

Welcome from the Chair of Voluntary Action Camden



Thank you for your interest in joining Voluntary Action Camden (VAC) as CEO. The Board and I are thrilled that you've taken the time to look through this pack and learn what it is that we do, with a view to considering joining us.

I am honoured to be Chair of VAC as it stands for the diverse voices of individuals and civil society organisations, in Camden and beyond. We enable them to be strong, to lobby and campaign and have a positive impact on wider agendas. Our focus is to increase outcomes for those who are socially disadvantaged, increase social cohesion and address gaps in wellbeing and health.

To lead this organisation, with its rich history and connections within Camden and beyond, we need someone with a vision of what it means to be an effective infrastructure support organisation.

The role requires all the communication skills needed to ensure VAC is present and seen, working easily with the smallest of Camden's amazing community projects, right through to representing the larger charities who have huge impact in the borough.

You'll enjoy representing the VAC and the sector to Camden Council and across London and in national spaces too. We are an organisation that is constantly developing opportunities for individuals, groups and local communities to have a broad range of learning and access to high quality resources to help them achieve their objectives.

You will have an understanding and vision of the sector landscape and the current challenges it faces, whilst seizing opportunities as they arise.

Our CEO will be very well supported by the Board of VAC which consists of individuals rooted in the sector, bringing a diverse range of skills and passions. We work harmoniously and empathetically to make sure great governance is central to all strategies and lines of work, whilst communicating in a person-centred way.

The CEO will lead an experienced and passionate staff team with strong community links and diverse talents to meet the challenges for voluntary and community organisations in 21st century Camden. VAC enjoys the active support of volunteers in IT, database and digital, neighbourhood planning, community links and social prescribing.

Thank you for your interest in this wonderful role with Voluntary Action Camden and I wish you every success!



Benaifer Bhandari
Chair of Trustees, Voluntary Action Camden (VAC)

Job title:	Chief Executive, Voluntary Action Camden
Salary:	£60,000 to £65,000 depending on experience
Report to:	Benaifer Bhandari, Chair of Trustees
Responsible for:	<ul style="list-style-type: none"> ● Health Transformation and Partnership Manager ● Community Safeguarding Partnership Manager ● Membership Development Officer ● Cultural Advocacy Project Officer ● Resilience Alliance Manager ● Communications Officer
Hours:	37.5 hours per week
Term:	Permanent
Probationary Period:	Six months
Notice Period:	Three months
Location:	Camden and home-based
Benefits:	Employer pension contribution Annual leave allowance of 28 days plus bank holidays Flexible working patterns

Purpose of the Role

To lead Voluntary Action Camden (VAC) in conjunction with the Board of Trustees.

Promoting and delivering on our [vision, mission and strategic objectives](#), including, developing and managing operational plans and resources that deliver against these.

Through liaison with the Board of trustees, the CEO will ensure that effective governance; monitoring and reporting systems are in place; and will have lead responsibility for ensuring that we have an effective fundraising and communications strategy.

Vision and Leadership

Provide vision, leadership and direction through effective partnership working with a wide range of external stakeholders, VCS members, and staff.

Lead with a strong understanding of the issues facing those from marginalised backgrounds and those generally underserved.

Raise VAC's profile as an anchor infrastructure organisation both locally and regionally and promote our needs-led services to Camden's VCS.

Ensure that VAC is well positioned as a strategic leader for the local VCS; is integrated in borough-wide decision-making; and is championing and highlighting the needs of the VCS.

Work closely with the Chair to feel supported and to keep focussed on personal development.

Financial Stability

Develop growth strategies that will secure VAC's long-term financial stability and respond to the mercurial funding landscape.

Adopt a mixed approach to securing sustained investment and continue to diversify VAC's income streams by pursuing funding from:

- Trust and Foundations
- Business partners
- Donors
- Exploring income generation activities including
 - Fee-based membership
 - Traded services
 - Revenue from the letting of our office space

Work closely with the Treasurer, to ensure that VAC has timely budgeting and financial management, and operates within its financial means.

Strong Governance

Ensure that there is an effective regime of resource/performance management, risk management, audit and compliance with Charity Commission and good governance standards (e.g. Charity Governance Code).

Support the Board, its sub committees and working groups in their responsibility to ensure robust governance structures are in place for VAC. Provide advice and information to the Board regarding:

- Organisational performance
- Direction
- Monitoring of annual plans and targets

Work with the Board to continue to develop and embed effective engagement and decision-making structures that ensures our members play a critical role in informing and directing our thinking and our work.

Ensure that the organisation fulfils its constitutional, regulatory and legal obligations and the organisation's policies are up to date, consistent, approved by the Board where necessary, and implemented effectively.

Share support and training opportunities with the Board to broaden its capabilities and develop its leadership potential.

Organisational Management

Maintain a high-performance culture and associated high performance behaviours, ensured through effective leadership which has flexibility and a relationship-centred approach throughout.

Ensure the organisation is the best role model of one which has Justice, Equity, Diversity and Inclusion at the heart of all processes, procedures and policies.

Maintain the high reputation of VAC by ensuring the delivery of consistently high-quality services and products, including regularly demonstrating the impact and value of VAC's work.

Ensure that the day-to-day operations of the organisation are effectively and efficiently managed and conducted within the framework, resources and timescales agreed by the Board.

Implement project management processes to ensure the timely and cost-effective development of services.

Provide leadership, support and professional development across the organisation, including in the recruitment and development of staff.

Ensure that effective, legally compliant human resource management solutions are in place and implemented.

Facilitate the recruitment of appropriately skilled staff to positions, and recommend appropriate remuneration levels to the Board.

Relationship Management

Develop and maintain effective strategic relationships with key stakeholders including our members, local politicians, senior officers, funders, regional and central government, and national infrastructure organisations.

Grow our membership and deepening our relationship with our members by gathering intelligence and agreeing priorities for advocacy and influence so that we can be an advocate for the whole sector and the diverse communities it serves.

Identify new opportunities to inform and shape public policy that will impact our sector by building on strong and purposeful strategic relationships and alliances.

Influence key decision makers to adopt operational strategies that places VAC at the centre of strengthening Camden's VCS.

Ensure VAC enables and supports the development of active, strong, stable, independent third sector organisations and thriving communities in Camden.

To be the public face of the organisation, ensuring that a positive media profile is maintained and promoting strong links with all stakeholders - includes evening and weekend attendance at important events.

Promote new approaches to community led development, VCS leadership and cross-sector partnerships.

General Responsibilities

Represent and be an ambassador for VAC.

Work to support the mission, ethos and values of VAC.

Support and promote diversity and equality of opportunity in the workplace.

Work collaboratively with others in all aspects of VAC's work.

Flexible Working

VAC is committed to providing equality of opportunity and supporting colleagues to have a healthy work and home life balance. We recognise the benefits of flexible working arrangements and support this where possible. Working from home is balanced with time in the office to connect with colleagues, collaborate on projects and work with our communities and partners.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Person Specification

The following criteria are essential for the Chief Executive:

Experience

- Relevant and recent experience of working at a senior level in the not for profit or statutory sectors
- Proven ability to lead and implement effective organisational change
- Leadership and line management of staff, carrying out supervision and appraisals
- Building effective teams and managing complex situations
- Developing strategy and operational plans communicating these well in setting a clear direction
- Identifying emerging trends and opportunities

Skills & Abilities

- Understand VAC's role and contribution in a strategic and operational context and in meeting the challenges it faces
- Leadership skills to undertake a complex management role
- Advocacy for the voluntary and community sector, influencing decision makers and key stakeholders and enabling the voices of the sector to be heard
- Ability to further expand the influence and activities of VAC and realising development opportunities particularly in partnership with other like-minded organisations
- A strong networker who can create the necessary contacts to support organisational and sector goals
- Adopt a solution-focused approach and make decisions effectively and timely
- Able to articulate the impact and public benefit offered by the voluntary and community sector
- Strong spoken and written communication skills which engage audiences, encouraging understanding and participation
- Commitment to upholding the rights of communities facing disadvantage and discrimination
- Politically astute able to read and react to challenging situations and exhibit sound judgement
- Ability to inspire, empower and support people to achieve organisational objectives and sustained high levels of performance
- Ability to challenge the voluntary and community sector where it could be better
- Liaison skill with a wide range of people, including voluntary and community sector, local government, NHS, service users and media
- Public speaking to a range of audiences building their confidence in VAC

Knowledge

- Familiarity with charity law, company law and the effective governance of charities and social enterprises
- Fundraising and income generation knowledge

- A sound understanding of finance, funding and contract negotiation
- Understanding of policies impacting on the voluntary and community sector

Education/Training

- Evidence of recent continuing professional development in a professional area relevant to the post is required. For example: Governance of Charities; leadership; digital; lobbying and strategic policy formulation
- Strong personal commitment to invest time in reading and learning, seeking out knowledge and expertise, and assimilating trends, enabling advantage to be taken of appropriate opportunities

Personal Attributes and Other Requirements

- An inspirational team builder, able to delegate and with emotional intelligence, leads creatively and empowers others to maximise their strengths
- Strong on performance management and able to set and monitor objectives
- Able to work some evenings and weekends to represent VAC at events
- Commitment to anti-discriminatory practice and equal opportunities
- An ability to apply awareness of diversity to all areas of work
- The ability to give and be open to constructive challenge
- A strong, mature and confident leader who will work in harmony with the trustee board, and be able to participate in the joint setting of targets and objectives

The following criteria are desirable for the Chief Executive:

- Leading organisations with multiple stakeholders, including a membership, and with complex relationships
- Understanding of Camden's voluntary and community sector, the communities they serve and the social, economic and environmental challenges faced and prospective opportunities

Why you should apply



Hi, my name is Keith and I'm the outgoing CEO. I'm going to give you three reasons why you should join VAC:

- 1. VAC is at the forefront of the voluntary community sector in Camden.** It has a proud history of serving communities in Camden, and it is well positioned as a strategic leader for the sector. 'With great power comes great responsibility' and VAC has never shied away from this. You will be joining VAC at a pivotal moment as it broadens its membership offer and deepens its relationship with the council through 7 years of secured core funding.
- 2. VAC's staff and trustees are passionate about their work** and committed to seeing the organisation grow. Through the toughest of times the team has shown resilience and vision. They know why they are here and what needs to be done to achieve the organisations aims and objectives. You will be inheriting an unmatched team of skilled, diverse and collaborative individuals.
- 3. We Make Camden.** The voluntary and community sector in Camden is strong with over 2,000 organisations. The sector embodies Camden's popular image of being rebellious and pioneering. VAC's members are supportive and engaged and will guide you through this exciting new chapter.

I've had a great time at VAC, and I know you will too. Every day was different but was always filled with examples of how we are improving the lives of our community.

How To Apply

Anderson Quigley is acting as an advisor to Voluntary Action Camden. An executive search process is being carried out by Anderson Quigley in addition to the public advertisement.

Should you wish to discuss the role in strict confidence, please contact Aino Betts on 07743 934 723 or via email at aino.betts@andersonquigley.com or Helene Usherwood on 07719 322 669 or via email at helene.usherwood@andersonquigley.com

The closing date for applications is **noon on Friday 26 July 2024**

Applications should consist of:

- A full CV.
- A covering letter outlining your motivation and details of how you meet the qualification, skills and experience criteria of the person specification.
- Please include details of two referees in your CV, though please note that we will not approach your referees without your prior consent and only should you be shortlisted.

Once the closing date has passed, all applications will be collated and evaluated by Voluntary Action Camden.

Voluntary Action Camden will then be in touch after this period to let you know if your application is being taken further.