**Job Description**

**Chief Executive Officer**

Accountable to: Executive Committee, Gosport Voluntary Action.

Reports to: Chair, Gosport Voluntary Action.

Hours per week: The GVA Office is open Monday – Friday, the CEO will work a basic 28 hour week over a minimum of 4 days with some flexibility to recognise peaks in demand, it is also possible to agree homeworking arrangements.

Salary: £38-41,000 pa (pro rata for less than a 37 hour week).

Place of work: GVA Offices, Martin Snape House, Gosport.

Staff Reporting: Community Engagement Manager.

 Finance Manager.

 HomeServe Manager.

 Surgery Signposters Manager.

 Freelance Fundraiser.

**Context:**

The Board of Trustees of Gosport Voluntary Action (GVA) are seeking a dynamic Chief Executive who will help shape and take the organisation forward in a time of change, and working with our key stakeholders, offer leadership and vision to the local voluntary sector.

GVA is a Council for Voluntary Service (CVS) acting as an umbrella infrastructure organisation for the community and voluntary sector in the district of Gosport and is involved with specific projects and services aimed at enriching our community. GVA has been a charity since 1990 and operates primarily on a membership base providing a range of community support services (e.g. information, training, liaison, representation, volunteer placement and community development).

We currently have over 200 member organisations. Our Community Engagement team provides advice and support to these member organisations in establishing effective governance, management, training, safeguarding and fundraising policies and procedures. GVA also manages the Gosport Community Lottery on behalf of the Council which provides ongoing fundraising opportunity for good causes in the Borough.

Our Go-Volunteer Bureau promotes volunteering in our community, providing a well-respected brokerage service matching individuals and groups with appropriate volunteering opportunities. A significant proportion of our volunteers have support needs, and we address those through specific volunteer programmes.

Our Home Services team provide key community services. In partnership with Age UK Portsmouth we provide a volunteer-based befriending and advocacy service to older residents in the Borough. Our Dustbusters and Mend &Tend services provide an agency service to arrange regular home cleaning, support services, DIY repairs and gardening to older residents.

**The Role:**

To provide leadership and strategic vision for GVA and to manage the charity so that it is effective, adapting and developing to meet the needs of its beneficiaries and members whilst responding to the demands of its funders. To enhance and maintain a business plan which ensures sustainability and cements GVA’s position in the local community.

To identify opportunities to enrich the local charitable sector, protect those most at risk and publicise the activities of GVA.

To provide advice to and support the Executive Committee and any sub-committees, so that GVA is run efficiently and within the framework of our Articles of Association and regulatory requirements.

**Main Duties:**

**Governance**

* To support the Executive Committee and any sub-committees, and to ensure that Borough and County Councillors in their advisory role, have the information and advice they need to carry out their responsibilities, both legally and having regard for best practice.
* To report on the activities and performance of the organisation to the Chair on a regular basis and to Trustees at every Executive Committee meeting.
* To ensure that summaries of income and expenditure are produced monthly for the Chair and for each Trustee meeting as required by the Executive Committee.
* To arrange the Annual General Meeting and ensure that the Annual Report and Accounts are prepared in readiness for presentation at the AGM.

 **General Management**

* To help develop and then implement, monitor and amend the Business Plan, as required. This includes developing new ideas and identifying new opportunities that can be presented to the Executive to support the goals of the Business Plan.
* To work in partnership with Gosport Borough Council and other funding bodies to further the aims and objectives of GVA.
* To enable GVA to work effectively as a partner with other CVS, statutory bodies and charities in Hampshire through meetings, collaboration and performance reporting in order to support GVA’s member organisations.
* To manage GVA’s budget through effective line management of, and regular meetings, with the Finance Manager/Company Secretary.
* To promote and exploit digital technology where feasible to enhance and deliver GVA’s services.
* To provide leadership, empathy and a shared vision for the staff and volunteers of GVA.
* To implement an Annual Appraisal Scheme for staff and to supervise, support and encourage staff, helping them to set priorities, meet targets, develop skills and expertise, and overcome obstacles.
* To ensure that succession plans are in place for key individuals and ensure business continuity and other contingency plans in place for the organisation.
* To ensure that GVA meets all its legal obligations as an employer, a registered charity and limited company.
* To identify appropriate funding for GVA both from Local Authorities and other sources and ensure that applications are made, or negotiations carried out, to maximise GVA’s annual income.
* To ensure that policies and procedures are kept up-to-date and within the law, and that the Executive Committee has agreed any changes.

**Support for Organisations**

* To ensure that information, advice and practical assistance are available to local voluntary organisations, particularly to member groups, through GVA’s Community Engagement services i.e. Volunteer Centre, Supported Volunteering, Networking Events and Training, Community Lottery, Website, Database, Newsletters etc.
* To ensure that suitable training for voluntary and statutory organisations in Gosport on relevant topics is researched, provided and evaluated and, where appropriate, funding to subsidise that provision is sourced.
* To support GVA’s Community Engagement Manager and GVA’s Freelance Fundraiser with assisting local groups to raise funds through grants, fund-raising activities and, where appropriate, through contracting or other income-generating activities.
* To promote the benefits of volunteering and to ensure effective and safe recruitment of suitable volunteers and the development of good practice amongst Gosport organisations that involve volunteers.

**Liaison and Representation**

* To represent the Gosport voluntary sector effectively so that it can support community strategies at local and county levels and enable its voice to be heard where necessary.
* To maintain and develop good communication between GVA, the Borough and County Councils, the local Member of Parliament, and the wider CVS network with Hampshire.
* To establish and maintain links with local voluntary, statutory and relevant private organisations.
* To create networks between people with shared interests across the borough.
* To ensure the representation of GVA and the voluntary sector on relevant bodies at local and county levels and ensure the dissemination of appropriate information where necessary.
* To respond, when necessary, to any consultation exercises by local or national bodies.
* To participate in appropriate partnership working at local and county level where this will help beneficiaries in Gosport.

**Development**

* To ensure that when gaps are identified in service provision for the local community, information is collected and shared with both voluntary and statutory groups in Gosport.
* With the approval of the Executive Committee, to undertake development activities to establish new voluntary organisations or activities.
* To assist the Executive Committee in the development and review of rolling 3 year business plans for GVA.

**Public Relations**

To ensure that the work of GVA and Gosport’s voluntary sector is given the maximum publicity possible via many means including its website, newsletters, network meetings, presentations, attendance at local events and forums, etc.

**Social Policy**

To be aware of national and local issues, trends and legislation affecting the voluntary sector and to ensure that this information is shared with the Executive Committee and organisations likely to be affected.

**General**

* To undertake such other duties as may from time to time be determined by the Executive Committee, which will contribute to the development and effectiveness of GVA.
* Safeguarding is everyone's responsibility and all employees are required to safeguard the health and well-being of young people and vulnerable adults at all times.