflict resolution.
5. Well -developed strategic, operational and financial management skills, including experience of leading and coordinating income generation.
6. Effective project and organisational management skills, including strong strategic planning, so that deadlines are managed efficiently at both team and individual levels.

**Communication skills**

1. Ability to communicate clearly and effectively both orally and in writing to engage the interests of a wide range of audiences.
2. Able to research, prepare and present reports on complex issues using appropriate analyses in order to present clear options for decision, and which is accessible to lay people.
3. Proven experience of managing staff, including problem-solving, and of good practice in relation to involving volunteers.
4. Effective negotiation and influencing skills.
5. Demonstrable listening skills.

**Other**

1. Flexible approach to working hours and able and willing to work early mornings, evenings and weekends as required.
2. Able and willing to respond quickly to the needs of the business as and when required.
3. Able to travel within Ealing and Hounslow and within London and further afield as and when required.

**September 2020**