

“Working in partnership to influence and transform health and social care”



Director of Performance and Assurance

£46,350 | 35 hours per week

www.thevcsalliance.org.uk

Job Description



Post: Director of Performance and Assurance

Responsible to: Chief Executive

Responsible for: Impact and Insight Manager

Hours: 35 hours per week (full-time)

Salary: £46,350

Location: Based at Perkin House, Bradford BD1

Special Conditions: As part of this role, you will be required to work and travel across the Bradford District and Craven. While the VCS Alliance supports hybrid working, there is an expectation that you will be based at the office for at least two days per week.

Benefits: 28 days annual leave per year, plus bank holidays, and an additional day of leave for your birthday. Employee Assistance Programme, hybrid working, workplace pension, opportunities for professional development and free office parking.

Purpose of the Post

The Director of Performance and Assurance provides leadership to ensure the VCSA has a robust internal infrastructure in alignment with our mission and values. To include compliance, risk management, assurance, health and safety, performance and impact measurement.

This post also provides leadership to ensure VCSE delivery partners to have required compliance, risk management, assurance, health and safety, performance and impact measurement processes in place.

As a member of the Senior Leadership Team, the Director of Performance and Assurance works as part of that team to contribute to strategic planning and ensure that the VCSA is a great place to work where performance, reporting and compliance is strong.

Duties and Responsibilities

Strategic Leadership

- Lead the development and implementation of a Risk and Performance Strategy that supports the charity's strategic ambitions and annual operational plan
 - Provide expert advice to the Board, Finance and Resource Committee and Leadership Team on risk exposure, compliance, and organisational assurance
 - Embed a culture of transparency, accountability, and continuous improvement
 - Contribute to strategic planning and policy development, ensuring alignment with risk appetite and performance priorities
 - To lead performance and assurance support for our network of network VCSE partners where required
 - Line manage the Impact and Insight Manager
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Risk Management

- Lead on the identification, assessment, and mitigation of strategic, operational, financial, safeguarding, reputational, and compliance risks
- Maintain and report regularly updated risk registers to the Audit & Risk Committee
- Oversee incident management, complaints, and safeguarding processes, ensuring learning and improvement
- Ensure organisational compliance with key statutory and regulatory obligations (GDPR, Charity Commission, Companies House, ICB requirements, etc.)
- Develop and maintain an effective business continuity and crisis management framework

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Performance and Impact

- Lead development of a Performance and Impact Framework capturing organisational, contractual, and social value outcomes
 - Ensure robust data collection, analysis, and reporting to demonstrate value for money, quality, and outcomes to funders and stakeholders
 - Work with the Leadership Team to develop meaningful KPIs and success measures
 - Maintain and report regularly updated contract performance report to the Performance and Contracts Committee
 - Champion evidence-based decision-making and learning from performance data
 - Oversee annual impact reporting and contribute to external communications on outcomes and learning
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Assurance, Governance and Reporting

- Ensure strong systems of internal control and assurance reporting
 - Support the Finance & Risk Committee with timely, accurate reporting and recommendations
 - Oversee internal audit processes and coordinate responses to external audits or funder reviews
 - Promote good governance and compliance with charity and company law and support trustee development on risk and assurance matters
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Leadership and Collaboration

- Lead and develop a high-performing team that supports risk, assurance, compliance and performance across the organisation
- Embed risk awareness, quality assurance, and performance excellence across the organisation
- Represent the charity externally in professional networks, collaborations, and with regulatory or funding bodies

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General Requirements

- Undertake any training or development opportunities as may be required to keep up to date and fulfil the requirements identified for this role
- Attend regular supervision sessions and staff meetings
- Comply with all organisational policies and procedures
- Undertake any other duties as prescribed by and agreed with your Line Manager
- Work in line with The VCS Alliance's values and Code of Conduct and maintain good relationships within and outside of The VCS Alliance
- Have a collaborative and flexible approach to work
- Work in accordance with The VCS Alliance's Aims, Objectives and Values
- Flexibility is an advantage. Please contact us to discuss what this means before accepting any offer of employment



Person Specification

Essential

- Significant proven experience leading organisational risk, assurance, or performance functions within a complex or regulated environment
 - Strong strategic, analytical, and problem-solving skills with the ability to communicate complex information clearly to non-specialist audiences
 - Deep understanding of risk management, compliance and performance measurement, and assurance within the charity or public sector
 - Relevant professional qualification (e.g., IRM, CIPFA, PRINCE2, or equivalent experience)
 - Significant experience in a senior risk, governance, or performance role within a complex or regulated charity, NGO, or public body
 - Experience developing and implementing frameworks for impact reporting
 - Strong understanding of charity regulation and governance best practice
 - Excellent communication, influencing and trust building skills with senior stakeholders, trustees, and funders
 - Significant proven leadership and people-management experience
 - Commitment to equity, diversity, and the mission of the charity sector
 - Strategic thinker with the ability to see the 'big picture' and align staff and team efforts to translate vision into practical action
 - Understanding of the VCSE sector, including its value and challenges
 - Proven ability to make critical and decisive choices
 - Capacity to manage your own emotions and understand and influence the emotions of others, including empathy and social awareness
 - Proven ability to work flexibility in a dynamic environment
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Person Specification

Desirable

- Experience of working in the voluntary and community sector, or within health and social care environments
- Knowledge of quality assurance frameworks and data governance standards.
- Degree in Business Administration, Risk Management, Governance, Social Policy, or a related field



More info

Notes

All job roles are subject to change from time to time and this job description will be reviewed regularly. The job description is a guide to the work that you will be required to undertake and represents a range of responsibilities commensurate with the seniority of the post.

This post is subject to a 3-month probationary period.

Application

Please see our [Job Application Pack](#) for how to apply and the full information about our Application and Recruitment process.

Contact

If you would like to know more about this exciting opportunity or if you have any questions - please contact Sam Keighley, Chief Executive, by emailing: Sam@thevcsalliance.org.uk.

Deadline:

The closing date for applications is Midnight on the evening of **Sunday 10 May**. Interview times are to be confirmed.
