

COMMUNITY ACTION MALVERN AND DISTRICT

JOB DESCRIPTION

Job Title: **Chief Officer**

Reports to: Chairman

Base: CAMD offices, Malvern, with regular travel, mainly within Worcestershire.

Hours: Full-time (35 hours per week) or substantial part-time. This will include occasional evening and week-end working.

Salary: £34,715 per annum

The Charity

Community Action Malvern and District is a local charity with the aim of preventing older and disabled people becoming isolated and lonely. Operating a range of transport and social services, Community Action helps to bring local voluntary groups together so that they can share their specialist knowledge.

Job Purpose

To lead, manage and develop the operational functions and the employed staff of CAMD, under the strategic guidance of the Chairman and Board of Trustees.

Key Responsibilities and Objectives

1. Lead and manage the employed staff and volunteers of CAMD, to ensure their efficiency, development, health and safety.
2. Manage the charity's operational finances, to maximise the availability and effective use of resources.
3. Follow all legal and regulatory requirements, to ensure legal compliance in all CAMD's activities.
4. Propose and develop new services, to meet local needs defined in the charity's 'Objects' in its Articles of Association.
5. Liaise with local government and local voluntary organisations, to maximise income and ensure collaboration in service provision.
6. Use knowledge of national developments to help the Board determine its strategic course.

7. Represent and promote CAMD within the local community, and the wider voluntary sector, to improve its reputation and effectiveness.
8. Lead on the development of business plans, pursue opportunities for additional funding and present bids for contracts, to maximise income and support the strategic development of CAMD.

Person Specification

Bachelor's degree, or an equivalent ability to understand and apply theoretical concepts.

At least 3 years' experience in a senior management position in the voluntary sector or a public service.

Knowledge and understanding of the statutory framework for Community Transport and other services provided by CAMD.

Knowledge and understanding of the legal requirements for charities and limited companies.

Evidence of the ability to lead and motivate staff and volunteers.

Experience of fund development.

Experience of bidding for service contracts.

Literacy skills to draft documents, business cases etc.

Numeracy skills to manage budgets, present financial cases.

Articulatory skills to make presentations and verbal statements on behalf of CAMD.

Interpersonal skills to deal with staff, volunteers, clients and others from all parts of the community, who may sometimes present challenging behaviours.

Sharing the values and vision of CAMD.

A DBS Check is required for all CAMD staff.

To apply:

Please submit a CV of no more than 2 sides of A4, and a covering letter outlining your motivation for applying, and demonstrating how your skills, knowledge and experience meet the requirements for this role. Applications should be sent to Jacci Phillips, Community Action Malvern & District, 28 – 30 Belle Vue Terrace, Great Malvern, Worcestershire, WR14 4PZ; by midday on Monday 23rd March, or email jaccip@communityaction.org.uk

Interviews are planned for 2nd or 3rd April in Malvern, Worcestershire.