

## CVS Bedfordshire

**Job title:** Chief Executive Officer

**Reports to:** Chair of the Board of Directors

**Responsible for:** All staff, volunteers, and organisational performance

**Working hours:** 35 hours per week

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### Main Purpose of the Role

To provide strategic leadership and overall management of CVS, ensuring delivery of its charitable aims and objectives. The Chief Executive Officer will strengthen the voluntary and community sector locally by delivering the four core infrastructure functions: **Leadership & Voice, Support, Development, and Connections.**

The postholder will lead the organisation in line with Board priorities, ensuring effective governance, high-quality services, and strong partnerships.

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### Key Responsibilities

#### 1. Leadership and Voice

- Provide clear strategic leadership for CVS, working closely with the Board to shape and deliver the organisation's vision, priorities, and impact
  - Act as a visible and credible advocate for the voluntary and community sector locally
  - Represent CVS at senior level with statutory, voluntary, and private sector partners
  - Influence local policy and decision-making to improve outcomes for communities
  - Promote equality, diversity, and inclusion in all aspects of CVS leadership and external engagement
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#### 2. Support (for Voluntary and Community Organisations)

- Ensure the delivery of high-quality advice, guidance, and practical support services to local groups and organisations
  - Respond to the needs of both established and emerging organisations, enabling them to grow and sustain their activities
  - Oversee the provision of information, training, and resources to strengthen local capacity
  - Ensure safeguarding is embedded across all CVS support services
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### **3. Development (of Organisations and the Sector)**

- Identify and secure funding, partnerships, and opportunities to develop CVS services and the wider sector
- Lead on organisational development, ensuring CVS remains sustainable, resilient, and responsive
- Support innovation and new approaches to addressing community needs
- Promote good governance, financial sustainability, and best practice across the sector

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### **4. Connections (Partnerships and Collaboration)**

- Build and maintain strong partnerships across the voluntary, statutory, and private sectors
- Facilitate collaboration between organisations to address shared priorities and deliver collective impact
- Act as a connector and convenor, bringing stakeholders together to address local needs
- Strengthen CVS's role as a key infrastructure organisation within the local system

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## **Organisational Management**

### **Staff and Volunteers**

- Lead, manage, and support staff through effective recruitment, supervision, performance management, and development
- Ensure the effective involvement and support of volunteers in line with CVS policies
- Promote a positive organisational culture and inclusive working environment

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### **Finance and Governance**

- Ensure sound financial management, working within agreed budgets and reporting regularly to the Board
- Ensure compliance with all legal, regulatory, and funding requirements
- Support the Board in fulfilling its governance responsibilities
- Oversee the effective use of organisational resources, including premises and assets

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## **Operations and Performance**

- Ensure the efficient and effective delivery of all CVS services
- Monitor and report on organisational performance and impact
- Ensure appropriate systems and processes are in place to support delivery (with IT, maintenance, and other operational services outsourced where appropriate)

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## **Decision Making**

The Chief Executive Officer is responsible for:

- Strategic and operational management decisions within the framework set by the Board
- Leadership of staff and organisational resources
- Delivering agreed objectives and reporting on performance and impact

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## **Other Duties**

- Ensure safeguarding, equality, and health & safety are embedded across all activities
- Work in accordance with all organisational policies and procedures
- Undertake any other duties as agreed with the Chair

## Person Specification – Chief Executive Officer

	Essential	Desirable
<b>Education and Training</b>		
Relevant degree level qualification or equivalent experience in work relevant to the post	X	
Good standard of general education	X	
A full driving licence	X	
<b>Experience and Knowledge</b>		
Relevant experience in the voluntary and community sector, especially in a leadership role	X	
Proven fundraising/bid writing experience	X	
Experience of team working, multi-agency working and working with multi-disciplinary teams	X	
Legislation relating to charities, employment and health and safety	X	
Experience of managing budgets	X	
Knowledge of statutory sector structures and services	X	
Understanding of accounting procedures	X	
<b>Skills and Abilities</b>		
Proven strategic management ability in a dynamic environment	X	
Ability to manage and motivate staff and volunteers	X	
Ability to influence decision making	X	
Effective communication skills with people at all levels	X	
Ability to build effective working relationships, both internal and external	X	
Ability to speak confidently at meetings, make presentations, write reports, and prepare wording for newsletters and websites, etc	X	
Computer literate with relevant skills in Microsoft Office packages	X	
<b>Other</b>		
Ability to demonstrate professionalism, in the face of challenging circumstances	X	
Able to work occasional evenings and weekends when required	X	
A commitment to equality and diversity	X	
Understanding of issues around confidentiality and data protection	X	
Access to a car	X	