

# CVS Inverclyde

<b>Job Role/ Description</b>			
<b>Job Details</b>			
<b>Job Title</b>	Chief Executive	<b>Report to:</b>	CVS Inverclyde Board
<b>Salary</b>	£43,9000	<b>Job Description last reviewed:</b>	June 2019
<b>Job Summary</b>			
<p>CVS Inverclyde's remit is to co-ordinate and support the activities of communities and the voluntary sector; developing the role that the sector can make to improving lives in Inverclyde. We believe that real change in communities can be brought about through active citizenship and a strong civil society. We encourage volunteering, democratic participation and involvement in community activities.</p> <p>CVS Inverclyde aims are to ensure that the voluntary sector is represented with local stakeholders and able to contribute to local planning – including by engaging with Inverclyde Alliance (the Community Planning Partnership), Inverclyde Council and Inverclyde Health and Social Care Partnership. CVS Inverclyde also provides a connection into Inverclyde's commercial businesses as well as national forums that set the agenda for the voluntary sector in Scotland. CVS Inverclyde has a core staff with temporary staff dependent on grant funding. It also is in the process of purchasing premises that will be used a hub for voluntary sector organisations as well as provide CVSI's offices.</p> <p>The Chief Executive is the key focal point of all the activity at CVS Inverclyde. They set out the leadership and direction whilst ensuring good governance and sound financial, risk and business strategy and compliance. They are also the voice of the voluntary sector in Inverclyde ensuring that the key role that the voluntary sector plays locally is well understood by local and national partners.</p> <p>The Chief Executive will work collaboratively with the Board and take responsibility for the vision and management of CVS Inverclyde. They will demonstrate that they can be a collaborative leader, a sound negotiator and an advocate for the voluntary sector. They must have excellent people management skills and show resilience to complexity and change.</p> <p>They will also ensure that equality and diversity is promoted in the organisation and will always work to make CVS Inverclyde an inclusive organisation.</p>			
<b>Core Competencies</b>			
<p><b>Here is a summary of the Competencies expected of the Chief Executive. These will be assessed at interview stage.</b></p> <p><b>1.Strategic Awareness</b></p>			

You should have the knowledge, skills and expertise to analyse the impact of emerging and current policies and strategies on CVSI, communities and the voluntary sector and other stakeholders and expect to take account of the wider accumulative impact of policy and political context.

## **2. Quality and Change**

You will work to create and contribute to a culture of innovation, allowing and enabling people to consider and take managed risks, therefore building a flexible, responsive and learning organisation.

## **3. Communication and Leadership**

You will establish a strong direction and a persuasive future vision for CVSI and will manage and engage people with honesty and integrity and enhance CVSI's reputation.

## **4. Partnership Working**

You will be able to create a culture of inclusion, encouragement and collaboration and build effective partnerships.

## **5. Taking Responsibility**

You will be able to create a culture that delivers outcomes with a clear focus on addressing issues, resolutely, fairly and promptly whilst supporting staff to perform effectively during challenging and changing times.

## **6. Delivering a Quality Service**

You will be skilled at creating an environment of continuous improvement and delivering services cost effectively.

## **7. Knowledge and Skills**

You will be able to apply extensive knowledge, experience and expertise from across multiple themes.

## **8. Continuous Professional Development**

You will be able to demonstrate your ability to manage the talent within CVSI and ensure a diverse blend of skills, knowledge and expertise in the team to meet current and future business needs. You will foster and nurture learning and knowledge exchange.

## **9. Effective Decisions**

You will be able to create evidence-based strategies, evaluate options and the risks, impact and solutions. You will be able to maximise return while minimising risk and balancing wider considerations to provide sustainable outcomes.

### **Job Outputs**

<b>Role Output</b>	<b>Includes the requirement to</b>
To work in partnership with the Board and to be Company Secretary	<ul style="list-style-type: none"><li>• Provide good quality reports and information to the Board</li></ul>

	<ul style="list-style-type: none"> <li>• To ensure good governance and good record keeping</li> <li>• Be open and accountable in all matters.</li> <li>• To develop the Board's knowledge and to provide training as required.</li> <li>• To recruit good quality candidates to the Board as and when required.</li> <li>• To ensure compliance with all statutory and contractual requirements.</li> </ul>
<p>To provide leadership and strategic direction for CVS Inverclyde</p>	<ul style="list-style-type: none"> <li>• Provide sound business planning.</li> <li>• To lead by example with honesty and integrity.</li> <li>• To understand and work with different strategic influences at both a local and national level.</li> <li>• To see the “bigger picture” and be able to future plan.</li> <li>• To work collaboratively with Board and Staff to ensure that the strategy is implemented across all parts of the organisation.</li> </ul>
<p>To ensure representation and collaborative working with external stakeholders and voluntary organisations.</p>	<ul style="list-style-type: none"> <li>• Create and maintain a sound network of relationships with Council, business and national leaders.</li> <li>• Ensure a good relationship with the voluntary sector in Inverclyde that listens to their needs and will ensure that the voluntary sector receives the support and development tools required to make them thrive.</li> <li>• Facilitate networking opportunities between the different sectors.</li> <li>• Provide the right staff and facilities to ensure training support and expert knowledge to voluntary and third sector organisations.</li> </ul>
<p>To provide a high standard of organisational management.</p>	<ul style="list-style-type: none"> <li>• Ensure that human resources management systems are in place and working smoothly.</li> <li>• Develop a culture that is inclusive and makes the most of the staff's areas of expertise and experience.</li> <li>• Identify areas of Change Management and formulate and implement costed plans to achieve the required changes.</li> <li>• Monitor staff performance and set goals that are achievable and realistic.</li> <li>• Effectively deal with performance issues.</li> <li>• Ensure a healthy and safe working environment.</li> </ul>

Ensure sound financial and funding management	<ul style="list-style-type: none"> <li>• Provide to the Board an Annual Budget, 5 year plan and projections for the future.</li> <li>• Provide Management and Annual Accounts that are open, accurate and fully accountable for the expenditure of CVSI.</li> <li>• Submit the required statutory returns accurately and on time.</li> <li>• Look for opportunities to bring in funding to support staff and projects or provide staff.</li> <li>• Work with funding agencies and ensure all compliance and regulatory requirements are met.</li> <li>• Alert the Board to any issue that may lead to financial instability.</li> </ul>
Provide strong Risk Management and Assurance	<ul style="list-style-type: none"> <li>• Formulate and monitor organisational risk and provide reports to Board</li> <li>• Ensure a sound understanding external and internal risks, funding and staffing risk and risk around governance and business planning.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ensure compliance with Data Protection Legislation and Equalities Legislation</li> <li>• Develop sound Policies and Practices for the organisation.</li> <li>• Keep up to date with knowledge and good practice in all relevant areas of the business.</li> </ul>

Key Relationships	
Who?	Why?
Board	They are the strategic lead in the organisation
Staff	They are your main resource for ensuring the success of the organisation
Inverclyde Alliance	It is the overarching strategic forum for identifying and collaborating on Inverclyde's priorities. It is also a valuable way of engaging with public and private sector partners.
Inverclyde Council and Inverclyde Health and Social Care Partnership.	These are the key partners of the voluntary sector in improving outcomes for local people; through planning, delivery and commissioning of services.
Inverclyde's communities and voluntary sector	These are our primary customers and powerful agents in creating social change
Other voluntary sector intermediaries (including other TSIs)	There are opportunities to collaborate with others; who may add value to the local voluntary sector
Local media	As CVS Inverclyde increasingly seeks to engage with the general public; the media is a key tool to broaden our reach

