



## **JOB DESCRIPTION**

### **CHIEF OFFICER (C.O.)**

The C.O. is responsible for:

- Providing leadership and implementing the Bavs strategic plan.
- Overseeing the development of existing projects and implementing new initiatives in line with the Bavs strategy.
- Facilitating collaboration and partnership work between community groups and organisations aligned with the Bavs strategy.
- Maximising 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:**

The Bavs Board of Directors through the Chair of the Board.

### **RESPONSIBLE FOR:**

Staff and volunteers employed in pursuit of the objectives of Bavs within Bavs' three Charity Shops and Berwickshire Reuse Hub

### **ESSENTIAL RESPONSIBILITIES:**

- To work with the Board to develop and maintain a strategy for Bavs, that is fit for purpose.
- To ensure a clear direction of travel that aligns with local and national objectives, e.g. Climate change.
- To assist with the aims, objectives and actions involved in delivering Bavs' new strategy, focussing on re-use, recycling and sustainability.
- Support and advise the Board on matters on national and community matters that are relevant to the charity.
- Be responsible for the administration, coordination and reports for all projects and services of Bavs.
- Act as HR lead for the organisation.

### **SPECIFIC DUTIES:**

- Lead the implementation of Bavs new strategy;
- Develop a work plan with the team of staff and volunteers focusing on reuse, recycling, and sustainability.
- Make recommendations to the 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, draft 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.
- Manage Bavs communication and social media channels.

### **ESSENTIAL QUALITIES:**

The C.O. 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.
- Must have the right to work in the UK.

### **SPECIAL CONDITIONS:**

- This is a fulltime post - 35 hours per week.
- Starting salary: £38,000 - £43,000 dependant on experience.
- Mileage allowance will be paid for essential car use.
- Hybrid Working considered.
- Pension provision provided by Nest.
- Some unsociable hours and travelling required.
- Holiday entitlement – 35 days (5 of which must be taken during the Christmas/New Year holiday) inclusive of 10 public holidays.