

Medway Voluntary Action

(Council for Voluntary Service Medway)



Job Description: Chief Executive Officer

Salary: £55,000 - £60,000 Dependent on Experience

Reports to: Board of Trustees through the Chair of Medway Voluntary Action

Hours: 37 Hours per Week

Pension: MVA auto enrol staff into a pension scheme

Annual Leave: 30 days per annum in addition to statutory and bank holidays

Position Overview:

Medway Voluntary Action (MVA), operating under the trading name for the Council for Voluntary Service (Medway), is a registered charity (1042475) and limited company (02987866) dedicated to leading, enabling, and fostering the growth of Civil Society in Medway and beyond.

The CEO role calls for a highly driven individual with a passion for empowering communities, strategic and innovative thinking, and a commitment to strengthening the Voluntary, Community, Social Enterprise and Faith (VCSEF) sector. The CEO will collaborate with a diverse range of local stakeholders and organizations to build a resilient, sustainable, and collaborative VCSEF sector that benefits local communities.

This post provides strategic leadership to MVA by designing and delivering services that support the VCSEF sector in Medway and surrounding areas. The CEO will ensure that all projects and services align with MVA's mission, values, and objectives. The role includes active participation in VCSEF initiatives and serving as the primary link between MVA, the VCSEF sector, and external stakeholders. The CEO will advocate for the VCSEF sector's interests, ensuring that the needs of member organizations and broader Civil Society are represented at strategic partnership levels. Additionally, the CEO will champion MVA's vision and mission both internally and externally.

In collaboration with the Board and staff, the postholder will be responsible for securing funding through grants, contracts, commercial services and income generation to ensure MVA has the resources needed to deliver high-quality services direct to local people and communities in support of the VCSEF sector. The postholder will develop services to ensure the continued success of MVA's innovative approach to direct service delivery.

The CEO will also oversee the management and development of MVA's staff and resources, ensuring compliance with all legal, financial, and administrative requirements.

Key Responsibilities:

1. Strategic Leadership & Vision

- Supporting the Board of Trustees by developing and implementing MVA's Strategic Plan. Ensuring alignment with the needs of the VCSEF sector and local communities.
- Setting short-term and long-term objectives and key performance indicators and monitoring progress and adjusting plans as necessary.
- Cultivating and communicating the vision and mission of MVA and the wider VCSEF.

- Identifying and developing opportunities for MVA to work collaboratively and effectively with partners from all sectors in developing innovative and commercial services.
- Use data and feedback to continuously improve services and make informed decisions about future initiatives.

2. Support to the Board of Trustees

- Oversee the development, implementation and review of MVA's policies and procedures.
- Ensure the completion of timely monitoring reports as required by the Board and funders and that all reports required under legislation are prepared in a timely manner.
- Ensure that all legal, financial and administrative requirements are adhered to, including HR law, employment law, risk management, health and safety, company law and charity law.
- Ensure the effective servicing and furnishing of Board meetings and sub groups of the Board.
- Arrange induction and on-going training for new and existing Trustees.

3. Financial Management and Accountability

- Ensure the long-term financial sustainability of MVA's services and projects.
- Ensure the effective financial management of MVA, including the preparation and monitoring of budgets, financial reporting and adherence to financial regulations.
- Oversee fundraising efforts to secure new funding streams and maintain financial sustainability for the organisation and its projects.
- Ensure that resources are allocated effectively to deliver high-quality services and achieve strategic objectives.

4. Staff and Volunteer Management

- Lead, motivate, and manage a team of staff and volunteers, ensuring clear roles, professional development and training opportunities and a supportive work environment.
- Foster an organizational culture that encourages team working, collaboration, continuous learning, and innovation.
- Provide direct line management to senior staff members and collaborate on performance management, recruitment and staff development initiatives.

5. Support for the VCSEF Sector

- Serve as an advocate for the VCSEF sector, representing its interests to local government, business and other stakeholders.
- Develop and implement services that support and enhance the operational capacity of VCSEF organizations in the area.
- Provide advice, training, and capacity-building support to VCSEF groups, helping them navigate challenges such as funding, governance, and partnership building.
- Ensure access to resources, funding opportunities, and relevant information that support VCSEF organisations in the region.
- Lead initiatives to signpost local VCSEF organisations and residents to relevant services, resources and available support within the area of operation.
- Develop and maintain a comprehensive directory of services, partnerships and local initiatives.
- Build effective partnerships with local government agencies, service providers, businesses, and other community organizations to expand the MVA's network of support.

6. Advocacy and Representation

- Represent the MVA and the VCSEF sector at external meetings, conferences, and public events, advocating for the needs of the sector.
- Act as the key spokesperson for the organisation, ensuring that its profile and influence are maintained and enhanced.
- Build strong, positive relationships and pro-actively manage these relationships with key local authority and NHS representatives, business leaders, and other stakeholders to advance MVA's mission and objectives

Person Specification:

Essential:

- Proven experience in senior leadership roles and managing at a senior level in an organisation of comparable size and/or activities.
- Proven experience of developing services in an innovative and/or commercial way.
- Strong understanding of the VCSEF sector and the challenges and opportunities it faces.
- Experience in managing multiple projects with different funding sources, including financial oversight and reporting.
- Excellent communication, negotiation and public speaking skills.
- Strong understanding of fundraising, grant applications and partnership development.
- Proven ability to lead teams, inspire staff and volunteers and foster a positive organisational culture.
- Experience of working with a range of key stakeholders.
- Strategic thinker with a passion for social impact and community development.
- Experience working with and managing independently funded projects.
- Knowledge of local services and support structures within the area of operation.
- Experience in creating or managing a service directory or signposting service.
- Familiarity with regulatory requirements, funding structures, and compliance issues relevant to the VCSEF sector.