



## **BERWICKSHIRE ASSOCIATION FOR VOLUNTARY SERVICE**

### **JOB DESCRIPTION**

#### **EXECUTIVE OFFICER**

The EO is responsible for

- Providing leadership and implementing Bavs strategic plan.
- Overseeing the development of existing projects and implementing new initiatives in line with Bavs strategy.
- Facilitating collaboration and partnership work between community groups and organisations aligned with Bavs strategy.
- Maximising on income generation through grants and sale of donated goods.
- Stimulating public participation in voluntary work and community affairs.
- Act as company secretary to the Board of BAVS.

#### **RESPONSIBLE TO:**

BAVS Board of Directors through the Chair of the Board.

#### **RESPONSIBLE FOR:**

Staff and volunteers employed in pursuit of the objectives of the Organisation.

#### **ESSENTIAL RESPONSIBILITIES:**

- To assist with the aims, objectives and actions involved in delivering Bavs new strategy, focusing on zero waste concept.
- Preparing the 3 Year Development Plan and advising the Board on its progress and updating if required.
- Supporting and advising BAVS Board.
- Develop and maintain BAVS new strategy, projects and initiatives to further the development of the zero waste agenda and to improve of the quality of life across communities in Berwickshire.
- Be responsible for the administration of all projects and services of BAVS.
- Promote and recruit volunteers.
- Line manage all BAVS staff.

#### **SPECIFIC DUTIES:**

- Lead the implementation of Bavs new strategy and develop a work plan with the team of staff and volunteers focusing on the zero waste agenda.
- Make recommendations to the BAVS Board on initiatives and priorities for the work of BAVS.



- Organise and manage projects agreed by the BAVS Board.
- Lead with the relevant bodies to secure funding for all relevant projects.
- Co-ordinate, inform and encourage community action in pursuance of the aims of BAVS.
- Service the Board of BAVS (preparation of minutes, drafts reports, committee papers, correspondence and press releases, analysis and distribution of publications and information received).
- Monitor and evaluate projects.
- Work closely with the accountant in managing the finances of the organisation.
- Managing Bavs communication and social media channels.

### **ESSENTIAL QUALITIES:**

The Organiser should have:-

- An understanding of the realistic potential of voluntary sector and community organisations and work together to create positive change.
- The ability to achieve results by working creatively with and through other individuals and organisations.
- The ability to develop a confident, sympathetic and collaborative relationship with members of other voluntary organisations and with members and officials in local authority and other relevant agencies.
- Applicant must have own transport.

### **SPECIAL CONDITIONS:**

The Executive Officer must show a willingness to accept that the performance of the job will involve a flexible approach to the work and some unsociable hours and travelling.

Applicants must have considerable experience of working with the voluntary sector.

Holiday entitlement – 25 annual days (5 of which must be taken during the Christmas/New Year holiday) plus 10 public holidays.

Starting salary: £38,000 pro rata for 22.5 hours per week, plus essential car users expenses.