



**Job Description and Person Specification  
Chief Executive Officer**

<b>Reporting to:</b>	Chair of the Board of Trustees/Directors
<b>Salary:</b>	Up to £55,000 pa
<b>Location:</b>	Flexible to meet the needs of the job
<b>Contract:</b>	Permanent appointment, full time (35 hours per week)
<b>Closing:</b>	Monday 15 April, 9:00
<b>Interview:</b>	Thursday 2 May

**What we are looking for:**

Action Hampshire requires a strong, visionary leader to advocate for the VCSE sector. A leader capable of bringing people and organisations together to collaborate on the future of community led services across Hampshire and to be the public face of the organisation.

This is an exciting opportunity for anyone who has the desire, vision and ambition to continue to build a system that is fairer for our communities. We very much welcome applications from all members of the community regardless of age, gender, sexual orientation, ethnicity, faith or disability.

**Purpose of the Job:**

- Lead, inspire and develop the team at Action Hampshire to deliver our purpose
- Work with the Board of Trustees to ensure delivery and regular review of Action Hampshire's ('the charity') vision, mission and strategic plans
- Deliver the charity's vision and mission through appropriate plans and in accordance with agreed policies and protocols.
- Support and advise the Board to meet its responsibilities to ensure that the charity is legally compliant, well run and meets its organisational duties and obligations
- Enhance the charity's impact and profile locally, regionally and nationally.

**Principal Tasks:**

**Leading and managing the organisation**

- Work with the Board to ensure that the charity has clear direction with stated aims and objectives and an agreed strategy in place, designed to achieve those stated aims and objectives.

- Identify ways to align the charity's aims and objectives to those of its identified stakeholders.
- Lead the implementation of the strategy, including reviewing progress against the plan and set appropriate targets.
- Develop operating policies to ensure programmes and activities are implemented effectively.
- Ensure the organisation remains responsive to the needs of beneficiaries and stakeholders and can demonstrate the value of the services provided and the impact of its work.
- Ensure sound financial management of the charity, including the preparation of budgets for agreement by the Trustees and potential risks are identified and managed appropriately.
- To identify and conduct appropriate feasibility studies into potential areas of service expansion and to highlight realistic areas of potential expansion to the Board of Trustees.
- Identify, define and secure the resources (human, material and financial) needed to operate effectively.
- Lead, manage and support the staff team to maximise their personal contributions.
- Ensure that the charity has the appropriate policies, procedures, systems and processes in place and that they are being implemented.

### **Promotion of the Charity**

- Maintain effective networks with all principal supporters, stakeholders and partnership agencies.
- Seek opportunities to expand and promote the role of the charity.
- Ensure the charity is presented in an appropriate, consistent and professional manner to its stakeholders and other identified parties.
- Ensures that the charity is represented in relevant public events, fora and partnerships.
- Represent the charity and maintain effective relationships and networks with principal supporters, partners and stakeholders and through local, regional and national networks.
- Lead the charity's policy and advocacy activities including maintaining and developing relationships with relevant Local Authority/Government/ NHS departments and regulators and with other significant decision makers.
- Oversee the charity's online presence and use of social media and other communications channels to promote its mission and vision.
- Keep abreast of current social, economic, political, environmental and other trends and developments which are likely to influence the work of Action Hampshire and to provide opportunities for further development.

### **Fundraising and income generation**

- Develop income generation strategies to maintain and enhance the level of funding from existing sources and develop new funding streams.
- Develop and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
- Provide direction and support to any staff and volunteers involved in income generation activities and ensure team efforts are co-ordinated.

### **Working with the Board of Trustees**

- Keep the Board informed on the progress of the organisation and on all matters relevant to the discharge of the charity's responsibilities and in pursuit of its mission.
- Attend Board meetings and, as agreed with the Chair, develop policy proposals for Board discussion and decision.
- Advise the Board on any significant risks to the charity that become apparent.
- Provide in a timely and appropriate manner information that will assist the Board in carrying out its responsibilities.
- Support the Chair in ensuring that the charity fulfils its obligations.
- As appropriate, monitor and advise on the composition of the Board, its committees and the process of self-assessment and development.
- Support the Chair to ensure an annual calendar of meetings of the Board and its principal subcommittees is in place.

### **Person Specification:**

#### **Education/Training/Qualifications**

- No specific qualification is required, but evidence of recent continuing professional development relevant to the post e.g. management and leadership, organisational culture or equivalent work experience in a related field.

#### **Essential skills and experience**

- A proven ability to build partnerships, including with large and complex statutory organisations, extensive experience of senior management in the private, statutory or VCSE sectors, including forming positive relationships with a range of funders, partners and stakeholders
- A practical knowledge of the regulatory environment in which VCSEs operate, including good governance.
- Demonstrable experience of leading and enabling innovation/change across an organisation.
- Understanding of the principles of organisational and staff development.

- Understanding of financial and risk factors relevant to business development in a VCSE setting.
- The ability to provide effective leadership, creating an organisational culture of professionalism, respect for others, integrity, confidence and trust.
- A collaborative management style, with the ability to empower others.
- A clear focus on outcomes and experience of delivering results
- Excellent communication and interpersonal skills, and proven ability to communicate effectively, both verbally and in writing, at all levels.
- Understanding of the range of funding sources available to VCSEs, including trading.
- Ability to effectively represent the charity; ensuring that the charity has high quality promotional materials and publications, including through its web-based and social media presence
- Effective use of IT. This to include an awareness of the strategic potential of IT to support an organisation's efficiency and effectiveness
- Organisation and planning skills
- A demonstrable commitment to equality, diversity and inclusion for all.

**Personal Attributes:**

- High level of motivation and commitment to the organisation's mission.
- Enjoys networking and is well connected within the VCSE sector and wider sectors. And/or has the capacity and capability to make connections and build networks quickly.
- Understanding of the VCSE sector; able to represent and promote Action Hampshire and the VCSE sector to external partners and industries
- Is a good listener, approachable and a people person
- Thrives working as part of a team and collaboratively with other senior team members
- Is open to ideas and being challenged by others to explore alternative perspectives
- Has experience of leadership and especially managing change
- Entrepreneurial, innovative and a thought leader
- Highly organised and able to juggle complex workloads
- Is committed to staff wellbeing, flexible working and growth and development of the team
- Is visible, a good speaker, and plays a prominent role in the sector