



# Recruitment Pack

## DEPUTY CHIEF EXEC

Up to Full Time

### About Us

CVS Cheshire East work to ensure VCFSE\* organisations are;



**Sustainable**

**Resilient**

**Connected**

**Visible**

Our vision is for VCFSE organisations of all sizes and sectors to be recognised and valued for the impact, they have in our community.

To enable this we provide capacity building support; facilitate networks, conduct research and represent the sector at a statutory level; as well as promoting and facilitating volunteering.

We also manage funded projects and carry out consultation work that supports our vision and makes us sustainable.

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\*voluntary, community, faith and social enterprise, the collective term for what you might know as non-profit, third sector or similar



Role:	Deputy Chief Exec
Reports to:	CEO
Location:	Flexible. We have an office in Crewe, and we support several staff members to work from home within Cheshire East
Responsible for:	The Deputy Chief Exec line manages: *Sector Development Lead *Insight and Operations Lead
Hours:	Up to Full Time (35 hours per week) with occasional evening and weekend working
Salary:	£40, 000 p.a. (Full Time Equivalent)
Non-Salaried benefits:	25 days' annual leave, plus 3 additional days over Christmas. This is in addition to statutory holidays. Flexible working as standard. We encourage time off to undertake volunteering.
Application information	Deadline: <b>10am Tuesday 26th March</b> Shortlist confirmed: Thursday 28th March Interviews: <b>Tuesday 9th April</b> (in person at our office in Crewe. Alternative arrangements can be made on request) <i>We only accept completed application forms which directly address the person specification. Agencies are not required</i>

**We value the benefits brought by recruiting and retaining staff from the diversity of Cheshire East , and are especially keen to speak with applicants who are currently not represented in our workforce, particularly those from racialised communities**



## Role: Deputy Chief Executive

### About the role:

The purpose of the Deputy Chief Executive is to support the leadership of the organisation, in line with the goals determined by the Trustee Board. Managing a team of staff across a range of disciplines, the Deputy Chief Exec is a key stakeholder manager for our range of partners including the local authority, VCFSE Sector leaders and other leaders within the local community. CVSCE's boundaries don't end in Cheshire East, we also need the Deputy Chief Exec to develop, maintain and enhance relationships with partners across Cheshire and Warrington, as well as the regional picture in Cheshire and Merseyside.

### Key Responsibilities

- 1.Enhancing CVSCE's role as a leader in Cheshire East: (25%)** Advocating on behalf of the VCFSE Sector, the Deputy CEO is expected to develop and share insights in a range of platforms.
- 2.Planning for the future of CVSCE: (15%)** Building on insight gained, working with the board, staff, members, and other stakeholders to develop long-term approaches to work.
- 3.Managing Stakeholder relationships: (20%)** Developing a strong oversight of the range of stakeholders connected to CVSCE, the Deputy Chief Exec will both directly engage and delegate appropriate relationships across the organisation, ensuring the robust retention of intelligence through our CRM system.
- 4.Managing strategic contracts: (15%)** Contract delivery will be delegated to staff, but the Deputy Chief Exec is expected to develop, negotiate and manage core contracts with key stakeholders across a range of sectors.
- 5.People and Culture leadership: (15%)** Managing staff as appropriate, the Deputy Chief Exec will help set the expectations of performance, values, and behaviours across the organisation. Explicitly, this will be achieved through living out the values of the organisation on a day-to-day basis.
- 6.Financial Management: (5%)** The Deputy Chief Exec contributes to strong financial oversight, managing a budget and delegating where appropriate.
- 7.Governance: (5%)** The Deputy Chief Exec supports the CEO to provide good overall governance of the organisation, especially in relation to the accurate maintenance of data

**Person Specification****Knowledge, Skills and Behaviours required**

All areas will be assessed through the process: A = Application, I = Interview, T = Task, P = Presentation

*Please ensure you include a response to how you meet each specification in the personal statement section of the application form. This is how candidates will be shortlisted for interview.*

Responsibility number	Specification	Essential / Desirable	Indicator
1	Ability to inspire a wide range of stakeholders to engage with CVSCE	E	A / P
2	Strong understanding of importance of impact measurement, coupled with strategies for developing insight	E	A / P
2	Ability to develop strategies for short, medium and long-term goals	E	A / I
3	Understanding of the correlation between high quality insight and great stakeholder relationships, particularly via a CRM System	E	A / I
3 / 4	Strong negotiation skills in stakeholder management and contract development	E	I
4 / 5	Strong Performance Management skills, both in terms of people development and contract management	E	A / I
5	Excellent People Development skills, including managing through behaviours	E	A / I
6	Understanding of diverse income stream financial models, with experience of or ability to learn how to capitalise on new sources of funding	E	A / T
7	Understanding of how good governance relates to organisational performance	E	A
All	Strong connection to our values (Curiosity, Striving for Excellence, and Integrity) with ability to showcase these to internal and external stakeholders	E	I

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