

# Vida Sheffield

## Job Description: Chief Executive [CEO]

Post covered by The Equality Act 2010, Schedule 9, Part 1 and specifically for a woman worker. We particularly encourage applications from women from Black and minority ethnic communities, and with community language skills.

DBS checks are made for all successful candidates.

**Reporting to:** Chair of Vida Management Committee

**Direct Reports:** Clinical Manager; Office Administrator, Admin Assistant

### Purpose of the post:

- To develop and manage the work of Vida, to deliver effective and good quality services and initiatives related to domestic and sexual abuse and trauma, and in particular violence against women and girls.
- To secure and make best use of funding and other resources to support Vida's strategic objectives, and ensure that regular evaluation and consultation informs the ongoing development of the organisation and our services.
- To work with the Clinical Manager to translate the vision and objectives of Vida into practical working systems and procedures, in consultation with service users, Trustees, staff and volunteers.
- To work collaboratively with partners to deliver joint initiatives and engage in strategic work to achieve our shared aims.

### Specific Duties of the post

#### Strategy & Governance

1. Provide direction and leadership, in collaboration with the Vida Chair and Clinical Manager, in the development and delivery of Vida's strategic objectives and business plan, and in consultation with Trustees, staff, volunteers and service users [Women's Voices service user involvement group].
2. Take overall responsibility for ensuring that appropriate Vida policies and procedures are developed, followed and reviewed, and work alongside the Clinical Manager to oversee quality assurance and risk management.
3. Represent Vida at a strategic level, in multi-agency partnerships, and work collaboratively with the other specialist domestic and sexual abuse / VAWG organisations [e.g. Sheffield WAVES forum] to promote our shared aims.

#### Staffing & Personnel

4. Share responsibility with the Clinical Manager for managing the Vida team, including recruitment, induction, and appropriate training and development plans for staff, and line management of appropriate staff. It could also include implementing disciplinary procedures and responding to any staff grievance.
5. Ensure that Vida's HR procedures are up to date and comply with relevant employment legislation, with the HR expert on Vida's Management Committee.

6. Organise regular staff team meetings and Management Committee meetings, and promote positive working relationships within the organisation.

### **Funding & Finance**

7. Develop and oversee Vida’s Funding Strategy, and take lead responsibility for funding applications, tenders and other income generation activities to sustain the work of the organisation.
8. Provide overall management of Vida’s budgets, financial procedures, contracts and funding agreements, and work with the Office Administrator and Treasurer to provide regular financial reports to the Management Committee and funders.
9. Oversee the management, evaluation and monitoring of any contracts, grants or funding agreements for services and activities.
10. Oversee the development, delivery and marketing of specialist Vida training programmes, and seek opportunities to generate income through training and consultancy.

### **Communications & External Relations**

11. Engage with partners in campaigns and initiatives to raise public and professional awareness, with the aim of reducing future levels of domestic and sexual abuse and violence against women and girls.
12. Share responsibility for creating and distributing accessible information to promote Vida and our services, including an accessible website with self-help content developed with service users and other survivors, and an appropriate social media presence.
13. Attend conferences and training on behalf of Vida, and disseminate any learning within the organisation.
14. Assist the development of initiatives to meet the needs of marginalised service users, including those with disabilities, and from Black and minoritised communities and LGBT+ people.

### **Other duties and responsibilities**

15. Abide by all organisational policies and procedures, and work at all times with a commitment to promoting equality, diversity and inclusion.
16. Support staff to work in ways that promote the safety of women and children as a priority, and to be prepared to challenge victim blaming attitudes and beliefs.
17. Any other duties and responsibilities within the character and purpose of the job description, negotiated and agreed with the Management Committee.

### **Main Terms and Conditions of Employment**

<b>Location</b>	Vida Sheffield, Knowle House, 4 Norfolk Park Rd, Sheffield S2 3QE
<b>Salary</b>	NJC Scale Points 34-36 [£37,890-£39,880 at 2020-21 rate] pro rata – inflationary uplift pending for 2021-22 [anticipated £38,648-£40,678]
<b>Hours</b>	22.5 to 30hrs [3-4 days] – negotiable with successful candidate
<b>Holidays</b>	28 days plus statutory holidays
<b>Pension</b>	8% of salary as employer’s contribution
<b>Contract</b>	Permanent

## VIDA SHEFFIELD PERSON SPECIFICATION: Chief Executive [CEO]

KEY TO HOW MEASURED: AF: APPLICATION FORM I: INTERVIEW T: TASK

		Essential*	Desirable*	How Measured:
	<b>Knowledge and Qualifications</b>			
1	A good understanding of issues relating to domestic & sexual abuse / Violence Against Women & Girls	✓		AF,I
2	Good knowledge of safeguarding, child protection and adult protection procedures	✓		AF,I
3	Good knowledge of risk assessment and risk management processes	✓		AF,I
4	Good knowledge of charity governance requirements		✓	AF,I
5	Understanding of the needs of marginalised groups affected by abuse		✓	AF,I
6	Understanding of relevant domestic abuse and sexual violence legislation, the benefits or justice systems		✓	AF
7	A relevant qualification [e.g. management, social work]		✓	AF
	<b>Experience</b>			
8	Significant experience of managing domestic & sexual abuse services or other services for vulnerable people	✓		AF,I
9	Significant senior management experience, leading on policy development, health and safety, safeguarding, performance management, HR	✓		AF,I,T
10	Experience of setting and managing budgets with multiple funding streams	✓		AF,I,T
11	A proven track record in leading on funding strategy, tendering, fundraising and bidding processes	✓		AF,I,T
12	Experience of managing teams to record, monitor and evaluate services to meet contract and outcomes compliance	✓		AF,I
13	Experience of consultation, public speaking, networking and partnership working to increase voice and influence		✓	AF,I
14	Experience of working with Trustees to oversee the governance of a voluntary sector organisation		✓	AF,I
15	Experience of trauma-informed working; developing or working within a Psychologically Informed Environment [PIE]		✓	AF,I
	<b>Skills &amp; Abilities</b>			
16	Excellent leadership and team working skills; ability to work on own initiative, set priorities, plan and direct the work of others to achieve goals and meet deadlines	✓		AF,I,T
17	Excellent verbal and written communication skills; ability to write and present information concisely and persuasively	✓		AF,I,T
18	Ability to demonstrate a consistent, compassionate and empowering approach to staff, volunteers and service users	✓		AF,I,T
19	Flexibility and willingness to learn from the lived experience of survivors and adapt to changing demands of the sector	✓		AF,I
20	Able to demonstrate a commitment to the vision and objectives of Vida Sheffield	✓		AF,I,T

\***Essential:** necessary to be considered for the post | \***Desirable:** could be learned in the post