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**Job Description**

**Job Title**: Head of Bolsover CVS Development

**Responsible To**: BCVS CEO

**Responsible for**: The work of all Bolsover staff including currently 3 FTE direct reports.

**Hours:** 37.5 hours per week

**Holidays:** 28 days per year + statutory bank holidays pro-rata

**Salary:** £,39,701 FTE

**Flexible and Hybrid working available.**

**Initially a 12 month contract with funding subject to extension.**

**Introduction**

The BCVS is a highly respected Local Infrastructure Organisation (LIO), working in a large geographical district covering the northern third of Nottinghamshire and Bolsover.

The breadth of our strategic work is vast, spanning the NHS ICS areas of South Yorkshire and Bassetlaw, Nottingham and Nottinghamshire and Derby and Derbyshire, plus the Local Authority areas of Nottinghamshire and Derbyshire. BCVS actively represents the VCSE sector at over 70 meetings and forums, and in the past two years BCVS has been a key player in the Bassetlaw response to the impact of COVID-19.

BCVS is a forward thinking and proactive LIO that delivers a range of projects and core infrastructure support to a range of organisations. A key strength is its collaborative and partnership-based approach that has brought clear outcomes for the VCSE sector and the communities it serves.

BCVS has been delivering a range of projects and contracts in Bolsover as part of a ‘Bolsover Together’ programme of infrastructure support for the past 3 years.

The BCVS board and strategic partners are now supportive of scaling up activities in response to need and establishing a visible and accessible base within the Bolsover district and to increase the level of activity in response to the significant level of need locally to establish a visible Bolsover CVS.

This will form a large programme within the Bassetlaw CVS governance structure as this provides the economies of scale and support required to maximise support for Bolsover residents and groups. Bolsover CVS will thus continue to benefit from the support of wider BCVS colleagues as appropriate.

We are therefore seeking the right candidate to join our highly skilled and committed team to help to lead this next phase of development.

**Purpose of the Job**

This role will provide leadership for the Bolsover Team and Bolsover CVS development and will:

* Oversee expansion of a high quality of service, in line with all current laws and regulations
* Oversee management and development of Bolsover staff
* Ensure that Bolsover CVS runs efficiently and effectively and consistently delivers improvement
* Make the case for and speak as a trusted voice of the VCSE sector with LAs, NHS, Government and other stakeholders working across Bolsover and as part of NED and Bolsover Place
* Lead Bolsover business and partnership development activities to increase Bolsover income in order to provide increased levels of support.

**Key Responsibilities**

**Strategic Leadership**

Provide strategic leadership and direction, ensuring strategic plans are further developed and implemented to facilitate the achievement of BCVS and Bolsover CVS aims.

Identify resources and partnerships, which will enable BCVS to take a lead role in developing the sector locally.

Take overall management responsibility for Bolsover CVS and with other senior colleagues, prepare and ensure the effective delivery of business plans and work plans, as agreed by the BCVS CEO and Board.

Ensure that effective risk management is in place for all aspects of activity at Bolsover CVS.

Support the Board in identifying potential Board members from Bolsover, seeking to recruit those with relevant skills and seeking to achieve a broad range of representation.

**Operational Management and Service Provision**

Provide strategic guidance and in the day-to-day management and leadership of Bolsover service delivery.

Ensure research is undertaken in assessing need, being proactive and having a forward-looking approach to the development of Bolsover CVS services. Work in partnership with other service providers, as appropriate.

Underpin these plans via implementation of the BCVS performance management system involving all Bolsover staff.

Ensure the highest level of customer care and that quality assurance and performance review systems are developed.

Maintain a climate that fosters effective communications and collaborative working relationships at BCVS, as well as with Bolsover volunteers, the wider community and outside agencies.

Promote a healthy working environment, demonstrating leadership through personal example.

**External Promotion, Representation and Business Development**

Positively and proactively promote Bolsover CVS’s work in communities of interest, so that the work of the organisation is known, understood and valued.

With the BCVS CEO, represent Bolsover CVS at the District and County Councils, ICS areas and with commissioner/funders and within specialist networks.

With support from the BCVS CEO, represent Bolsover CVS at joint planning forums and in consortia working. Develop partnerships with statutory, voluntary, business, faith and community organisations.

Working with the BCVS Head of Marketing and Communications, ensure that effective media/communications plans are in place and implemented and that Bolsover CVS is always presented in a positive and professional manner.

To be responsible for the establishment of a Bolsover office base, use and upkeep of premises in line with any leasing or ownership arrangements.

Identify and secure new sources of funding to enable unmet needs within Bolsover to be addressed.

**General**

Flexibility is required within the remit of this post. The above job description is not an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as required of the post.

Ensure the confidentiality of sensitive personal and organisational information, in line with GDPR and the organisations confidentiality policy.

Ensure the development of a culture of Sustainability, Inclusion, Diversity and Equality is strengthened throughout all Bolsover CVS work.

**Person Specification and Key Competencies**

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|  | **Essential** | **Desirable** |
| **Experience, Education, Training** |
| Educated to degree level and with an optional management qualification. |  | x |
| Professional knowledge and expertise in the Voluntary and Community Sector. | x |  |
| A practical knowledge of Charity and contract law, including good Charity Governance. |  | x |
| Understanding of the principles of organisational and staff development. | x |  |
| Extensive experience of senior management in the Private, Statutory or Voluntary and Community Sector, including forming positive relationships with funders, key partners and stakeholders. | x |  |
| The ability to lead and enable innovation and change across a department or division. | x |  |
| Business and financial acumen and evidence of financial risk management tools, to ensure success.  | x |  |
| A track record of strategic development/change management in the Voluntary and Community sector. |  | x |
| Experience of community fundraising and of writing successful fundraising applications/tenders and delivery of those applications/tenders, including evaluation. | x |  |

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|  | **Essential** | **Desirable** |
| **Professional Competence/Skills** |
| The ability to provide effective leadership, creating an organisational culture of professionalism, respect for others, integrity, confidence and trust. | x |  |
| A naturally collaborative management style, with the ability to empower others. | x |  |
| Excellent communication skills, written and verbal, including presentation and public speaking skills.  | x |  |
| A clear focus on outcomes and experience of delivering results in Voluntary and Community Sector organisations. | x |  |
|  | **Essential** | **Desirable** |
| **Personal Qualities** |
| A clear commitment to equality and diversity in employment and service provision. | x |  |
| A sustained interest in, and commitment to, promote any charitable objectives for the benefit of the community in Nottinghamshire and surrounding areas served.  | x |  |
| A commitment to the volunteering ethos of the organisation, demonstrated through personal volunteering. |  | x |
| A high level of personal awareness and commitment to own personal and professional development. | x |  |

This job description/person specification is issued as a guideline to assist in clarity of expectations. Because of the evolving nature and changing demands of the work of BCVS, this job description may be subject to change and amendment.

June 2022