



## **Chief Executive Officer (CEO)**

Job Title:	Chief Executive Officer
Salary:	£41,967-£45,418
Responsible to:	Chair of Board of Trustees
Hours of Work:	35 Hours per week (some evening and weekend work)
Place of Work:	Community Base, Brighton, with regular travel to main satellite locations
Annual Leave entitlement:	28 days per year
Pension:	5%
Contract:	Permanent
Notice period:	3 Months

### **Main Purpose of the Job:**

Develop and deliver the Business Plan. Respond strategically to the needs of the local voluntary and community sector (VCS) within a changing funding and legislative environment. Build and develop effective professional relationships with key stakeholders, including members, partners and staff/volunteers. Provide transformative leadership whilst promoting the VCS to both public and business sectors. Manage, develop and enhance resources, services and assets of Community Works.

*The requirements of the role are to be reviewed upon appointment of the Chief Executive Officer.*

### **Key Duties and Responsibilities**

1. Provide leadership and coordination to develop and deliver the mission and strategic aims of the organisation as outlined in the Community Works (CW) Business Plan. Identify and negotiate new business opportunities and position CW effectively within the market.
2. Ensure the voice of local voluntary and community organisations is represented and influences policy, strategy and practice through established fora and initiatives. Act as a representative on statutory and partnership boards.
3. Facilitate, broker and develop partnerships and relationships between commissioners/funders, policy-makers, businesses and VCS organisations.
4. Build consortia and collaborate to maximise resources and ensure sustainability of a diverse VCS. CW's role is multi-faceted and can include facilitation, direct service delivery, contract management of consortia and identifying opportunities for mergers/ acquisitions.

5. Work closely with Community Works elected reps and member organisations who are key stakeholders.
6. Work closely with senior managers to lever income through public service contracts, trusts and foundations, membership and sale of services.
7. Assume overall responsibility for financial sustainability, income generation and business planning.
8. Lead the annual budget process and report to the Finance and Risk Sub-Committee on delivery to budget, risk management and financial projection.
9. Work closely with managers to ensure equality, quality, effective performance and positive impact in meeting the needs of members and service users.
10. Take overall responsibility for human resource management. Ensure staff and volunteers are deployed effectively to deliver plans and experience a positive and equalities focused working environment.
11. Deliver legal and contractual compliance.
12. Operate recognised best practice and ensure innovation.
13. Support and develop the Board of Trustees to ensure it is an effective and strategic decision-making body.
14. Ensure the duties and responsibilities of the Company Secretary role are fulfilled in support of governance.
15. Ensure an effective marketing and communication strategy that promotes the value and reputation of CW. Be the main contact for media enquiries.
16. Model and nurture organisational values to ensure all services and operations apply them consistently.
17. Enhance and develop services through opportunities to involve volunteers, work experience placements, apprenticeships and internships.
18. Undertake any other reasonable duties as determined by the Board of Trustees relevant to the level of the post.

## Person specification

	Essential	Desirable
<b>Values and personal attributes</b>		
A visionary and transformative leader who can inspire and motivate	✓	
Resilient, with the ability to successfully navigate challenges, opportunity, change and stress.	✓	
Positive work ethic with demonstrable integrity: professional, flexible, enthusiastic, dependable, conscientious	✓	
Reflective and with a commitment to continuing professional development	✓	
A strong commitment to sector values, including equalities, diversity and inclusion, and with an ability to nurture these in organisational development, service delivery and with stakeholders	✓	
A commitment to the role of volunteers within the organisation	✓	
<b>Experience</b>		
Recent experience of working for a VCS organisation at a senior and strategic level (ie as a Chief Executive/Deputy Chief Executive/Director)	✓	
Relevant experience of managing risks and implementing significant organisational change initiatives, communicating difficult decisions and implementing new ways of working to deliver financial savings and/or improve service delivery models	✓	
Extensive Experience of understanding and assessing the needs of the local community in order to shape the development and delivery of services	✓	
Experience of managing the finances of an organisation in a challenging environment.	✓	
Proven experience of developing successful fundraising strategies including identifying new business opportunities, making successful funding applications, consultancy or public contract tendering etc.	✓	
Experience of leading a whole organisation approach to continuous improvement and organisational learning (L&D).	✓	
Experience of monitoring and evaluating organisation performance against KPI's, demonstrating outcomes, impact and quality	✓	
Extensive experience of developing strategic partnerships and acting as an effective representative at strategic partnership level and ambassador for the VCS	✓	
Experience of working with, developing and resourcing Trustee/Governance Boards	✓	
<b>Skills and knowledge</b>		
Advanced knowledge of the VCS: a solid understanding of the challenges facing the sector and the relationship with the public sector (opportunities and threats)	✓	
Highly effective leader and manager of people with a solid understanding of different leadership styles, people management practices and models of shared leadership	✓	
Commercial acumen and strong financial management skills, with the	✓	

ability to reduce operating costs and develop income-generating strategies		
Knowledge of resources available to infrastructure support agencies	✓	
Well-developed influencing and negotiation skills	✓	
Well-developed analytical skills, political acumen and awareness of the changing policy environment		
Ability to develop and innovate highly effective services to meet the needs of a range of stakeholders and clients, ensuring value for money	✓	
Excellent communication and interpersonal skills, both oral and written, with the ability to engage an audience through a range of media	✓	
Excellent project management skills with the ability to prioritise and delegate actions and activities effectively	✓	
Good IT skills, including use of Excel spreadsheets, and an understanding of the use of website, social media and database to underpin the organisations work	✓	
Understanding of the role of Company Secretary		✓
<b>Qualifications</b>		
A further or higher education qualification		✓
A relevant professional qualification in business management and/or leadership and management		✓
<b>Other Requirements</b>		
Flexible approach to working hours and able and willing to work early mornings, evenings and weekends as required	✓	
Able and willing to respond quickly to the needs of the business as and when required	✓	
Able to travel within Brighton and Hove, Adur and Worthing, and further afield	✓	