

Job Description

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| Post: | Chief Executive |
| Responsible to: | BVSC Board of Trustees |
| Salary: | £46,000 (to £50,000 for exceptional candidate) |
| Hours: | 35 hours |
| Contract: | Permanent |
| Probationary period: | 6 months |

Purpose of Job

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.

To provide leadership across BVSC. To play 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

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.

To ensure that BVSC remain the lead supplier of support for volunteers and volunteering.

Summary of main duties

Governance

Prepare the 3-year strategic plan, annual business plan and budget for approval by the Board of Trustees, ensuring these plans are reviewed and implemented
Ensure the work of BVSC is monitored and evaluated
Ensure that BVSC adheres to appropriate quality standards
Ensure management and HR policies are up to date
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

Financial & Legal Management

Operate within budget; providing 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 – helping BVSC to win contracts from public bodies or develop social enterprise 'spin-offs' and identifying new sources of funds, 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

Communication

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

Staff and Volunteer 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

Other

Lead on internal communications
Lead on Health and Safety
Oversee the updating of BVSC Policies and Procedures
Oversee buildings management and maximisation of income from this resource

Person Specification

Candidates will be required to demonstrate how they meet the following skills and experience 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 influence 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

Financial acumen:

- evidence of successfully setting and managing budgets,
- evidence of delivering outcomes within the resources available,
- evidence of diversifying funding streams, seek new funding streams and develop social enterprise activities

Experience and knowledge:

- Previous work in voluntary or community sector
- Experience of representing an organisation/sector in a multi-sectoral setting
- Senior management or organisational leadership
- Understanding of social, economic and environmental issues and priorities in Bexley
- Comprehensive understanding of voluntary sector governance and voluntary sector specific issues
- Experience of local partnership working and collaborations
- Evidence of well-developed IT skills
- a willingness to develop the use of electronic forms of communication, including the use of social media

Other:

- willingness to adopt a flexible approach
- ability to travel throughout Bexley and London
- must be car driver and have access to a vehicle