

Job Specification

About Community Impact Bucks

Community Impact Bucks is the backbone of the charity, community and voluntary sector in Buckinghamshire. We support charities, voluntary groups and not-for-profit organisations in the area; are the nationally accredited Volunteer Centre for Bucks; and deliver community services. We have excellent working relationships with partners and stakeholders and aim to be the exemplar for volunteering and service provision in the voluntary sector. Our mission is

- To enable charities to reach their full potential in improving the lives of others
- To inspire people to volunteer and make volunteering easy
- To support charities to be effective and resilient in enhancing the lives of people who live within them, especially the elderly and vulnerable
- To be the voice and champion for the voluntary, community and charity sector in Buckinghamshire

We are operating in a changing and less certain environment. Traditional sources of funding will inevitably reduce and a new long term finance and resourcing strategy is needed. We act as both an enabler and a provider but the balance of these roles needs to be reviewed in the light of changing circumstances and market conditions. New strategic directions and approaches will be needed and a significant change programme required to deliver them.

One of Community Impact Bucks' major strengths is its people. A strong senior management team is in place, and is well supported by hard working, committed people who care. There is an office culture of helping one another. Our Trustees understand the need for change and have much to offer in terms of commitment and expertise.

Identifying the changes needed and driving them through will be the main focus for our new Group CEO. Change can be unsettling for all involved and the Group CEO will be experienced at managing change whilst ensuring we continue to play to our strengths and build on existing working relationships as we develop new ones. There will be a need for clear leadership, advocacy and influencing inside and outside of Community Impact Bucks.

This is a challenging and exciting time for Community Impact Bucks. Our new Group CEO will be an enthusiastic, creative and innovative individual with a willingness to learn and the determination and resilience to succeed.

Role Purpose

The Group CEO's prime responsibility will be to take the lead on assessing the environment in which Community Impact Bucks will operate in future; identifying the financial and other resource options available; and producing a forward strategy identifying the changes needed. The Group CEO will lead on the change management programme required and work closely with trustees, staff and other stakeholders to deliver it. They will be an advocate and relationship builder for Community Impact Bucks and the wider voluntary sector.

The Group CEO will lead on strategy matters whilst ensuring they are not too distant from the organisation: they will be a team builder; take ownership of escalated problems; and work with all teams. They will have leadership and management skills of the highest level and delegate effectively whilst monitoring progress and holding others to account. They will work closely and collaboratively with trustees, making good use of the skills and experience they bring.

In addition to their responsibilities to Community Impact Bucks, the Group CEO has responsibility for the oversight of Healthwatch Bucks (which also has its own Chief Executive and Board) and Community Impact Bucks (trading) Limited.

Key responsibilities

1. To establish a strong and positive public profile for Community Impact Bucks throughout the community and voluntary sector, including with stakeholders, funders and decision takers.
2. To develop appropriate partnerships and collaborations with and between other providers in Buckinghamshire and the wider region so as to maximise the services available.
3. To deliver ongoing financial stability for Community Impact Bucks by identifying new funding, resource streams and business opportunities and bringing them to fruition.
4. To lead and motivate the Community Impact Bucks staff team so as to ensure the continued existence of a positive and productive work environment in the organisation by adopting appropriate leadership styles, delegation arrangements and empowering and training others.
5. To develop a public profile that gives the voluntary sector a respected and influential voice on policy and decision making at local and national level.
6. To lead on the development of a long term strategy for Community Impact Bucks that maintains an appropriate balance between enabler and resource functions and which is underpinned by medium term business plans and annual operating plans.
7. To establish Community Impact Bucks as an exemplar of good practice and governance with regard to volunteering, service provision, working with others and all aspects of operating as a charity.
8. To ensure that appropriate systems are in place to measure the social value and impact of Community Impact Bucks activities and that they are kept under constant review.
9. To ensure that all resources available to Community Impact Bucks, including staff, trustees, finance and premises, are maximised and used to best effect.

Person Specification

Skills and Competencies

- Proven ability to think and operate at the strategic level
- Strong leadership, delegation and motivational skills
- Ability to understand complex problems and data and identify creative solutions
- Excellent oral, written and listening skills, relevant to internal and external audiences
- High level influencing skills with the ability to impact external policy makers and decision takers
- Ability to market and promote Community Impact Bucks
- Competent and charismatic public speaker
- Credible relationship builder
- Ability to use current information and communications technology to enhance the service offer
- Ability to analyse and use data to inform decisions and measure impact
- Ability to prioritise a demanding workload

Knowledge and Experience

- Experience of identifying and securing funding opportunities and managing ongoing relationships with funders
- Successfully initiating and securing innovative ways to generate income
- Experience of leading a major change programme
- Track record of developing successful partnerships and collaborations
- In-depth experience of managing and developing staff and/or volunteers at senior level
- Track record of identifying business opportunities and bringing them to fruition
- Evidence of strong business acumen with experience of financial management, including budget formulation and financial planning modelling at the strategic level
- Experience of successfully delivering measurable outcomes against agreed strategic plans
- Experience of working with trustees, a board or equivalent
- An appreciation of the wider voluntary sector, including current national policies
- A broad appreciation of charity and company law; safeguarding; health and safety; and HR legislation

Education and Qualifications

- Educated to degree level or equivalent
- Evidence of commitment to CPD
- Full British driving licence and access to private means of transport or demonstrable ability to meet this requirement

Personal Qualities

- Personal enthusiasm and preparedness to lead
- Resilient, robust and calm under pressure
- Determined and tenacious
- High levels of personal and professional integrity, taking responsibility for own decisions and actions
- Self awareness
- An understanding of and commitment to equality and diversity issues and practices
- Personal values that are congruent with Community Impact Bucks