

CEO Information Pack

About BVSC

Bexley Voluntary Service Council (BVSC) has been supporting the local Voluntary and Community Sector (VCS) in Bexley for over 60 years. Throughout this time, BVSC has continually evolved in response to local need, sector challenges and wider changes in public policy. Today, BVSC plays a central role in strengthening the local voluntary sector, connecting organisations, amplifying community voice and enabling organisations across Bexley to be resilient, connected, and able to provide high-quality, impactful services to residents.

Our work spans community development, volunteering, training, capacity-building support, and the delivery of the borough's Social Prescribing service. We convene networks and partnerships, facilitate collaboration across sectors and help position the VCS as an essential and valued part of the local system. We are increasingly focused on demonstrating impact, improving quality, and developing the conditions in which organisations and communities can thrive.

Over the past year, BVSC has undergone a period of internal development, including structural changes and the formation of a renewed senior leadership team. These changes are now embedded, and the organisation is entering a period of consolidation. With a committed staff team, strong values and trusted relationships across Bexley, BVSC is well-positioned to build on this foundation.

We are seeking an interim CEO (Maternity Cover) who can provide confident, steady leadership during this important period. This successful candidate will lead with energy and integrity, providing continuity and maintaining organisational momentum. They will support the team, uphold BVSC's values, nurture key partnerships and ensure that the organisation continues to deliver high-quality work while longer-term strategic projects progress.

We are looking for a leader who understands the voluntary sector, values collaboration and can hold the organisation confidently while offering stability and thoughtful decision-making. This is a role for a skilled system-aware leader who can work comfortably with large charities, small grassroots groups and partners across health and local government.

Diversity, equity, and inclusion are central to our culture; a diverse workforce strengthens our ability to support communities effectively and deliver high-quality services across the voluntary sector. We recognise that diversity spans many aspects of identity, and we are committed to fostering a workplace that is increasingly inclusive and equitable, where everyone feels heard, respected, and valued. We are also committed to promoting safe and responsible practice across our work and expect all staff, volunteers, and partners to uphold these standards.

Safer recruitment processes and appropriate pre-appointment checks will be completed before any role is confirmed.

For an informal conversation about the role please contact Jattinder Rai, CEO, on humanresources@bvsc.co.uk by Thursday 18th December 2025

Job Description

Post: Chief Executive Officer

Responsible to: BVSC Board of Trustees

Salary: £63,797 (pro-rata for 9months is £47,848)

Contract and hours: Fixed-term, 9-month maternity cover. We are open to discussions regarding the working pattern, and welcome applications for 0.8 FTE up to 1 FTE. A full working week is 35 hours. We offer flexible working hours. The core working hours are 10:00 AM to 4:00 PM. Applications from candidates seeking a secondment are welcome.

Location: Hybrid working with 3 – 4 days per week, primarily in our office or across the Borough of Bexley.

Purpose of Job

To lead Bexley Voluntary Service Council (BVSC) with vision and integrity in conjunction with the Board of Trustees to deliver our mission and high-quality services and stay true to our values.

Vision and Leadership

- Provide clear vision, leadership and strategic direction, ensuring BVSC remains focused on its purpose and continues to champion the voluntary and community sector in Bexley.
- Lead the delivery of BVSC's strategy within the organisation's budget, ensuring alignment with organisational priorities, charitable requirements and emerging opportunities.
- Motivate, inspire and support staff, volunteers and partners, fostering an inclusive, values-driven culture where people feel engaged, respected and able to perform at their best.
- Model effective system leadership, representing BVSC confidently across local partnerships, Integrated Care System structures and cross-sector networks to strengthen the role and influence of the VCS.
- Promote strong collaboration and partnership working, enabling BVSC to work effectively with voluntary organisations, statutory bodies, funders and other stakeholders to achieve shared outcomes.
- Ensure BVSC remains forward-looking and adaptive, using insight, evidence and organisational learning to anticipate change, respond to sector challenges and drive continuous improvement.

Governance

- To be accountable to the Board of Trustees and responsible for the overall management, co-ordination and development of BVSC; including all administration and financial management, as an effective co-ordinating body, as a registered charity and as a company limited by guarantee, in accordance with the stated aims and objectives of BVSC.
- Working with the Chair, Board of Trustees and Senior Leadership Team, leading on strategy implementation to ensure engagement and decision-making structures are in place to then support the effective delivery of BVSC's objectives, as set out in the strategy and business plans and in line with charitable Objects and governing documents.
- Ensure robust monitoring and evaluation processes are in place so that BVSC's work is continually assessed and aligns with organisational strategy.
- Oversee compliance with all legal, statutory, regulatory and contractual requirements, maintaining appropriate policies, controls and general assurance mechanisms across the organisation.
- Maintain and embed appropriate quality frameworks and assurance processes to ensure continuous improvement and sector-relevant quality standards.

Organisational management

- Provide effective leadership to BVSC's staff and volunteers, ensuring they remain focused on delivering the organisation's mission, strategic objectives and values.
- Support and line-manage the senior leadership team, delegating responsibility appropriately and ensuring clear accountability, strong communication and collaborative working across the organisation.
- Oversee and ensure that BVSC has robust, up-to-date and compliant policies and procedures, including those relating to safeguarding, equity, diversity and inclusion (EDI), health and safety, data protection and HR related policies.
- Lead organisational risk management, ensuring major risks are identified, monitored and mitigated through an effective risk register and supporting processes.
- Champion an inclusive and positive organisational culture, fostering an environment where staff feel valued, supported and able to raise concerns confidentially.

- Promote BVSC's commitment to staff wellbeing, reflective learning and psychological safety, ensuring managers are confident in supporting team develop and performance.
- Ensure the delivery of consistently high-quality services and practice, including demonstrating the organisation's impact, learning and value to stakeholders.

Financial management

- Provide strategic oversight of BVSC's budget and financial performance, ensuring income and expenditure remain within agreed limits and providing regular, accurate finance updates and forecasts to the Finance & Audit Subcommittee, and Board.
- Ensuring robust financial controls, systems and processes are in place and adhered to, maintain high standards of accountability, compliance and risk management.
- Oversee the organisation's contracts and grants, ensuring contractual obligations are met, reporting requirements are fulfilled and strong relationships with funders and commissioners are maintained.
- Monitor key indicators of BVSC's financial health, organisational performance and impact to enable effective decision making and long-term planning.
- Lead on the delivery of BVSC's business plan, supporting income diversification and sustainability through grants, contracts, fundraising opportunities and training programme.
- Work with the company secretary to ensure BVSC meets all legal, regulatory and reporting requirements as a registered charity and company limited by guarantee.

Relationship management

- Act as BVSC's strategic representative at local, regional and national levels, ensuring the organisation's voice is recognised within key partnerships, networks and decision-making forums.
- Maintain and strengthen constructive relationships with statutory partners, funders, voluntary and community sector organisations and wider stakeholders, ensuring BVSC is seen as a trusted and knowledgeable system leader.
- Provide clear, timely and consistent communication with external agencies, ensuring BVSC contributes effectively to cross-sector initiatives, consultations and strategic developments.

- Ensure beneficiary and stakeholder perspectives inform BVSC's work by embedding meaningful feedback mechanisms that shape service design, quality and strategic direction.
- Confidentially articulate and evidence the impact of BVSC's activities to influence policy, funding and resource allocation on behalf of the local VCS.
- Be an ambassador and advocate for the VCS, championing the role, value and diversity of the sector, constructively challenging partners where appropriate.
- Build and sustain purposeful alliances with local government, Integrated Care System (ICS), health partners, funders, local businesses, national infrastructure bodies to strengthen sector capacity, collaboration and resilience.
- Promote BVSC's values and strategic priorities in all external engagement, reinforcing trust, transparency and partnership-led approaches across the system.

Person Specification

Candidates will be required to demonstrate how they meet the following skills, experience and attributes in their supporting statement.

Leadership & Strategy:

- Demonstrated ability to provide clear leadership, exercising sound professional judgement, and maintaining organisational stability during periods of transition.
- Proven experience of motivating and supporting staff and volunteers, fostering a collaborative, values-driven culture.
- Ability to act as an effective ambassador for the organisation, representing BVSC confidently at local, regional and national levels.
- Experience in developing or delivering organisational strategies, operational plans, or quality-improvement approaches.

Interpersonal and relational:

- Excellent communication skills, with the ability to inspire confidence and build credibility across the VCS and statutory sectors.
- Proven success in partnership working, negotiation and influencing at senior levels.
- Ability to build and maintain constructive relationships with a wide range of stakeholders while offering appropriate challenge where necessary.
- Skilled at engaging diverse communities and understanding different organisational perspectives.

Financial and contract management:

- Experience of setting, managing and monitoring budgets.
- Ability to oversee delivery of funded projects or contracts, ensuring compliance, quality and accountability.

Operational and organisational management:

- Senior level experience in voluntary or public sector environments, including line management, supervision and performance management.
- Knowledge of governance requirements for registered charities and companies limited by guarantee.
- Understanding of quality assurance, data protection, safeguarding responsibilities and risk management.
- Experience of enabling positive organisational cultures that support psychological safety, inclusion and continuous learning.

Knowledge and context:

- Understanding of the VCS' role within local systems, particularly in relation to health inequalities and community development.
- Awareness of social, economic and demographic context of local authorities similar to Bexley, and the pressures affecting the VCSE sector.
- Ability to assess and articulate the contribution and challenges of infrastructure organisations.

Personal Qualities:

- An inclusive, reflective and compassionate leader who empowers others and promotes EDI.
- Resilient, solution-focused and able to remain calm and decisive when managing competing demands.
- Willingness to offer, and receive, constructive challenge, supporting a culture of openness and learning.
- Ability to maintain BVSC's values, reputation and collaborative ethos.

Other:

- Willingness to work flexibly, including occasional evenings or weekends.
- Ability to travel effectively across the London Borough of Bexley and wider London for partnership or regional meetings.
- The right to work in the UK.

Additional Benefits

- Hybrid working
- Additional Birthday Day off
- Flexitime and TOIL
- Pension employer contribution 6%

- Two volunteering days (pro rata)
- 25 days annual leave (plus bank holidays)
- An extra day off for your birthday
- Access to the Blue Light Card
- Ongoing training and professional development opportunities
- A positive, inclusive team culture where your ideas are valued

Application Process

Please send your CV, which includes your personal details, and completed candidate supporting statement by 9am on the Monday 5th January 2026. The candidate supporting statement should be no longer than 8 sides of A4, drawing on your knowledge, skills and experience. Include examples particularly reflecting on personal strengths, values and insights that you would bring to the role.

In addition, we ask all candidates to complete our equality, diversity and inclusion monitoring form with declaration, and email all documents to humanresources@bvsc.co.uk.

Please note any applications received after the closing date and time will not be considered.

If you need support with the application process, including requiring any reasonable adjustments to complete the application or take part in the selection process, contact Laura Rey, Head of People and Organisational Development at humanresources@bvsc.co.uk

Use of Artificial Intelligence (AI)

We recognise that AI tools can be useful for basic checks such as spelling or grammar. However, we ask that candidates do not use AI to write or generate responses within their application. We value authenticity and want to hear your own voice, experiences, and motivations throughout the process.

Interview dates

Interviews will take place at Engine House, 2 Veridion Way, Erith, DA18 4AL. Please note that this will be a 2-stage interview process.

Stage 1: Stakeholder panel

Stage 2: Interview led by BVSC Trustees

The interviews are due to take place week commencing 12/01/2026.