



Voluntary Action Swindon (VAS)

Job Description

Role: Chief Executive Officer

Status: Permanent role – 35 hours per week

Salary: £38,000 - £43,000

Accountable to: VAS Board of Trustees (line managed by Chair or another designated Trustee)

Job Purpose: To be responsible for all operational aspects of the organisation. To work closely with the Board of Trustees to develop and implement strategy. To take a lead role in representing the local Voluntary, Community and Social Enterprise (VCSE) sector, giving it a voice to policy makers.

Key Accountabilities:

- Advise and support Trustees to enable the Board to shape VAS strategy and vision
- Provide appropriate support and advice to Trustees to ensure effective governance, sound finance and delivery of services
- Develop and implement appropriate business plans
- Management of all aspects of the operation of VAS
- Ensure effective and efficient delivery of contractual obligations and other services
- Ensure effective monitoring and timely reporting on performance against the business plan and contract deliverables
- Ensure a quality framework is delivered and sustained to a high standard
- Develop and execute a fundraising strategy
- Seek and respond to tender opportunities for new contracts and other funding bids
- Develop annual budgets, ensuring timely and relevant financial reporting
- Ensure sound management of finances and achievement of financial targets
- Provide leadership and motivation to staff and volunteers.
- Overall responsibility for all aspects of staff management, including recruitment, development, performance management.
- Direct line management responsibility as agreed with the Board
- Overall responsibility for the efficient and effective running of all day to day operational processes at VAS and those that VAS are responsible for at Sanford House

- Ensure all relevant HR, Health and Safety and general administrative policies and procedures, at VAS and as applicable at Sanford House, are up to date and adhered to
- Ensure strategic risks are identified, managed and mitigated
- Relationship management with VAS and Sanford tenants, VAS members, plus SBC commissioners and other key stakeholders
- Ensure we deliver on our contractual agreements in respect of Sanford (summarized as running the premises in accordance with the principles of good estate management, managing the sub-letting of office space, contributing to the continued success of the Sanford charity 'hub', managing tenant meetings and dealing with tenant queries).
- Develop, and ensure delivery of, clear marketing and communications plans for the organization, ensuring that we engage appropriately with all relevant individuals/organisations including our own staff and volunteers, trustees, membership, external stakeholders.
- Represent VAS/the VCSE sector at key Boards, networks, forums, ensuring the sector has a voice at them.
- Ensure that equality, diversity and inclusion is integrated into all working practices and service delivery
- Ensure that VAS remains compliant with all legal and statutory requirements
- Maintain up to date knowledge of current and emerging issues, and best practice, to inform the activity and development of VAS and the VCSE sector
- Undertake any other reasonable duties, as required, to ensure the smooth and successful running of the organisation.

Person Specification

	Essential/Desirable
Skills	
Can communicate effectively both verbally and in writing with a wide variety of audiences across all sectors	E
Able to negotiate and influence others	E
Manages own time effectively and works to tight deadlines	E
Can identify opportunities for the development of VAS and the wider sector	E
Bid-writing and tender-writing skills	D
Staff management and motivation	E
Stakeholder relationship management	E
Track record of successful leadership of an organisation	E
Able to manage conflicting demands and ambiguity	E
Able to think strategically	E
Project management	D
Able to research, analyse findings and produce clear and concise reports	D
Knowledge	
VCSE Sector in Swindon	E
Role of an infrastructure organisation or CVS	E
Local authority and other public bodies	D
Governance (knowledge specifically in relation to VCSE sector would be an advantage)	D
Experience	
Managing a CVS or similar	D
Worked or volunteered in VCSE Sector	D
Developing a strategy and business plan	D
Set and managed budgets	E
Management of a staff team	E
Inter-agency working	D
Commercial awareness	E
Working with diverse groups and communities	E



Experience of negotiating, delivering and reporting against, commissioned services	D
Building membership of VCSE organisations	D
Working with a Board of Trustees	D
Other	
Willing to travel in Swindon and surrounding areas	E
Flexibility e.g. prepared to work unsocial hours	E
Shares the aims and values of VAS and is committed to them	E
Committed to ensuring equality of opportunity and promotion of diversity and inclusion	E