

Chief Executive Officer

Deadline for Application 12pm Monday 13th November 2023

Interviews to be held Tuesday 28th November

Warrington Voluntary Action, is looking to recruit a new CEO, to take over the successful leadership of a high profile, well established and trusted local infrastructure organisation, the 'go to' organisation for the VCSE sector across Warrington. The successful candidate will have a passion for the VCSE sector and champion community action and volunteering.

You will need to be an excellent communicator at all levels, able to write and speak persuasively to a diverse range of groups. You will provide inspiration and strategic leadership, enabling and supporting all parts of WVA to successfully engage in delivering its strategic objectives. You will need to be driven, pro-active, flexible and resourceful, as well as being able to deal with issues, obstacles and opportunities as they arise and capable of embracing change with open arms.

About us:

Warrington Voluntary Action

Warrington Voluntary Action is the strategic Place lead for the VCSE Sector across the borough. We work closely with public sector strategic partners, including those involved in healthcare transformation to represent the interests of the VCSE.

Warrington Voluntary Action supports the development of a vibrant, thriving and sustainable VCSE to meet the diverse needs of local communities.

To do this we:

- Provide information, guidance and resources enabling local voluntary, community and faith organisations to deliver effective quality services.
- Promote, support and develop social action and volunteering for individuals and local communities to encourage a positive experience.
- Initiate and nurture the development of new groups, schemes, enterprises or activities to meet identified needs.
- Support local networks and forums to facilitate and encourage effective partnerships and strengthen cross sector working.
- Enable effective representation and involvement on key strategic partnership bodies to ensure VCSE sector organisations have a strong voice.

WVA Services

[Homepage | Warrington Voluntary Action \(warringtonva.org.uk\)](http://warringtonva.org.uk)

WVA has a team of 21 talented and multi-skilled employees, working on a wide range of services and projects, with an annual turn-over for the financial year circa £900K.

As the sole infrastructure organisation for Warrington contracted until 2028, we have a core focus on building capacity within the sector through charity/enterprise start-up and funding advice, governance support, quality assurance and skills development all of which continue to be in high demand.

WVA is a VCQA accredited Volunteer Centre, encouraging, supporting and promoting volunteers across Warrington as well as recruiting, mobilising and supporting volunteers for our wellbeing services.

Through our Wellbeing Service offer, WVA has good working relationship with health and social care and the NHS, through our Social Prescribing Service with the East PCN, MerseyCare & Bridgewater NHS Trust, the ongoing activities of the hospital discharge service Healthy and Home and our Good Neighbours service and Falls prevention initiative.

We have been an active strategic partner in shaping the new place-based integrated care partnership Warrington Together. We also continue to support anti-poverty interventions through the work of the Poverty Forum and Food Network.

WVA represent the VCSE on various boards and forums across the borough to provide a strong collective voice and helping to shape future policy and direction, ensuring an eco-system with full VCSE representation and forums to share intelligence and good practice.

Other work includes leading on a mental health alliance, delivering cancer awareness engagement within communities, coordinating a community lottery and managing grants and commissions on behalf of the sector.

At a regional level, WVA is an active partner of the Cheshire & Warrington Infrastructure Partnership, as well as a number other regional and national networks.

If you feel you have the attitudes, skills and experience to work with us to deliver our vision, **complete the attached application form** - clearly indicating how you meet the person and role specification outlined below,

Interviews will be held in person on Tuesday 28th November 2023.

Best wishes



Lynne Bennett

WVA Chair of Trustees

Warrington Voluntary Action

The Gateway, 89 Sankey Street, Warrington, WA1 1SR

Tel: 01925 246880

www.warringtonva.org.uk

Registered Charity Number: 1129343

INFORMATION SPECIFIC TO THE POST

JOB DESCRIPTION : Chief Executive Officer

RESPONSIBLE TO: Board of Trustees

Hours: 37 hour per week, Monday to Friday with flexibility to work evenings and weekend if required

Salary: £43,516 - £50,608 (dependant on experience)

Place of work: WVA, the Gateway, 89 Sankey Street, Warrington WA1 1SR (to include flexible hybrid homeworking as appropriate)

PRIMARY JOB FUNCTION

To provide leadership and direction of Warrington Voluntary Action (WVA) in accordance with its charitable objects and agreed strategic priorities

To work with the Board of Trustees to develop the organisation's strategy, resources and services including collaboration with voluntary and statutory organisations in Warrington, and similar organisations in other boroughs so that services are relevant, financially sustainable and continue to add substantial value to the work of the Voluntary, Community and Social Enterprise (VCSE) sector in Warrington.

To ensure a high profile and a developing role for WVA in leading relevant cross sector initiatives and supporting strategic partnership work involving the VCSE, local authority, health, statutory services and private sector organisations.

To contribute to policy development in local VCSE, statutory and other organisations in furtherance of WVA's strategic goals and to respond to consultations on matters affecting the VCSE

To develop the activities of the organisation in a way that is congruent with the mission and values of WVA and exploits the opportunities to generate sustainable income streams

To work with the Chair to ensure that the Board receives appropriate advice and information on all relevant matters and enable it to fulfil its governance responsibilities

DUTIES AND RESPONSIBILITIES

1. Strategy and resources

- a) Work with the Board of Trustees to develop the organisation's strategy and external relations
- b) Develop options and strategies for collaboration with and between VCSE, statutory and private sector organisations in Warrington and neighbouring boroughs to enhance the relevance and sustainability of services available to local voluntary and community organisations.
- c) Develop business plans and budgets that are aligned to the agreed strategy
- d) Establish and monitor key indicators of the charity's impact and financial health
- e) Establish the long-term sustainability of WVA by developing a mix of income streams - grant funding, commissions, statutory contracts and social enterprise.
- f) Be responsible to the trustees for the overall financial health of the organisation; ensure that expenditure is controlled in line with budgets as approved by the Board
- g) Oversee preparation of contracts, bids and tenders and maintain positive relationships with funders, commissioners and key stakeholders.
- h) Direct WVA's research, policy advice and performance management functions.
- i) Take overall responsibility for measurement of performance by monitoring and reporting against targets in all areas of the charity's activities, managing any associated contract management arrangements
- j) Ensure quality in all services through reviews, performance monitoring and value by setting challenging and ambitious targets.
- k) Oversee the preparation of quarterly monitoring reports outlining progress of WVA's work, and highlight any key issues.
- l) Ensure the organisation's staff and volunteers are focused on achieving its mission and aims
- m) To undertake any other duties as prescribed by the Board relevant to this post

2. Governance and information

- a) Work with the Board of trustees to ensure high standards of governance and that the Board fulfils constitutional and legislative requirements
- b) Provide appropriate and accurate management information and other guidance to the Board of Trustees to ensure they have a clear understanding of the health and performance of the organisation and are able to take informed decisions
- c) Support the Chair in ensuring the continued engagement/involvement of all members of the Board
- d) To be the Company Secretary of WVA
- e) To secure and maintain national quality assurance standards for infrastructure support organisations

3. External relations

- Proactively develop the profile and reputation of WVA, ensuring it is recognised as a key strategic partner by all sectors,

- Represent the VCSE sector strategically and promote the best interests of the VCSE in partnership work, in particular at multi-agency strategic boards and forums, e.g. NHS, PCNs, Education, Local Authority etc.
- Champion and promote the VCSE sector in Warrington to maximise the extent and quality of services provided for beneficiaries
- Ensure VCSE sector input to strategic development and community consultation is appropriately reflected within WVA's own strategic plan and delivery targets
- Represent WVA on a range of external groups and meetings, preparing and presenting reports where appropriate
- Develop and implement partnership arrangements with other organisations to deliver services in accordance with WVA's purpose and mission
- Provide the systems and processes that lead and support social action personally, with staff and volunteers and through networks and partnerships supported by WVA
- Establish mechanisms for listening to the views of beneficiaries on the charity's performance

4. Service delivery and development

- a) Ensure that services are developed, marketed and delivered in accordance with WVAs mission and aims.
- b) Ensure that WVA has a recognised leadership role in strengthening the voluntary sector in Warrington
- c) Ensure that services are costed to ensure viability and to maximize the resources available to achieve WVA's mission
- d) Develop and implement partnership arrangements with other organisations to deliver services in accordance with WVA's purpose and mission
- e) Provide the systems and processes to lead and support voluntary action in Warrington - personally, with staff and volunteers and through networks and partnerships supported by WVA
- f) Continually develop, review and use digital technology to deliver WVA's services
- g) Secure and prepare funding bids, negotiate funding contracts and service level agreements
- h) Ensure the effective implementation and monitoring of new services and projects in accordance with strategic plan

5. Leadership and management

- a) Provide leadership to staff and volunteers and manage organisational change
- b) Develop and maintain WVA as an exemplar of good practice in the management of both staff and volunteers.
- c) Ensure that WVA has in place effective policies and procedures to manage human resources, associates, finance, information, communication, premises, and other resources and that these meet relevant legislative requirements and agreed quality standards.

This is not an exhaustive list of the duties and responsibilities of this post and the post-holder may, from time to time, be required to undertake any other reasonable duties and responsibilities as requested as appropriate to the role.

It is the nature of the work of WVA that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks not specifically covered in the job description are undertaken. These additional duties will normally be compatible with the skills and responsibility of the existing work.

All employees are required to abide by WVA policies with regard to Health and Safety, Equality and Diversity and Information/Communications Technology. All employees are also reminded of the need to keep all information regarding the organisation, its clients, partners and funders confidential, except where information needs to be shared on a professional basis with colleagues or external partners.

CEO Job Specification

Qualifications and Knowledge	E	D
Evidence of experience and continual development of managerial and leadership skills.	✓	
A good understanding of the voluntary, community and not-for-profit sector.	✓	
Ability to demonstrate continuous self-development, self-reflection and thinking outside of the box.	✓	
A good understanding of health and social care systems		✓
A good understanding of the wider determinants of health and health inequalities		✓
Knowledge & understanding of social business, market development and planning.		✓
Skills and experience - Leadership and Management		
Experience at senior management level, including strategic planning.	✓	
Experience of developing & implementing policies, strategies and business plans	✓	
Track record of successful business & organisational development		✓
Proven track record of building, leading and managing diverse teams through an inclusive and empowering leadership style		✓
Outcome-orientated with drive and enthusiasm to achieve targets	✓	
Experience of being accountable to a Trustees Board		✓
Skills and experience - Financial Management		
Experience of developing & overseeing budgets	✓	
An understanding of effective financial management	✓	
Experience which demonstrates the ability to develop new projects and identify funding	✓	
Proven track record of income generation and/or business development	✓	
Skills and experience - Personnel and Resources		
Track record of successful staff and volunteer management, ability to coach, motivate and develop a high-performance team.	✓	
Working knowledge of HR practices.	✓	
Skills and experience - Networking and Communications		
Proven ability to build effective working relationships, within the organisation and with a range	✓	
Ability to influence at a high level across a range of stakeholders, commissioners and organisations	✓	
Proven ability to communicate effectively, at all levels	✓	
Proven ability in report writing to a high standard	✓	
Ability to establish personal credibility with a range of stakeholders, both internally and externally	✓	
Excellent negotiation skills, with evidence of successful multi-partner negotiations	✓	
Experience of working with or knowledge of statutory agencies	✓	

Skills and experience - Personal Attributes

Proven planning and organisational skills, including ability to plan and deliver own workload	✓	
Commitment to, and understanding of, equal opportunities and promoting effective race relations in line with relevant legislation	✓	
Ability to work flexibly to meet the requirements of evening meetings and other activities outside office hours	✓	
Able to manage multiple and competing priorities/demands and keep going in difficult and challenging circumstances	✓	
Prepared to get involved in matters of detail if the situation demands it and able to identify such situations	✓	
Creative and innovative thinking skills	✓	
Strong analytical skills and sound judgement	✓	

GENERAL

The post-holder will be required to confirm their eligibility to work in the UK in order to comply with employment legislation.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of WVA, in accordance with the organisation's procedures and policies.

Hours of Work

The role is 37 hours per week, usually worked 9-5 Monday to Friday however the post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to WVA policies and procedures and prior agreement with the line manager. The post-holder will be expected to adopt a mature and common-sense approach to this arrangement.

Pension

Auto-enrolment pension scheme is in operation

Annual Leave & Public Holidays

Annual leave entitlement is 25 days leave plus normal Bank & Public Holidays (pro rata for part time posts). This increases by one day per year up to a maximum of 30 days leave. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed WVA Expenses Claim Form.

Equal Opportunities

WVA is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age, or impairment.

Additional information to all candidates

Thank you for your interest in joining the team at WVA.

If you have not heard from us via email by close of business on Friday 17th November, you have not been shortlisted on this occasion. Unfortunately, we are unable to provide feedback to applicants who do not progress to interview.

Closing Date: 12pm Monday 13th November 2023

Interview Date: Tuesday 28th November 2023