



Bournemouth Council for Voluntary Service and Poole Council for Voluntary Service

Chief Executive

Candidate Information Pack

December 2018

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Letter from Chairs

After many successful years of working in partnership to support local voluntary action, Poole CVS and Bournemouth CVS are merging to create a new joint CVS by 1st April 2019.

There are clear practical reasons for this, including that our local authority partners are creating a new council for Bournemouth, Christchurch and Poole. However, we see the new joint CVS as a natural next step. Since the 1990's we have worked closely together in partnership; quite simply we would not have been able to achieve so much by working individually. We have shared members of staff, applied for funding together, delivered joint services and pooled our expertise and knowledge. The new joint CVS is the logical conclusion to all these years of effective partnership work.

We believe that by the two CVSs coming together the future is exciting—we will be able to have a stronger voice and do even more to influence partners and support the voluntary organisations within our communities.

Over the last year the trustees from both organisations have worked closely together to shape a vision for the new organisation. The staff teams have been involved and have reacted positively and constructively to the changing situation. Our funders have been fully briefed and approve of our proposals.

We are now seeking to recruit a new Chief Executive to lead the new organisation forward. This is an exciting opportunity for an exceptional leader who has experience of working with both a wide range of voluntary and community sector, statutory and private sector organisations to make progress in relation to the development of the voluntary and community sector in Bournemouth, Christchurch and Poole.

Thank you for your interest in the role. We look forward to receiving your completed application form. If you would like to discuss the role before applying, please contact either of us on the addresses below.

Hazel Walker (Chair Bournemouth CVS) hazel.cvs@outlook.com

Pauline Sharp (Chair Poole CVS) sharpcareconsultancy@gmail.com

1. CURRENT SERVICES

1.1 BCVS and PCVS deliver various services across the communities of Bournemouth and Poole in partnership with health organisations and local authorities.

1.2 The services provided are based around the four NAVCA core functions of development, support, communication and collaboration and influence. A fifth function of support for volunteering is also provided to the local sector.

1.3 Services provided under each core function include:

- **Development: Support the identification of needs in the local community and facilitate innovation and improvement in service provision to meet those needs, for example:**

- Work is carried out in the priority areas of Turlin Moor and Bourne Estate in Poole and Boscombe and West Howe in Bournemouth e.g. supporting the development of a play park for Turlin Moor, a new community centre for Bourne and health provision in West Howe and Boscombe;
- Work is also carried out with partner organisations in identifying need amongst lonely older people and developing community-based projects in response;
- Four sub-sectoral Forums are run which aim to help organisations work in partnership to identify and meet need in the community. They are a Children and Young People Forum, a Health and Care Forum, a Criminal Justice Forum and a Youth Provision Link Meeting.

- **Support: Support local voluntary organisations and community groups to fulfil their missions more effectively, for example:**

- A specialist advice service, offering individual consultations and helpline support on the practical, legal and technical aspects of running a voluntary organisation;
- A programme of training workshops;
- A specific programme of support for voluntary youth groups;
- An extensive stock of audio-visual equipment available to members for loan.

- **Communication and Collaboration: Facilitate effective communication and collaboration amongst local voluntary organisations and community groups and between different sectors, for example:**

- Information provision through quarterly newsletters, monthly bulletins and other mailings;
- A Charities Forum which meets four times a year and is run in partnership with the local Chamber of Commerce;

- Together with Dorset Community Action (which is the local Rural Community Council and CVS for rural Dorset) a Single Point of Contact, i.e. a consortium of voluntary organisations to facilitate partnership work and service delivery between voluntary and statutory sector organisations is being developed;
 - Poole CVS is the lead agency for a partnership between statutory and voluntary organisations applying to the government/Big Lottery for funding to support lonely older people.
- **Influence: Support local voluntary organisations and community groups to influence policies, plans and practices that have an impact on their organisations, for example:**
 - Forum meetings focusing on Health and Care, Young People, Criminal Justice bring the sector up to date with local and national policy developments;
 - A network of elected voluntary sector representatives on local planning/strategy groups is organised and supported;
 - Advocacy and representation of the sector on a wide range of local partnerships is provided.
 - **Volunteering: Ensure that local voluntary organisations benefit from the additional capacity of volunteers and that they are valued for their contribution, for example:**
 - Information on volunteering opportunities with local organisations, via website, and voluntary vacancy booklets;
 - Best practice in the recruitment and retentions of volunteers;
 - A network of volunteer coordinators, including quarterly forum meetings;
 - Information, advice and brokerage of volunteers into placements with local organisations;
 - A project to promote volunteering to private sector employees;
 - A Young Volunteers Awards Scheme.

External Quality Assessment

- 1.4 Both CVSs were externally audited by NAVCA for their quality award and achieved good scores and positive feedback about the outcomes they were delivering.
- 1.5 NAVCA have agreed that the next audit will be a joint appraisal of the merged organisations in September 2019.
- 1.6 BCVS also holds the ISO Quality Mark.

2. JOB DESCRIPTION

Job Title:	Chief Executive
Accountable to:	Board of Trustees
Reporting to:	Chair of the Board
Location:	BCVS Office
Responsible for:	Delivery of the core functions and the work of all staff and volunteers
Main contacts:	Board Members and Staff Staff, Volunteers and trustees of local voluntary groups across Bournemouth/Poole/Christchurch Senior Officers and elected members of the Borough Councils Dorset Clinical Commissioning Group Statutory Partners Funding bodies National Voluntary and Community Sector (VCS) networks

Role Purpose:

The Chief Executive provides leadership for the organisation and is responsible for delivering its services. Working closely with the trustees, she / he develops long term strategy, budgets and business plans and ensures the organisation complies with relevant law and regulations. She / he acts as an influencing ambassador for the organisation, playing a key role in developing effective relationships and partnerships with internal and external stakeholders.

Key Tasks:

- To implement the agreed strategy for the newly merged organisation.
- To implement the objectives of the Council for Voluntary Service (CVS) as defined in the governing document (Memorandum & Articles of Association) and agreed by the Board.
- To ensure that the CVS achieves its five core functions of: Development, Support, Communication and Collaboration, Influence and Volunteering.
- To play a strategic leadership and influencing role for the voluntary sector, promoting its interests with partner organisations and the wider community.

Key Accountabilities:

Leadership and Influencing

The CEO is responsible for corporate leadership and acts as an influencing ambassador for the organisation, playing a key role in developing effective relationships and partnerships with internal and external stakeholders.

- Work with the trustees to develop and deliver long term strategies and plans.
- Develop, promote and maintain the organisation's reputation, culture and values with staff, beneficiaries, funders, partners and other bodies.
- Enhance and develop productive relationships with existing and new funders and key stakeholders in order to secure funding for services to support front-line third sector organisations and to ensure that these relationships are used to best effect in promoting and supporting the aims of the organisation and the wider voluntary and community sector.

- To develop and maintain links with the Local Authorities, NHS, Chamber of Commerce, the Criminal Justice System and statutory bodies working in the Bournemouth, Poole and Christchurch locality, ensuring that the sector has a formal, stable and continuous mechanism for input to policies, procedures and strategies of those bodies as they affect the sector and the health, care and safety of the local people. Represent the organisation at meetings, conferences and events, giving presentations and promoting a positive image of the towns, organisation and the VCS, and their achievements.
- Work with the Board to develop policy, implement and monitor work programmes, and account for the work of the organisation.
- Promote good equal opportunities and anti-discriminatory practice in all areas of work.
- To promote actively the new merged CVS and ensure that it has a positive public voice.
- Act as an advocate for the sector with a range of public and private sector bodies and at numerous multi-sector partnerships.
- Contribute to the social, community and economic development of Bournemouth, Christchurch and Poole through partnership working across all sectors.
- Support the development of a strong and effective voluntary and community sector providing a leadership role and where appropriate, leading the sector to design and deliver creative and sustainable models of service delivery.

Organisational Management

The CEO assists the trustees with the stewardship of resources to ensure that the organisation continues to have an effective workforce, be well financed and supported by effective IT systems and legal and governance frameworks.

- Ensure effective staff management through recruitment, work planning, staff supervision, performance review and appraisal in line with relevant policies and procedures.
- Ensure effective involvement of, and support for, volunteers in line with policies and good practice.
- Support the Board of Trustees to fulfil their legal and financial responsibilities.
- Undertake the functions of Company Secretary.
- Manage and work within agreed budgets, take overall responsibility for day-to-day financial management and ensure the relevant management reporting of financial information.
- Develop and ensure the implementation of the organisation's aims and objectives ensuring that the CVS achieves its five core functions and delivers all projects to a high standard.
- Sustain appropriate quality frameworks including the NAVCA Quality Award.
- Identify and respond to external events that affect the organisation and manage business and operational risks.
- Ensure systems are in place for monitoring, measuring and reporting on operational performance to trustees and funders.
- Ensure compliance with the requirements of all funding bodies and all appropriate legislation.
- 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 to ensure the sustainable development of the organisation.

- To implement all CVS policies as agreed by the Board and to ensure that the ethos and values of the organisation are upheld.

Effective Performance of CVS Core Functions

The CEO is responsible for ensuring that the organisation meets the needs of its current and future beneficiaries.

- Contribute to the social, community and economic development of Bournemouth Christchurch and Poole through partnership working across all sectors.
- Keep up to date with current trends in social policy and matters relating to the voluntary and community sector to inform the voluntary and community sector's activity, development and engagement.
- Pursue opportunities to open up the provision of support and other relevant services to new and emerging voluntary and community groups and organisations locally as part of the community development role of the CVS.
- Liaise at regional and national level to provide information and seek to ensure that the local sector has equitable access to resources.
- Ensure that the local VCS speaks with a unified voice and is enabled to participate fully in shaping local policies and decision making.
- Provide a link with other organisations, both statutory and voluntary, to enhance the role of the CVS.
- Facilitate the market development of the voluntary and community sector and assist with the development of good practice in commissioning from the sector.
- Facilitate the voice, representation and influence of the VCS through the development of the relevant VCS networks.

Delivering New Organisational Structure and Services

The CEO will be responsible for the delivery of Board of Trustees' strategy for the newly formed CVS.

- Deliver the restructure of the newly merged organisation as agreed by the Board, ensuring staff and volunteers are kept informed of progress and the change process.
- Implement the rebranding of the new organisation with as little disruption as possible, ensuring robust communication with all stakeholders and members.
- Review the effectiveness of the new structure across the locality and keep the Board informed of progress around implementation.

Special Circumstances

- Considerable flexibility is required as attendance at evening and weekend meetings will be necessary
- Travel will be required throughout the area covered by Bournemouth, Christchurch, Poole and Dorset
- Carry out any other such duties which are consistent with the main responsibilities of the post

2. Person Specification

*PERSON SPECIFICATION: CHIEF EXECUTIVE			
Qualifications	Essential	Desirable	Assessed By
A further or higher education qualification in a relevant subject (e.g. finance, social/public policy, health management, social care, community or political studies, or equivalent experience)	✓		AP/C
A relevant qualification in business management and/or leadership and management		✓	AP/C
Experience			
Track record of successfully tackling issues affecting local VCS organisations at a senior and strategic level.	✓		AP/I
Experience of working at the highest levels to influence partners/key stakeholders	✓		AP/I
Knowledge and experience of managing and developing people and projects and of change management	✓		AP/I
Staff management - able to work as part of team communicating directly with staff and volunteers whilst also being an effective manager and leader, supporting staff to work with integrity and maintain the outstanding reputation of the CVS locally	✓		AP/I
Development of new successful opportunities for the CVS and the wider VCS		✓	AP/I
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.	✓		AP/I

Working with a Board of Trustees or management committees.		✓	AP
A track record of successful leadership of high performing organisations.	✓		AP/I
Knowledge and Skills			
Extensive knowledge of the voluntary and community sector and a solid understanding of the challenges facing the sector.	✓		AP/I
Understanding of the governance of a charity and the core functions of a CVS		✓	AP/I
Able to communicate effectively with all stakeholders including statutory colleagues and volunteers.	✓		P/I
Ability to communicate clearly and effectively both orally and in writing to engage the interests of a wide range of audiences.	✓		AP/P/I
Able to research, prepare and present reports on complex issues which are analytical, present clear options for decision, and which are accessible to lay people.	✓		AP/P/I
Effective negotiation and influencing skills.	✓		P/I
Demonstrable listening skills.	✓		P/I
Conversant with social media		✓	AP
Effective leadership and motivational skills.	✓		I
Well-developed strategic, operational and financial management skills, including experience of leading and coordinating income generation.	✓		AP/I
Effective project and organisational management skills, including strong strategic planning, so that deadlines are managed efficiently at both team and individual levels.	✓		AP/I

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.	✓		AP/I
Intermediate IT skills and ability to self-service as required		✓	AP/I
Personal Attributes			
Able to think creatively about how to make things happen and put aspiration into practice.	✓		I
Flexible approach to work, recognising when there needs to be a change in approach or priority	✓		I
Strong self-motivation.	✓		I
Proven and demonstrable commitment to the principles and practice of equal opportunities in employment and service delivery.	✓		I
Other			
Travel will be required around Bournemouth, Christchurch and Poole and nationally	✓		I
Ability to work flexibly, including evenings and weekends as required.	✓		I

AP = Application Form, C = Checks, P = Presentation, I = Interview,

Any of these criteria may be explored further with your supplied references

3. Job Particulars

Title: Chief Executive
Responsible to: The Trustee Board through the Chair
Responsible for: All staff currently employed by Bournemouth and Poole CVS
Location: Bournemouth CVS, Boscombe Link, Bournemouth, BH1 4HN
but will be required to travel throughout Christchurch and Poole and surrounding areas

An appropriate package is available to the right candidate, including:

- Salary circa £45,000
- Contributory pension (employer contribution 5% and employee 3%)
- Voluntary Sector Group Life Assurance Scheme (0.5% of salary, members receive a death-in-service benefit of 3 times salary)
- 25 days holiday per annum plus statutory holidays

The role is a full time, 37 hours per week, permanent position and subject to a six months probationary period.

Full details of employment will be discussed with the successful candidate.

5. How to apply

Signed applications should be sent to:

Gail Phillips, Administrator,
Sandbourne Housing Association,
Beech House, 28-30 Wimborne Road, Poole, Dorset, BH15 2BU
Telephone: 01202 671222
Email: gail@sandbourne.org.uk

The closing date for applications is Sunday 3 February at 12 noon.

Interviews will be held on 08 February in Poole and will include Trustees and stakeholders.