



Oxfordshire Community and Voluntary Action

Chief Executive Officer

Person specification

We are looking for a Chief Executive who brings a strong mix of strategic leadership, sector knowledge and personal values aligned with OCVA's mission.

You may have gained your experience through paid, voluntary or unpaid roles, and we welcome applications from people with a range of career paths. If you do not meet every point listed below but feel excited by the role and confident you could grow into it, we would still encourage you to apply.

Experience

You will bring significant experience that enables you to lead an organisation like OCVA effectively. This is likely to include:

- A relevant degree, professional qualification, or equivalent recent experience
- Senior-level experience within a local infrastructure organisation (LIO) or a comparable voluntary and community sector organisation
- A strong track record of building and sustaining productive partnerships across a complex range of stakeholders
- Experience of working alongside statutory organisations to deliver shared aims and outcomes
- Experience of leading and supporting staff teams to deliver both strategic priorities and day-to-day operations

- Demonstrable success in generating income and diversifying funding sources
- Experience of managing or influencing public sector contracts or commissioned services
- Experience of overseeing a substantial budget (around £1m) with multiple income streams
- Experience of working with, and being accountable to, a Board of Trustees
- Experience of developing organisational strategy and translating this into clear goals

Skills and knowledge

You will have a strong understanding of the environment OCVA operates in, alongside the skills needed to navigate it confidently. This includes:

- In-depth knowledge of the voluntary and community sector in Oxfordshire and how policy, legal and funding changes affect local organisations
- A good understanding of the local funding landscape and income-generation opportunities within the sector
- Knowledge of funding, commissioning and sustainability models relevant to voluntary and community organisations
- Excellent written and verbal communication skills, with the ability to communicate clearly with a wide range of audiences
- The ability to build credibility, trust and influence with senior stakeholders across public, voluntary and funding sectors
- Commercial awareness, particularly around contracts, commissioning and organisational sustainability
- Political awareness and the ability to work effectively within a local government context
- The ability to turn strategic ambitions into practical delivery plans, measurable outcomes and clear evidence of impact

Personal qualities

We are particularly keen to hear from candidates who demonstrate:

- A positive, proactive and solution-focused approach to challenges
- A willingness to take a hands-on approach when needed, particularly in a small organisation

- Personal resilience and confidence leading through change and uncertainty
- The ability to take responsibility while also delegating effectively and trusting others
- Strong organisational skills and a planned approach to achieving goals
- The ability to work calmly under pressure, meet deadlines and maintain high standards
- A collaborative approach, with the confidence to work independently when required

Practical considerations

- Confidence using Microsoft Office (Word, Excel, Outlook, SharePoint), CRM systems such as Civi, online meeting platforms and social media
- A driving licence and access to a car is helpful but not essential