Job Description

POST: Interim Chief Executive

SALARY: £42,899 plus per annum (pro-rata)

EMPLOYMENT TERMS: Negotiable – will consider the role as employed or self-employed over a period of six months.

HOURS: Between 27 - 37hrs per week, flexible, to include occasional evenings and weekends

RESPONSIBLE TO: Voscur Board of Trustees

RESPONSIBLE FOR: All staff, short-term contractors and volunteers. Line Management of staff as designated by Voscur Board of Directors

The post will be based at the Voscur office, currently at Royal Oak House, BS1 4GB Bristol.

Voscur’s vision is a thriving, effective and influential Voluntary, Community and Social Enterprise Sector in Bristol. To achieve that vision, Voscur aims to:
- co-ordinate and deliver a comprehensive set of high quality support services, accessible to the widest range of voluntary and community sector groups in Bristol, and to support and enable a dynamic structure for Bristol’s VCSE sector through which it can voice community need, and influence the city’s decision makers.

Purpose of job and principal duties

The purpose of the role of Interim Chief Executive of Voscur is to lead and manage the organisation over a six month period in accordance with its objects and strategy in the context of a wider goal of a healthy and sustainable non-profit sector within the Bristol region. The role will ensure Voscur continues to thrive during a period of transition.
Whilst all aspects of the job description below are relevant the board are looking to focus on four areas of work:-

- Development of a VCSE strategy for Bristol.
- Work with the board, Stakeholders and members to bring forward proposals for the future of VOSCUR
- Work with partner organisations in the West of England to develop and implement a VCSE response to the new devolved authority
- Run a Campaign on proposed rate relief cuts.
- Manage the Voscur AGM.
- Report to the board and ensure Voscur is well managed and governed
- Represent sector at senior level
- Develop a Strategy to increase unrestricted income.
- Management of senior staff and support for them to develop and deliver the implementation of various contracts.
- Be responsible for all aspects of Voscur’s operations but allow the senior staff team to lead on operational issues and changes.

**Principal areas of responsibility**

The Full CEO job description is set out below and whilst the focus will be on the priorities outlined above the CEO is ultimately responsible for the management of the organisation.

**Leadership and strategy**

- To be responsible for the vision and strategic leadership of Voscur in conjunction with the Board of Trustees and lead the development of a strong, vibrant and independent voluntary, community and social enterprise sector within the Bristol region.
- To ensure Voscur is a strong, sustainable infrastructure organisation by providing the overall direction and efficient management of Voscur. This will be in accordance with Voscur’s objects and policies.
- To be responsible for developing and prioritising Voscur’s services to ensure that Voscur maximises opportunities to meet the current and future needs of Bristol’s voluntary, community and social economy sector.
- To ensure that all service level agreements, funding agreements, contracts and grant requirements are delivered to the highest standard, to time and within budget.
- To take the lead in identifying and responding to opportunities to acquire resources, contracts and grants, and to initiate and develop new opportunities to generate earned income, to ensure that Voscur remains a sustainable organisation.
To develop effective and influential partnerships, networks and working relationships with relevant local, regional and national agencies, including other local infrastructure organisations and voluntary, community and social enterprise sector organisations, local authority departments, government agencies, politicians, funding bodies and strategic partnerships, in order to promote and represent the interests of Voscur and its members.

To keep abreast of changing local, national and international policies and best practice regarding the voluntary, community and social economy sector, and to ensure that these are reflected in the work of Voscur.

To work with and provide leadership alongside heads of statutory, voluntary and private sector lead organisations in Bristol, to develop strong local partnerships, create and respond to collaborative opportunities, and enhance the role of Voscur as a catalyst for change.

To represent Voscur at relevant strategic partnerships and other fora, and to ensure that Voscur members are enabled to undertake accountable and supported representational roles in key local partnerships.

To promote and champion both Voscur and the wider voluntary sector both in Bristol and within the city region.

To ensure that Voscur promotes good equalities and equal opportunities practice, and that it promotes social inclusion in all aspects of its work.

Management and compliance

To work with the Trustees, Voscur staff, member organisations and partners to develop and implement the strategic plan for Voscur.

To ensure that the strategic plan is delivered by empowering staff through team and individual work programmes.

To support and develop the Board to ensure good governance.

To work with the Trustees to develop, update and implement appropriate policies, ensuring that they reflect current good practice.

To provide overall management of Voscur, ensuring that good management systems are in place for all staff, freelance contractors and volunteers.

To oversee the creation, maintenance and development of good work practices, including implementing appropriate quality assurance, monitoring and evaluation systems. To achieve and maintain the NAVCA quality standard.

To ensure that staff management systems are in place, including recruitment, work planning, performance management and training, in order that all staff are able to carry
out their work to the highest standards and are provided with opportunities to develop their skills and competence.

- To ensure that all freelance and other short term contractors are engaged and managed in line with Voscur policies
- To provide line management to staff as agreed by the Trustees.

**Financial and legal management**

- To work with the Trustees to ensure that all legal, financial and operational requirements of the organisation are met, to comply with legal and fiscal duties as set out by funders, auditors and Companies House, and, if required, act as Company Secretary.
- To be responsible for the overall financial management of Voscur, including preparing and managing all budgets, and providing regular financial reports to the Trustees and Resources Committee.
- To be responsible for ensuring that Voscur meets all its statutory requirements in terms of insurances, employment, equalities, health and safety and all other relevant legislation.
- To be responsible for the use and upkeep of premises in line with any tenancy or ownership arrangements.

**General**

- Duties must be carried out in compliance with Voscur’s policies.
- All staff will contribute to Voscur’s information services.
- All staff will attend staff meetings, supervision, appraisals and training as agreed with their line manager.
- All staff will contribute to agreed monitoring and evaluation of their work/projects, and contribute to regular and annual reports.
- Work carried out must accord with current legislation.
- All workers have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
- Workers must be willing to undertake other duties commensurate with the grading of their post.
Person Specification/Criteria

Essential

- Experience of understanding and implementing new programmes quickly.
- Able to start very soon after selection.
- Strong leadership qualities, with the confidence to take risks, create innovative projects and manage challenging situations.
- At least 5 years experience of managing complex projects or organisations, gained in a dynamic business, public or voluntary sector setting.
- Proven ability in developing visionary and practical strategies, securing major contracts, writing successful funding bids and/or generating income.
- Experience of creating and maintaining productive working relationships with a wide range of people and agencies, including senior level staff and decision makers, and of influencing policy and programme developments.
- A strong commitment to social justice, with a proven ability to implement equal opportunities policies in service delivery and promote diversity within organisations.
- Proven staff management experience, and demonstrable expertise in enabling staff to develop their professional skills and abilities.
- Experience of setting and managing budgets, and dealing with the audit and financial management requirements of a multi-funded organisation.
- An ability to analyse information and communicate clearly, face to face, verbally and in writing.
- Computer literacy, and an ability to use a variety of computer programmes for financial and information management, presentations and some administration.

Desirable

- Experience of working in urban or other regeneration priority areas.
- Experience of paid or voluntary work experience in the voluntary, community or social economy sector.
- Knowledge of legislation relating to not-for-profit businesses or voluntary sector organisations.
- Knowledge of government and public sector structures and services.