NAVCA CEO Application Pack

Chair's Welcome

Dear Applicant,

Thank you for your interest in becoming the next Chief Executive of NAVCA.

This is an exciting and defining moment for our organisation, for VCS infrastructure, and for the wider voluntary, community and social enterprise sector in the round.

Over recent years, NAVCA has been on a significant journey. Together with our members, we have built a compelling evidence base for the essential role that local infrastructure organisations play in strengthening communities, enabling social action and supporting a thriving voluntary sector. We have sharpened our narrative, strengthened our influence and established a clear position as the national voice for place-based infrastructure in England. Today, we are proud to be a trusted and respected membership body, supported by a strong network of members who are making a difference in communities across the country.

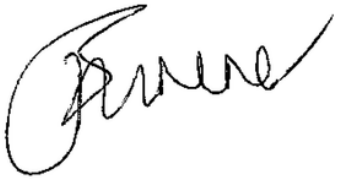
The context around us is changing rapidly. Government's agenda for devolution, public service reform and the reshaping of the relationship between the state, communities and citizens creates both challenge and opportunity. At the same time, growing pressures on public services, widening inequalities and increasing demand for community-led solutions are creating a renewed focus on the contribution that civil society can make to national renewal. The role of local infrastructure organisations in enabling that contribution has never been more important.

At NAVCA, we are increasingly asking not only how we champion infrastructure, but how we shape its future. Alongside partners across the sector, we have argued that the debate must move beyond simply rescuing existing organisations, towards considering what infrastructure is for, what communities and charities will need in the future, how support should be organised and how it can be sustained to meet those needs. The future will require new thinking, new partnerships and potentially new models of delivery. We know that local infrastructure has a critical role to play in that future, as leaders, convenors, and supporters.But it must continue to evolve if it is to meet the challenges and opportunities ahead, and fulfil its function of supporting and enabling communities across England to thrive.

We are therefore looking for a Chief Executive who can lead that evolution. Someone who can combine vision with pragmatism; who can influence nationally whilst staying rooted in the realities of local communities; who can build alliances across government, VCSE and public services; and who can ensure that social action, active citizenship and community leadership are central to creating places where people can thrive. We are looking for someone open to challenge, eager to drive change, and who wants to build partnerships which think and act beyond the status quo.

This is an opportunity not simply to lead an established national organisation, but to define the functions needed by infrastructure, to shape the form it takes, and to develop sustainable models for the future of VCSE infrastructure in England at a moment when its contribution to our society has never been more relevant.

We look forward to hearing from you.



Jess Sumner
NAVCA Chair of Trustees



NAVCA Job Application Guidance

Thank you for your interest in working with NAVCA. We are committed to a fair, transparent, and inclusive recruitment process. We see this as a two way process; it is about you deciding whether you want to work with us as well as us assessing your fit for the role. The following guidance explains how to apply and what to expect at each stage.

About NAVCA

NAVCA is the national membership body for local infrastructure organisations (LIOs), providing support and development for voluntary and community action across England. NAVCA has more than 180 members who reach an estimated 165,000 local charities, community groups and social enterprises (VCSE organisations), helping them deliver high quality, essential services, nuanced to the needs of their communities.

NAVCA members deliver four key functions.

They enable:

- Leadership and advocacy for the VCSE sector
- Partnerships and collaborations

They provide:

- Capacity building support for VCSE organisations (including funding advice)
- Volunteering support (providing both volunteer-matching services and local system leadership)

NAVCA's work is informed by our member network, our national infrastructure relationships, and our work with national and local government. We support NAVCA members in four areas:

- Advocating for system change
- Equity, equality, diversity and inclusion
- Networks and connections
- Tools, resources and information.

Visit www.navca.org.uk for more information.

How to apply

Please email:

- The application form, with a personal statement setting out how you meet the criteria for the role, 1000 words maximum.
- Your anonymised CV (see below).
- Your completed personal data form.

All applications must be sent to recruitment@navca.org.uk by the stated closing date. Unfortunately, we cannot accept late submissions.

If you have any questions or require assistance with your application, please contact recruitment@navca.org.uk.

Please note that our job roles requires regular attendance at our Sheffield office.

Please follow this link to our Diversity Monitoring Form: https://navca.aidecrm.co.uk/surveys/respond/NbXkzBhEmuTiYYtBn58dyXYem5tMBp8x0THX2xAr. Find out more about diversity monitoring here.

Anonymised initial screening

We use anonymised applications during initial screening to help reduce unconscious bias and ensure a fair assessment based on skills and experience. Before submitting your CV, please remove all personal details, including your name, address, date of birth and gender.

Please use an individual identification code made up of: your initials and the day and month of your birth (e.g. AM1506 for Alex Martin born on 15 June). Include this code at the top of your CV and on your application form so we can match your documents during the anonymised review process.

Please provide a contact phone number in your application form so we can reach you if there are any issues with your submission (for example, problems with your application or email).

We also ask that you complete the personal data form, which will be held by the recruitment administrator and will not be shared with the interviewing panel prior to shortlisting.

Our recruitment panel will review your CV and your answers to the key questions against the essential and desirable criteria for the role. Personal details will only be accessed by the recruitment panel after shortlisting for the purpose of arranging interviews.

Use of AI

We recognise that candidates may use AI tools to support their job application. While this can be helpful, we expect applications to be an honest and accurate reflection of your own skills, knowledge, experience and voice.

If you have used AI tools, we will ask you to briefly explain where and how they were used in preparing your application.

We are committed to a human-led recruitment process, and, as such, AI is not used to shortlist candidates or make recruitment decisions.

Disability Confident Committed Employer

We are proud to be a Disability Confident Committed Employer. Applicants who declare a disability and meet the essential criteria for the role will be guaranteed an interview.

Please let us know if you wish to apply under the Disability Confident Scheme when you send your application.

Reasonable adjustments

We aim to make our recruitment process accessible to everyone. If you require reasonable adjustments, such as alternative formats of documents, specific interview arrangements, or support accessing our online systems, please contact us as early as possible. Requests will be handled confidentially and with sensitivity.

Diversity monitoring form

We value equity, equality, diversity and inclusion, and collect diversity data to monitor the effectiveness of our recruitment practices. Completion of the Diversity Monitoring Form is voluntary. This information is separated from your application and will not be seen by the shortlisting or interview panels.

Please follow this link to our Diversity Monitoring Form: https://navca.aidecrm.co.uk/surveys/respond/NbXkzBhEmuTiYYtBn58dyXYem5tMBp8x0THX2xAr

Applicants with criminal convictions

We are committed to fair recruitment and the rehabilitation of ex-offenders. If a role requires a criminal record check, this will be clearly stated in the job description. Having a criminal conviction will not necessarily prevent you from being offered a position.

If you have a criminal conviction to declare, please email the details confidentially to our HR Consultant at HR@navca.org.uk once you have submitted your application. This information will not be shared with the shortlisting or interview panel and will be considered separately in line with the Rehabilitation of Offenders Act 1974.

Right to Work in the UK

All applicants must have the legal right to work in the United Kingdom before commencing employment. Proof of right to work, such as a valid passport, visa, or other approved documentation will be required if you are offered a role. Unfortunately, we are unable to employ or provide visa sponsorship for individuals who do not have the necessary right to work status.

Data protection

By submitting your application, you are agreeing to NAVCA processing your personal data for recruitment purposes, in line with data protection legislation. Your information will be handled securely and only shared with those directly involved in the recruitment process. Unsuccessful applications will be retained for a limited period in accordance with our data retention policy.

For any queries about data please contact our data controller Maddy Desforges, CEO, at Maddy.Desforges@navca.org.uk or 0114 278 6636.

Timeframes

We aim to shortlist within two weeks of the closing date. Shortlisted candidates will be invited to interview, usually within three weeks of the closing date. We will inform all applicants of the outcome of their application. We will give feedback if requested by those interviewed. Unfortunately, we cannot provide feedback to applicants who are not invited to interview.

Completed applications

Please send your completed application, CV and personal data form to recruitment@navca.org.uk.

Consent

Through submitting your application, you are consenting to your personal data being held and utilised by NAVCA for the purposes stated.

Please follow this link to view our privacy notice: https://navca.aidecrm.co.uk/download/y2fPVAqui267pqb7oj6CTbNFxDVegTa1AcvprEeM

We thank all applicants for their interest and commitment to our mission.

Contact

NAVCA (National Association for Voluntary and Community Action)

www.navca.org.uk

navca@navca.org.uk

LinkedIn