

JOB DESCRIPTION

JOB TITLE:	Chief Executive Officer
EMPLOYED BY:	High Peak CVS
LOCATION:	Office based with the option of remote working as agreed with the Board. Office Location in the High Peak, Derbyshire.
SALARY:	£45,000 PA.
WORKING HOURS:	37.5 hours per week
RESPONSIBLE FOR:	Ensuring and delivering the effective, efficient, co-ordinated and sustainable operation and future development of High Peak CVS as the infrastructure organisation for the voluntary and community sector in the High Peak of Derbyshire.
REPORTING TO:	The Board of Trustees/Directors

PURPOSE OF POST:

As Chief Executive Officer you will lead the charity to ensure we deliver a high quality service to the local community, our members and partners.

You will look at developing new areas of work within the organisation's aims and objectives as well as seeking sustainability and continuity with current projects.

MAIN DUTIES AND RESPONSIBILITIES

- Provide effective leadership, supervision and management to the staff and volunteer team, ensuring that appropriate targets are set and delivered.
- Negotiate, prepare and develop applications and contracts to enable the development of agreed projects and work programmes.
- Explore and appraise potential new initiatives for the CVS, providing detailed recommendations to the Board of Trustees/Directors.
- In conjunction with the Board of Trustees/Directors plan, develop, implement and monitor strategies to ensure the current and future viability of the CVS.
- Maintain and develop new and existing relationships with stakeholders from all sectors, providing leadership and direction.

- Provide effective, inclusive representation of the High Peak VCS in a wide range of forums.
- Carry out work in accordance with all external regulations and CVS policies and procedures, developing new ones where necessary.
- Work in collaboration with the Board of Trustees to ensure the organisation meets its legal obligations, operates within its charitable objects and has good management of its financial and staffing resources.
- Report to the Board of Trustees on internal and external developments.
- Ensure that the organisation has the appropriate management systems and structures in place to carry out its work effectively and safely.
- Contribute to writing grant applications for future projects and core work. Undertake training and development as required.

This is not an exhaustive list of tasks.

BUDGETARY RESPONSIBILITIES

Whole organisation in conjunction with Treasurer and Finance Manager

MANAGEMENT

The staff of CVS are ultimately responsible to the Board of Trustees which is made up of volunteers. Day to day management responsibilities are delegated to the Chief Executive Officer. The Chief Executive Officer reports to the Chair of Trustees.

CONDITIONS

This is a permanent contract based on 37.5 hours per week.

DISCLOSURE AND BARRING CHECK

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. As such, it will be necessary for a disclosure submission to the Disclosure and Barring Service (formerly known as CRB) to ascertain any previous criminal convictions.

POLICIES AND PROCEDURES

You are required to make yourself aware of, understand and act on, your obligations to yourself, to work colleagues, to CVS, to our customers and other stakeholders and adhere to all CVS policies and procedures at all times.