



Oxfordshire Community and Voluntary Action

Chief Executive Officer

Hours: 30 or 35 hours per week

Location: Hybrid, with an expectation of around two days per week in our Oxford office

Salary: £50,240 FTE (£40,735 pro rata for 30 hours / £47,524 pro rata for 35 hours)

Contract: Permanent (6 month probationary period)

Reports to: Board of Trustees

About OCVA

OCVA offers tools, connections, support, and know-how to help people, groups and organisations to develop things that matter and make a difference every day in our communities.

We also invest in building relationships with all levels of local government and work with many other local, regional and national system leaders and partners to enable the voluntary sector to contribute to the best outcomes for all the people of Oxfordshire.

We achieve this through:

- Information and advice on every aspect of setting up and successfully running a community group, charity or other non-profit
- An exciting schedule of training and webinars
- A membership programme which provides access to training discounts, special benefits and the strength of a collective voice

- A volunteer-matching service where you can recruit volunteers or find your perfect volunteering opportunity
- Developing ways to connect with, learn from and build new opportunities with other individuals and organisations from across the county
- A commitment to making sure that all the diverse voices of the voluntary and community sector are represented and heard
- A passion for tackling the systemic causes and impacts of inequality so that, together we can build a community where everyone can contribute and thrive

About the role

We are looking for an experienced, values-driven Chief Executive to lead OCVA into its next chapter.

Working closely with our Board of Trustees, the CEO will provide strategic, operational and financial leadership, ensuring that OCVA remains sustainable, effective and impactful in a complex and changing environment. You will translate strategy into clear priorities, support and inspire a small, committed team, and represent OCVA as a trusted and influential partner across Oxfordshire.

This is a role for someone who is as comfortable building relationships and listening carefully as they are setting direction, managing resources and making difficult decisions when needed.

Key responsibilities

Strategy and leadership

- Work in partnership with the Board of Trustees to set and deliver OCVA's strategy, ensuring clear priorities and maximum impact
- Lead the implementation and ongoing development of the strategy and business plan
- Develop and deliver a sustainable income strategy, identifying and securing grants, contracts and partnerships

Relationships, influence and advocacy

- Build and maintain strong, strategic relationships with local authorities, funders, statutory organisations and sector partners
- Ensure commissioner relationships are effectively managed to maintain and when needed re-secure key contracts
- Stay closely connected to OCVA's members and the wider voluntary and community sector in Oxfordshire

- Represent OCVA across local, regional and national networks
- Champion the value and impact of the voluntary and community sector, influencing policy and commissioning where possible

People and culture

- Provide supportive, inclusive leadership to staff, fostering a collaborative and high-performing team culture
- Line-manage direct reports, ensuring clarity, accountability and development
- Ensure organisational policies are in place, understood and lived through everyday practice

Financial stewardship

- Work with Trustees to set the annual budget and longer-term financial plans
- Ensure robust financial management and oversight, monitoring performance and planning for sustainability
- Contribute directly to income generation through funding bids, partnerships and commissioning opportunities

Delivery and impact

- Oversee the successful delivery of our local infrastructure offer and wider OCVA programmes and services
- Ensure work is delivered to a high standard, demonstrating value for money and meaningful impact
- Embed learning and continuous improvement, sharing impact clearly with stakeholders and the wider sector
- Deliver additional priorities agreed with the Board

Organisation and governance

- Ensure effective systems and processes across finance, HR, governance, compliance and risk
- Support the Board with timely, high-quality information, insight and recommendations
- Act as Company Secretary and ensure all statutory and regulatory requirements are met

How we work

The CEO is expected to role-model OCVA's values and behaviours in all aspects of their work. We aim to be:

- Inclusive – valuing difference and amplifying diverse voices
- Empowering – supporting people and organisations to grow in confidence and capability
- Proactive – anticipating challenges and opportunities and acting early
- Collaborative – working alongside others to achieve shared goals

We are keen to hear from candidates who can demonstrate, through paid, unpaid or voluntary experience, many of the skills, knowledge and qualities listed in the full person specification.

We recognise that no one meets every criterion perfectly. If this role excites you and you feel you could make a strong contribution to OCVA's work, we would encourage you to apply.