



## **Aberdeenshire Voluntary Action**

### **Chief Executive Officer**

#### **BACKGROUND AND CONTEXT**

Each local authority area in Scotland has a key 'interface' organisation which works with and supports the Third Sector – called Third Sector Interfaces (TSI).

The TSI in Aberdeenshire is Aberdeenshire Voluntary Action (AVA).

AVA receives funding from the Scottish Government and Aberdeenshire Health and Social Care Partnership to deliver the following objectives:

- More people have increased opportunity and enthusiasm to volunteer.
- Volunteer involving organisations are better able to recruit, manage and retain volunteers.
- Social enterprise develops and grows.
- Third Sector organisations are well governed and managed and deliver quality outcomes.
- Third Sector organisations feel better connected and can influence and contribute to public policy.
- The Third Sector Interface is well governed, managed and effective.

AVA supports and represents local voluntary organisations across Aberdeenshire. It offers a range of services for both new and established groups and assists with development work, gives advice as to where to find funding and training and shares information through regular newsletters and e bulletins. Guidance and support are given to local groups with governance matters and through its extensive network, AVA "signposts" these groups to others who can provide particular expertise. AVA also supports the activities of the Aberdeenshire social enterprise network.

With regard to volunteering, AVA's purpose is to promote, support and develop volunteering in Aberdeenshire with core work involving.

- The recruitment and placing of volunteers.
- Promotion of volunteering throughout Aberdeenshire.
- Developing more positive attitudes to volunteering.
- Providing support to volunteers.
- Providing support to Volunteer Involving Organisations (VIOs).
- Networking with relevant Agencies and Organisations.
- Partnership Working with relevant Agencies and Organisations for the benefit of individuals facing complex and often multiple barriers to their personal development and advancement into volunteering and ultimately employment.
- Identifying, encouraging and sharing Good Practice in volunteering.
- The development and delivery of training, learning and development for volunteers, and potential volunteers and staff from VIO's.
- Support the development of new volunteering opportunities and projects involving volunteering.

- Promote and facilitate both national and local volunteering awards that recognise the contributions that volunteers make to their organisations and ultimately their communities through their volunteering.

In addition to the core work, AVA also operates its own social enterprise, Magpie. Magpie allows AVA to connect with volunteers from a range of backgrounds and to work in partnership with Aberdeenshire Council and other charities to support families and individuals deemed as “in need”.

AVA connects to the needs of communities locally by working with partners (including Aberdeenshire Council and the Health and Social Care Partnership) to support specific and important projects (such as Dementia Friendly Communities and CHIP). It also maintains and builds positive working relationships with several agencies and organisations throughout Aberdeenshire. Community Planning are important stakeholders and partners.

The organisation requires a highly experienced, visionary and motivated professional, who demonstrates excellent leadership, communication, networking and partnership working skills, to work with the Board to ensure the development and delivery of leading-edge services to third sector organisations and volunteers in Aberdeenshire.

## **ROLE**

POSITION: Chief Executive Officer

SALARY: circa £45,000 per annum (plus contribution to defined contribution pension scheme)

RESPONSIBLE TO: Board of Directors and reporting to the Chair of the Board

DURATION: This is a permanent post and is subject to an initial 3-month probationary period

HOURS: Full-time

LOCATION: Ellon, Aberdeenshire

MAIN OBJECTIVE: The Chief Executive Officer will manage the day-to-day operations of the organisation, provide direction and leadership to deliver the organisation’s vision, mission, strategic aims and annual objectives as agreed by the Board of Directors and, through liaison with appropriate Board members, ensure that effective governance and reporting systems are in place.

## **PRINCIPAL ACCOUNTABILITIES**

Strategic Development, Planning and Reporting

- Taking a proactive role in the formulation of strategic objectives and bringing them to the Board for discussion and decision;
- Ensuring that strong strategic and operational planning processes are in place to produce effective plans for approval by the Board;
- Taking responsibility for the day-to-day financial management of the organisation, including preparing budgets for agreement by the Board, ensuring that income is maintained, and expenditure is controlled in line with budgets and that potential risks are identified and managed;
- Ensuring that all financial and non-financial reporting requirements are met on a timely and regular basis;
- Establishing, developing and monitoring an effective annual evaluation of service standards within an appropriate quality framework e.g. EFQM;

- Support the Board of Directors to ensure the organisation is legally compliant and operating to good, or best, practice.

#### Relationship Management

- Ensuring effective participation in Aberdeenshire Community Planning Partnership;
- Developing and maintaining effective strategic relationships with key stakeholders including the third sector, elected members and senior officials of Aberdeenshire Council, Aberdeenshire Health and Social Care Partnership and the Scottish Government, national infrastructure organisations and existing and potential external funders;
- Ensuring the development of effective and innovative lobbying strategies in order to promote the interests of the sector in Aberdeenshire;
- Acting as the “public face” of the organisation ensuring that a positive media profile is maintained and fostering good links with all stakeholders.

#### Operational Management

- Leading the development and implementation of the business plan, including reviewing progress against the plan and setting appropriate targets;
- Ensuring that the day-to-day operations of the organisation are effectively and efficiently managed and conducted within the framework, resources and timescales set by the Board;
- Developing operating policies to ensure that programmes and activities are implemented effectively;
- Implementing stringent project management processes to ensure the timely and cost-effective development of services;
- Maintaining effective working relationships with the Chair and the wider Board of Directors;
- Ensuring that all human resource management systems are in place and issues dealt with appropriately in terms of statutory provisions and best practice including Health and Safety and effective consultation, liaison and negotiation with any recognised trades unions;
- Facilitating the recruitment of appropriately skilled staff to positions, [and recommend appropriate remuneration levels to the Board];
- Building and maintaining a high-performance culture through effective performance management, supervision and appraisal of staff.

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities of the role. The organisation reserves the right to require employees to perform other duties from time to time.

The organisation also reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business.

There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

## KEY COMPETENCIES

### Leadership

- Demonstrate passion and enthusiasm for the organisation's vision, and motivate, lead, and empower others to achieve organisational goals;
- Inspire and lead others towards high levels of performance;
- Demonstrate an authoritative and professional leadership style that ensures the respect and credibility of others.

### External Relationship Management

- Ability to establish and maintain positive working relationships with key stakeholders and to facilitate the accomplishment of work goals;
- Understanding and credibility with respect to policies and strategies impacting the Third Sector, its organisations, volunteers and clients;
- Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches.

### Problem Solving and Analysis

- Ability to analyse complex policy issues, draw correct conclusions and articulate clear and focused policy to wide and diverse audiences;
- Ability to understand issues and make systematic and rational judgments based on the relevant information.

### Strategy Formulation

- Ability to formulate strategies and policies, and create new approaches in adverse situations;
- Ability to take a broad-based view of issues and events, and understand their longer-term impact or wider implications;
- Ability to translate policies and strategies into operational activities.

### Financial Management

- Understanding of corporate and charity accounting;
- Proven ability of prudent financial management, with experience in budgeting, cost management and reporting;
- Knowledge of funding mechanisms and reporting across income sources.

### Communication Skills

- Ability to assimilate complex issues and use appropriate communication strategies to inform and influence wide and diverse audiences;
- Proven ability to actively listen, seek information, and ask questions to ensure the understanding of the concerns of others.

### Understanding of Public Sector

- Demonstrate an in-depth knowledge of the policies and workings of local and national government and agencies as they impact on the Third sector in Aberdeenshire;
- Politically astute and be able to read and react appropriately to situations and exhibit sound judgment.

### Interpersonal Style

- Personal commitment to organisational excellence-display honesty, integrity, and a strong sense of ethics in all decisions and actions;
- Resilient-remain calm and deliberate under conditions of stress;
- Maintain a positive presence which commands respect from staff, members and other stakeholders.

### Personal Organisation

- Proven ability to organise time to the best advantage of the organisation;
- High level of competency in Microsoft Office and other ICT technologies such as the internet, e-mail and database systems.

### Governance/Management

- Previous experience of working with a Board of Directors providing professional, accurate, and strategic advice;
- Experience of assessing and successfully managing risk;
- Proven ability to implement and deliver on Board of Directors' decisions and policies;
- Understanding of the interface between the role of directors and management;
- The ability to give, and to receive, constructive challenge;
- Understanding of, and commitment to, operating as an equal opportunities' employer;
- Familiarity with charity law and financial management, company law and governance issues.

## PERSON SPECIFICATION

This specification sets out the required, essential and desirable qualities expected for the successful postholder.

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educated to degree level or with equivalent management experience	Experience of working within the third sector
Leader with extensive experience of operating within a complex and fastmoving environment with links to a wide range of external organisations	Excellent understanding of the workings of the public sector in Scotland, particularly the NHS and local authorities
Experience of managing contracts, budgets and service level agreements between the statutory and voluntary sectors	Experience of recruiting and managing volunteers
Knowledge and experience of organisational and charity finances, budgeting, cost control and reporting	Fundraising and/or tendering experience
Track record of effective multi-agency working	Fundraising and/or tendering experience Excellent understanding of charity law and/or company law
Excellent verbal and written communication skills	Excellent understanding of charity law and/or company law
The ability to assimilate, influence and disseminate complex policies and strategies to achieve outcomes	
The ability to establish and maintain effective networking with colleagues in a variety of local and national organisations	
Demonstrated leadership and management skills	
Emotionally intelligent, able to build and sustain positive relationships with key stakeholders	
Able to work independently and proactively with a minimum level of supervision	
Current driving licence	
Car owner or use of a car	
Confident public speaker	
IT literate—particularly use of Microsoft Office, e-mail, web and database systems	
A personal commitment to equal opportunities and organisational excellence; displays honesty, integrity and a strong sense of ethics in all actions and decisions	

The Ellon office is accessible for some people with mobility issues and sensory impairments. We will also consider making reasonable adjustments if the needs of the most suitable candidate require us to do so. Please contact us so that we can discuss any specific requirements you may have for either interview or potential appointment.

Please apply with your c.v., together with a covering letter, application form, and equality and diversity monitoring form completed. You may have developed relevant skills through unpaid work or bringing up a family. These details should be highlighted in your covering letter, particularly where the experience has helped you develop skills and abilities that we have asked for in the Person Specification.

### **Application Form Specific Points**

Section 1–Personal Details. Please provide your work telephone number only if it is convenient for us to contact you at your place of work.

If you are currently not in employment you can leave Notice Period areas unanswered—all other areas require an answer.

Section 8 – References. You are asked to supply details of references that cover the last 3 years of your employment and one should be your current manager. If you are self-employed or unemployed, your last employer should be named.

### *Returning the Form*

Please return the form with your application. If posting it to us, please mark the envelope “Private and Confidential”. If you are e-mailing the form to us, we will ask you to sign a hardcopy if you are invited to interview.

### **Equality and Diversity Monitoring Form**

We have an equal opportunities policy and we need to continually monitor its effectiveness. We ask applicants to supply certain information in order to help us do so. The information is confidential and is not seen by the recruitment panel. The statistics we produce from this information shows the profile of applicants we attract and can highlight whether particular groups are discriminated against at any stage in the recruitment and selection process.

With this information we can work to ensure no one is unfairly discriminated against within our recruitment process.

It is helpful if applicants complete the form, but it is optional and choosing not to complete it will in no way affect the recruitment decision.