

CHIEF EXECUTIVE

Recruitment Pack





Our mission is to enable and
develop strong and vibrant
communities throughout
Buckinghamshire

ABOUT COMMUNITY IMPACT BUCKS

Community Impact Bucks is a charity that enables people and organisations to get involved, helping to build strong and vibrant communities in Buckinghamshire.

- We **support local communities** directly through a range of services which help people to stay connected and live independently
- We **help Bucks charities and voluntary groups** on all aspects of running their organisation, offering tailored support, guidance and training
- We run **Volunteer Bucks** which helps people find volunteering roles and organisations find volunteers.

Established in its current form in 2010, and with nearly 50 years' history of supporting communities in Buckinghamshire, Community Impact Bucks is at the heart of the charity, voluntary and community sector in the county.





Charities and not-for-profit groups given advice and support

344



290 volunteers placed where needed in Bucks via Volunteer Matching Service

£741K



Local charities secured over £741,000 via Bucks Funding Search

290



Over 2060 lunches served at Pub Lunch Clubs

299



Signposted residents to local community transport schemes

2060



Over 700 Ukrainians attended info-sharing events to help them build a new life in Bucks

696

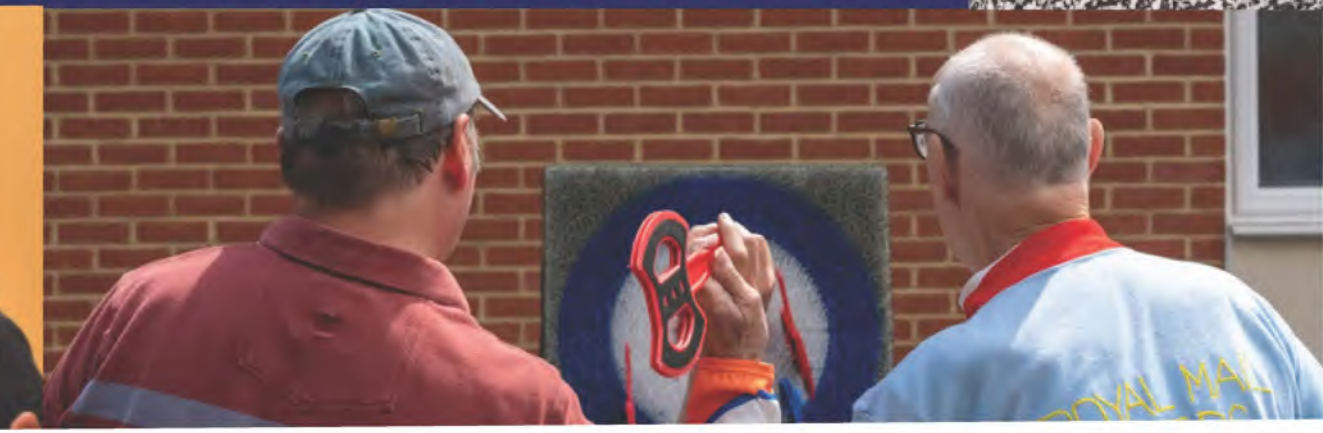


Nearly 700 Bucks residents helped with gardening and home maintenance

729



Reference 2022/2023



COMMUNITY IMPACT BUCKS

At Community Impact Bucks we believe that strong, vibrant communities are built by people dedicated to making a difference. Our team is a diverse group of individuals committed to supporting and empowering charities, community groups and residents in Buckinghamshire.

With a great reputation, a strong hard-working team and an expert supportive board of trustees, we are looking for a dynamic and visionary person to lead Community Impact Bucks and the charities and communities it supports.



MIKE SCHINDLER
CHAIR OF TRUSTEES



JOB DESCRIPTION

| | |
|-----------------|---|
| Job title | Chief Executive |
| Based in | Hybrid working – Weston Turville, Aylesbury (3 days pw on average), occasional travel in Bucks for meetings |
| Reporting to | Chair of Trustees |
| Line management | Deputy CEO, Head of Finance & Operations, BOB VCSE Health Alliance Director |
| Subsidiaries | Community Impact Bucks (Trading) Ltd |
| Hours | 35 hours per week (full-time) |
| Salary | £55k–£60k (depending on experience) |
| Annual leave | As per standard terms and conditions, 25 working days p.a. plus bank holidays & Xmas Leave |



The role of the Chief Executive is to work with the Trustees and Leadership Team to develop and implement the mission and strategy for Community Impact Bucks:

- **Empower** and enable the county's voluntary, community, and charity sector to be sustainable and impactful
- To **inspire**, promote and develop voluntary and community action
- **Connect**, collaborate and create opportunities for the voluntary sector to influence change
- To **provide** relevant community based services in response to need
- **Be** a sustainable charity that leads, learns and shares

The Chief Executive will provide effective, accountable and inspirational leadership of the Charity's staff and volunteers so that the following outcomes are achieved:

The charity continues to have a strong and positive public profile with stakeholders and funders, key decision makers and within the voluntary and community sector

Represent sector views at local and national levels in order to influence key decision making and policy development

Accelerated diversification of income through the development of new business and funding streams ensures financial sustainability

Community Impact Bucks will be exemplary in its own involvement of volunteers, modelling good practice in all aspects of running a charity

Relationships are developed within both Bucks & neighbouring areas which maximise opportunities to meet beneficiary needs through multi-faceted partnerships and collaborations

Visible and supportive leadership fosters a positive work environment through empowering, enabling, motivating and developing others

A three-year business plan, incorporating an annual operating plan, setting out objectives, milestones and measurable outcomes is implemented and kept under review

Appropriate systems are used to measure the social value and positive impact of the activities of the charity

Working closely with the Head of VCSE & Community Development to:

- Build a strong personal and organisational understanding of the trends and issues affecting Buckinghamshire and neighbouring areas' charities, voluntary, community groups and social enterprises
- Develop and maintain strong personal and organisational networks and relationships across the charity/community sector, as well as with the private and public sector
- Identify emerging issues and work creatively and collaboratively with partners and stakeholders to develop and deliver appropriate strategies in response
- Driving and communicating the impact of the sector across Buckinghamshire and the role of Community Impact Bucks as a catalyst for action
- Be an exemplar for collaborative and participatory sector leadership

Working closely with the Head of VCSE & Community Development to:

- Build and maintain relationships with key regional and local organisations and ensure that the voices of Buckinghamshire's charities and community groups are represented across their structures and strategy
- Amplify voices and data from across the sector and feed this into regional and national policy discussions
- Influence local, regional and national policy which affects Buckinghamshire's charities and community groups, and advocate for change to improve outcomes for communities
- Promote the work of infrastructure support for the sector and showcase best practice to make the case for long-term investment in it

Working closely with the Head of VCSE & Community Development to:

- Develop, implement and review Community Impact Bucks' strategic plan, ensuring that the organisation's resources are used effectively to deliver on the vision and mission
- Identify and leverage new and emerging opportunities for action, and expand/redirect resources as appropriate to respond
- Assess and communicate Community Impact Bucks' impact, and the outcomes of its work.
- Promote the work of Community Impact Bucks through networks and connections, ensuring that the strategic plan meets the needs of key partners and stakeholders

Working closely with the Head of VCSE & Community Development to:

- Support the Trustee Board, including timely reporting of progress against the strategic and operational plans, clear information to support Board oversight and input to fundraising and financial management, and monitoring/mitigation of strategic and organisational risk
- Ensure timely compliance with all legal and regulatory requirements

Working closely with the Head of Finance & Operations to:

Ensure that effective financial controls and reporting processes are developed and maintained, alerting the Board to any issues that may require action

Ensure the prudent setting and management of budgets for Board approval

Working closely with the Head of VCSE & Community Development to:

Develop and implement income generation strategies to maintain, enhance and diversify funding for Community Impact Bucks, including identifying new sources of funding as necessary

Take the lead in bidding for funding, and oversee the management and the appropriate use of that funding including any required reporting to funders

Establish and maintain a culture of high performance and accountability, including individual performance management for direct reports

Recruit staff as appropriate to ensure that Community Impact Bucks has a diverse team with the right mix of skills and experience to deliver its vision, strategy and programmes

Actively promote equality, diversity and inclusion in the organisation, and in networks and partnerships

MANAGING PEOPLE

Support staff to develop their skills and careers, and ensure that their wellbeing in the workplace is promoted, including by enabling all members of staff to maintain a healthy work-life balance

Provide leadership to the team, ensuring that strategic and operational plans are developed collaboratively and clearly communicated to team members so that all staff members understand their role in delivering the organisation's key priorities

DIVERSITY & INCLUSION

Community Impact Bucks is committed to challenging inequality and values the diversity of our communities in Buckinghamshire. We recognise that reflecting that diversity will only ever make our organisation better. We work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. We encourage applications from people of all backgrounds, particularly those from under-represented communities.

SAFER RECRUITMENT

Community Impact Bucks is committed to safeguarding and ensuring the welfare of children and adults. We expect all employees and volunteers to share this commitment.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided.



PERSON SPECIFICATION

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---------------------------------|--|---|
| EDUCATION & TRAINING | Evidence of continual learning/professional development relevant to the role (e.g. charity management, community development, social policy) | A formal leadership or management qualification |
| KNOWLEDGE | <ul style="list-style-type: none"> • Strong understanding of the role of charities and community groups and their contribution to improving outcomes for communities • Understanding of the value and impact of infrastructure organisations and networks • Understanding of charity regulation and governance | <ul style="list-style-type: none"> • Knowledge of issues, key stakeholders and voluntary sector in Buckinghamshire and neighbouring areas • Understanding of community resilience • Understanding of volunteering and volunteer management |
| EXPERIENCE | <ul style="list-style-type: none"> • Strategic planning, including achieving goals through system leadership, networks, partnership and collaboration • Senior management, including leadership of a team • A proven track record of developing and delivering a successful and strategic fundraising strategy <p style="text-align: right;">(continued on next page)</p> | <ul style="list-style-type: none"> • Leadership experience in a small organisation • Experience of working with/reporting to a Board • Community resilience/ Emergency response experience at local, regional or national level • Evaluation and impact reporting |

PERSON SPECIFICATION

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---|--|--|
| EXPERIENCE (continued from previous page) | <ul style="list-style-type: none">• Experience of financial management, including managing and reporting on multiple budgets/funding streams• Successfully managing change within an organisation | |
| SKILLS & APTITUDES REQUIRED | <ul style="list-style-type: none">• System leadership, and delivering change in complex systems• Excellent people management skills, including a commitment to staff wellbeing and a positive workplace culture• Ability to confidently deliver presentations to a range of audiences and effectively represent the organisation in a range of forums• Strong financial management skills• Pragmatism and problem-solving, including the ability to identify new opportunities and deliver innovative solutions• Effective networking and influencing skills, the ability to establish and maintain productive and effective working relationships across sectors | <ul style="list-style-type: none">• Digital communications• Public communications including writing for a wide range of audiences |

PERSON SPECIFICATION

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---------------------------|--|------------------|
| PERSONAL QUALITIES | <ul style="list-style-type: none">• Passionate about the work, mission and values of Community Impact Bucks, including the value for Buckinghamshire residents of a strong voluntary sector• Commitment to tackling inequality and disadvantage• Self-assured with the humility needed to run a small infrastructure charity• Resilience and the ability to work in a fast-paced and changing environment• Personal integrity and commitment to upholding high standards | |

APPLICATION PROCESS

Deadline Mon 6th Jan 2025 at 9am

Please send a CV and Covering letter (max 2 sides of A4) stating how your skills and experience meet the job description and person specification.

Please also confirm you can make the interview date. Send applications to:
ceorecruitment@communityimpactbucks.org.uk

Interviews on Jan 15th

We will be carrying out interviews on **Wednesday 15th January 2025** (presentation plus competency based questions).

If you would like a confidential chat about the role before applying, please contact Interim CEO Alice Copping:
alice@communityimpactbucks.org.uk



Community Impact Bucks
supporting charities, communities, volunteering