

**JOB DESCRIPTION**

**POST:** Deputy Chief Executive Officer

**Salary:**£42 - 45k per annum (FTE))

**Responsible to:**Chief Executive Officer

**Duration:**Permanent (subject to an initial 6-months probationary period)

**Hours:**28 **-** 35 hours per week

**Benefits:** 28 days Annual Leave (FTE) and 6% pension contribution

**Location:** Kings Cross, London

**Main purpose of post**

To work with the Chief Executive and the Board of Directors/Trustees to deliver the strategic and operational priorities of the organisation. The Deputy CEO will work to strengthen Islington’s Voluntary and Community Sector through the delivery of capacity building initiatives and volunteering services; and through cross-sector collaboration with statutory partners and community/resident engagement.

The Deputy CEO will be responsible for creating new opportunities for service development, contributing to income generation strategy and implementation and the monitoring and evaluation of our programs.

**Main areas of responsibility**

**Developing our People**

* Provide line management of Voluntary Action Islington’s Volunteer Services Manager, Development Officer, and the Local Wellbeing Network Co-ordinator
* Providing leadership, direction, and motivation for staff and volunteers involved in the day-to-day delivery of services andcommunity engagement
* Ensure plans are in place for training and developing staff to build capacity and capability to suit business needs
* With the CEO, building and maintaining a high-performance culture, evidenced through effective management of performance
* Developing and maintaining effective working relationships with the CEO and the Board of Directors/Trustees
* Ensuring that the day-to-day operations of the organisation are effectively and efficiently managed and conducted within the framework, resources and timescales agreed

**Developing our Relationships**

* Deputising for the CEO internally and externally, upon request, in a range of functions
* Developing and maintaining effective strategic relationships with key stakeholders including the local Voluntary and Community Sector, elected members and senior officials of Islington Council, NCL Clinical Commissioning Group and Public Health and existing and potential funders
* Supporting the development of active and thriving communities in Islington by working closely with Islington’s Fairer Together initiatives including the Locality Networks
* Acting as a key representative of the organisation ensuring that a positive reputation is built and maintained and promoting strong links with all stakeholders

**Delivering our Services**

* Contributing to the development and implementation of VAI’s strategic and operational plans and income generation strategy
* Leading on/contributing to funding applications and proposals to a diverse range of funders including charitable trusts and foundations; corporate organisations and statutory bodies
* Ensuring that the day-to-day operations of the organisation are effectively and efficiently managed and conducted within the framework and timescales agreed with funders
* Managing the reporting of performance against an outcome framework agreed with funders
* Establishing and maintaining high-quality standards throughout the work of the organisation, including the achievement and maintenance of quality standards against a quality framework, capable of external scrutiny
* Developing operating policies to ensure that programs and activities are implemented effectively
* Implementing stringent project management processes to ensure the timely and cost-effective development of services

**General**

* Any other reasonable duties specified by the CEO
* We reserve the right to vary or amend the duties and responsibilities of the post-holder at any time according to the needs of the organisation’s business.
* There is a requirement to work evenings and weekends as necessary in order to ensure appropriate fulfilment of duties.

**PERSON SPECIFICATION**

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing for this post.

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| **Deputy Chief Executive – Voluntary Action Islington** | | |
|  | **REQUIREMENTS** |  |
|  | EXPERIENCE |  |
|  | Experience of organisational development within the voluntary, community and social enterprise sector (VCSE) | A/I |
|  | Experience of effectively championing and advocating for the VCSE sector in areas of policy and service development/improvements | A/I/ |
|  | Experience of developing constructive strategic relationships with a diverse range of stakeholders including statutory bodies | A/I/T |
|  | Experience of generating income from a wide range of funders including statutory bodies, charitable trusts and foundations and the corporate sector | A/I/T |
|  | Experience of effective line management – positively supporting staff development and performance management | A/I |
|  | KNOWLEDGE, SKILLS and ABILITY |  |
|  | A good understanding of how to build and develop organisational resilience and sustainability of small and larger charities and community groups | A/I |
|  | A good understanding of the challenges currently facing VCSE sector organisations as well as the opportunities | A/I |
|  | Ability to work closely and collaboratively with the CEO to develop and implement organisational strategies, business and operational plans | A/I |
|  | Ability to monitor performance across a range of operational functions, including finance, personnel, and ICT | A/I |
|  | Highly developed oral and written communication skills | A/I |
|  | Highly developed IT skills | A/I |
|  | Ability to lead, manage and motivate a diverse team of highly experienced staff and ensure good practice in the management of volunteers | A/I |
|  | A good understanding of the governance, constitutional and legal requirements of a charity and company limited by guarantee |  |
|  | A good understanding of and commitment to equality, diversity and inclusion and the implications for this role | A/I |
|  | Able to work evenings and weekends as required | A/I |
|  | PERSONAL QUALITIES |  |
| **E16** | Pro-active and solution focused | A/I |
| **E17** | Highly motivated with the proven ability to motivate others | A/I |
| **E18** | Effective interpersonal skills including assertiveness and sensitivity | A/I |
| Assessed by: A= Application I= Interview T= Test | | |
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**Voluntary Action Islington (VAI) is the borough’s umbrella body for Islington’s diverse and vibrant voluntary, community and social enterprise sector.**

**Our Work**

* We support the development of local charities and community groups that are providing essential services to Islington residents;
* We build community connections through our Volunteer Centre by providing a borough-wide volunteer brokerage service – connecting local people to local volunteering opportunities;
* We work in partnership with Islington Council and other public sector partners on key areas such as community safety, promoting health and wellbeing, and reducing inequality and poverty. We represent the interests of the voluntary and community sector to our partners in the statutory and corporate sector;
* Our King’s Cross base is a Resource Centre providing workspaces, conferencing, training and meeting facilities - and is also the location of Volunteer Centre Islington.

**We are seeking a Deputy Chief Executive – a new role within the organisation to help move us forward in the next stage of our development. Main responsibilities include:**

* Working with the Chief Executive and the Board of Directors/Trustees to deliver the strategic and operational priorities of the organisation;
* Strengthening Islington’s Voluntary, Community and Social Enterprise Sector through the delivery of capacity building initiatives and volunteering services; and through cross-sector collaboration with statutory partners and community/resident engagement;
* Creating new opportunities for service development, contributing to the income generation strategy and implementation and the monitoring and evaluation of our programs.

**How to Apply**

Please send a 2-page supporting statement highlighting why you are applying for the role and how you meet the criteria. Please also send a copy of your CV and a completed equal opportunities form to [recruitment@vai.org.uk](mailto:recruitment@vai.org.uk)

For an informal discussion about this position please contact Navinder Kaur, CEO, by emailing [Navinder.kaur@vai.org.uk](mailto:Navinder.kaur@vai.org.uk)

The closing date for applications is 5pm, Friday 11th March 2022.

Interview date to be confirmed.