

Bexley Voluntary Service Council



Recruitment Pack

CEO – September 2021

About us and how to apply

Bexley Voluntary Service Council (BVSC) has been supporting the local Voluntary and Community Sector in Bexley for over 60 years. BVSC has a broad offer which is adaptable to our sector and community's needs and is proud to amplify the voice and experience of our civil society. 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.

Over the past five years we have enhanced our offer to including being the lead provider of Social Prescribing, offer an Impact in Action project to the sector and build cross sector networks and collaborations. BVSC and our Volunteer Centre has been at the forefront of the local volunteer effort to respond to Covid-19; working across sectors to establish a community information hub, match volunteers to charities and community groups to build resilience while facilitating hundreds of volunteers to support the vaccine effort.

BVSC is positioned to underpin the foundations of the sector as we emerge from the pandemic, to understand and advocate for the value of our sector and communities within the local Integrated Care System (ICS). To bring together cross sector partners and communities, to build sector strength and sustainability, and to improve health and wellbeing inequalities.

The sector has many challenges ahead of them; BVSC is a leader in enabling the sector to rise to these challenges. We have the welcome opportunity to strengthen our sector through a visionary Adult Social Care Pathways project through the re-procurement of Social Prescribing in 2022.

BVSC seek a visionary leader with energy, integrity and commitment to lead through these uncertain times. 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. A leader who has a vision of what it means to be an effective infrastructure support organisation. A leader who operates 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 BVSC team.

The post-holder is expected to work primarily at the office base, but home working for 1 or 2 days of the week is available.

For an informal conversation about the role please contact Vikki Wilkinson, CEO vwilkinson@bvsc.co.uk or Clair Johnson, Chair of Trustees clair@bexleywomensaid.org.uk

Please submit a CV and supporting statement outlining how you meet the person specification by 17.00 on the 28th October 2021. The supporting statement should be no longer than 8 sides of A4 please.

Please send your CV and supporting statement to cpenny@bvsc.co.uk

Please note that this will be a 2-stage interview process.

Stage 1 Interview led by BVSC Trustees: 9th November 2021

Stage 2 Stakeholder panel: 18th November 2021

Interviews will be held at Crayford Manor House, DA1 4HB.

Shortlisted candidates will be notified by the 2nd November 2021 (please note we will not be able to notify candidates not shortlisted. If you have not heard from us by 5pm on 2nd November, please assume you have not been shortlisted)



Crayford Manor House



Thamesmead Lake



Erith Pier

Job Description

Post:	Chief Executive
Responsible to:	BVSC Board of Trustees
Salary:	Salary £48,500 progressing to £52,000 (inc OLW)
Hours:	35 hours
Contract:	Permanent
Probationary period:	6 months

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 vision, leadership and direction to and across BVSC by playing a key role in motivating and engaging volunteers, staff, beneficiaries, other stakeholders and prospective donors.
- To develop the long-term strategy, budget and business plan[s] and to ensure BVSC continually improves and develops within the law and regulations
- Foster effective partnership working across the whole sector to achieve BVSCs goals

Governance

- To be accountable to the Board of Trustees and responsible for the overall management, co-ordination and development of Bexley Voluntary Service Council [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, leading on strategy development and implementation to ensure engagement and decision-making structures are in place to then support the effective delivery of BVSCs goals, as set out in the strategy and business plans and in line with charitable Objects and governing documents.
- Ensure the work of BVSC is regularly and systematically monitored and evaluated
- Ensure that BVSC adheres to appropriate quality standards
- Supply regular reports to the Trustee Board and attend Trustee meetings
- Advise the Board of Trustees of their responsibilities, duties and recognised good practice
- Ensure the organisation fulfils its legal, statutory and regulatory responsibilities

Organisational management

- Recruit and supervise and delegate responsibility to staff members as appropriate
- Ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- Oversee the development and practical application of all BVSC policies and procedures, including health and safety, equality and diversity, and safeguarding'
- Oversee the updating of BVSC Policies and Procedures
- As Designated Safeguarding lead oversee the safeguarding of vulnerable individuals with whom the charity works through rigorous DBS procedures and staff training
- Ensure that the collection and protection of personal information complies with current Data Protection regulations
- Ensure that all major risks are identified and regularly reviewed and systems and procedures are in place to mitigate all such risks; be responsible for the development and implementation of the charity's Risk Register
- Foster an approach which creates inclusive environments and practices where employees can be themselves, are valued for their differences, and be supported to work at their best.
- Build on an open culture of trust where employees are confident to speak out and know they are treated with respect
- Maintain the high reputation of BVSC by ensuring the delivery of consistently high quality services and products, including demonstrating the impact and value of BVSCs work.

Financial management

- Operate within budget; providing regular updates on income/expenditure and forecasts
- Ensure effective financial controls are in place
- Manage all contracts held by BVSC and co-ordinate monitoring, evaluating and reporting as required, ensuring that contractual obligations are met by all parties
- Establish and monitor key indicators of BVSC's impact and financial health
- Deliver the organisations business plan, including fundraising and diversifying income streams – identifying new sources of funds and working towards greater sustainability
- Ensure a sustainable income e.g. from grants, projects, individuals, corporate, legacy and trust donations, sales/training
- Undertake the duties of Company Secretary

Relationship management

- Act as a strategic point of contact for BVSC nationally, regionally, and locally Co-ordinate/manage communication and responses to external agencies
- Develop and maintain working relationships with other infrastructure support organisations and key regional and national organisations
- Ensure the views of beneficiaries are sought on the organisation's performance
- Confidently present and communicate the impact of BVSC activities to influence support, resources and funding
- To act as an ambassador for BVSC; championing the sector, increasing the resilience of the sector and challenging where appropriate.
- To build influential and supportive relationships with stakeholders [local, regional and national] including local and central government, local media and business and sector leaders.
- Build strong and purposeful strategic relationships and alliances that benefit that voluntary and community sector and the diverse communities they serve.

Other

Lead on internal communications

Lead on Health and Safety

Oversee lease and management arrangements for office space

Person Specification

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

Leadership skills:

- Self-motivation and ability to exercise professional and organisational judgement
- personal drive and energy to motivate staff and volunteers,
- well organised, solution focused, resilient, positive about challenges and ability to use personal coping mechanisms
- the ability to be the public and private face of BVSC
- effectively promote the vision, mission and aims of BVSC
- Ability to assess the profile of the Bexley voluntary sector, its relationship with statutory bodies, the background and future vision of BVSC

Excellent interpersonal skills:

- effective, energetic communicator and networker who can inspire beneficiaries, staff, senior corporate executives and leaders across the voluntary, statutory and business sectors
- excellent written and verbal communications skills with proven success in influencing and negotiating at all levels
- ability to build excellent relationships with a wide range of partners
- ability to retain excellent relationships whilst constructively challenging the status quo or decision making

Financial acumen:

- evidence of successfully setting and managing budgets,
- evidence of delivering outcomes within the resources available,
- evidence of diversifying funding streams and seeking new funding streams

Experience and knowledge:

- Relevant and recent experience of working at a senior level in the not for profit or statutory sectors
- Experience of representing an organisation/sector in a multi-sectoral setting
- Experience of influencing at a senior level
- Leadership and line management of staff, carrying out supervision and appraisals and challenging underperformance if necessary .
- Experience of supporting and enabling diversity, equity and inclusion in the workplace
- Building effective teams and managing complex situations
- Strong on performance management and able to set and monitor objectives.
- Understanding of social, economic and environmental issues and priorities in Bexley
- Developing strategy and operational plans communicating these well in setting a clear direction. Comprehensive understanding of voluntary sector governance and voluntary sector specific issues
- Experience of local partnership working and collaborations

- Evidence of well-developed IT skills including Microsoft 365 package and CRM database
- A willingness to develop the use of electronic forms of communication, including the use of social media

PERSONAL ATTRIBUTES

- An inspirational, confident and reflective leader, with excellent communication skills who empowers people to utilise their strengths.
- A commitment to creating inclusive environments and practices where people can be themselves, are valued for their differences, and be supported to work at their best.
- Commitment to anti-discriminatory practice and equal opportunities.
- The ability to give and be open to constructive challenge.
- An assertive and compassionate leader who works in partnership with the team, volunteers, trustees and partners

Other:

- Willingness to adopt a flexible approach
- Able to work some evenings and weekends.
- ability to travel throughout Bexley and London
- must have access to own transport (car, motorbike, bicycle)
- Able to travel efficiently across the borough



BVSC Strategic Outcomes



1

Bexley has a vibrant, inclusive, and diverse volunteering culture

Volunteering Outreach



Volunteer Brokerage



Volunteer Support Project



Volunteer Management Support



2

Volunteers in Bexley have a positive and rewarding experience

Supporting Volunteering Practice



Valuing Volunteers



Celebrating Bexley Volunteers



Developing fulfilling opportunities



3

Bexley has a thriving, influential and sustainable sector that benefits Bexley people and communities

Our Training Programme



Funding Support



Connecting the Borough



Our Projects



4

BVSC is well led and well governed, providing a high-quality service valued by the VCS

Staff



Understanding the Sector



Relationships and influence



Quality



Summary of Terms & Conditions of Employment

1. Annual Leave

Annual leave entitlement for this post is 25 days plus 8 bank holidays. In total your entitlement is 33 days. In addition, the BVSC office is closed between Christmas and New Year but you will be paid for this period. You are also entitled to a paid day off on your birthday. All holiday will be on a pro-rata basis for part time hours. We have a holiday purchase scheme where you can 'buy' up to 5 days annual leave (this means they are unpaid).

2. Hours of Work

Full time hours of work are 35 per week excluding lunch. Core hours are 9.30am to 4.00pm. Part time hours are included in core hours, but can be negotiated with your line manager ensuring organisational needs are met.

3. Pensions

BVSC is able to contribute to a pension scheme for eligible employees. Employees must contribute a minimum of 3% of salary, BVSC will contribute 6% of salary.

4. Sickness Provision

Length of service

During probation

Up to 2 years'

Between 2 and 3 years

4 or more years

Sick Pay

2 weeks full pay

1 month full and 1 month half pay

2 month full and 2 month half pay

3 month full and 3 month half pay

5. Travel

Any travel within the borough and to neighbouring boroughs will be reimbursed at the Inland Revenue tax-free rate.

6. Commitment to Training & Development for all Staff

BVSC recognises the importance of continuous learning and development to both the individual and the organisation.