



BERWICKSHIRE ASSOCIATION FOR VOLUNTARY SERVICE

EXECUTIVE OFFICER

JOB DESCRIPTION

The EO is responsible for

- Leadership of Bavs, supporting the planning and management of Bavs day-to-day business activity and community services including Risk management procedures, Business continuity planning and Operational plans
- assisting the development of new organisations and projects in the BAVS area;
- encouraging existing organisations to adapt to change and changing needs;
- facilitating strategic collaboration between voluntary organisations and statutory agencies on common issues and problems;
- stimulating public participation in voluntary work and community affairs.
- act as company secretary to the Board of BAVS.

RESPONSIBLE TO:

BAVS Board of Directors through its Chairman.

RESPONSIBLE FOR:

Staff and volunteers employed in pursuit of the objectives of the Organisation.

ESSENTIAL RESPONSIBILITIES:

- To assist with the aims, objectives and actions involved in delivering the TSI and working with BAVS staff and board members and members of the Interface for this purpose.
- Preparing the 3 Year Development Plan and advising the Board on its progress and updating if required.
- Supporting and advising BAVS Board and BAVS Committees.
- Develop and maintain BAVS as a recognised source of support for the Voluntary Sector.
- Be responsible for the administration of all projects and services of BAVS.
- Facilitate and support Bavs team to create a programme for the development of new organisations, projects and initiatives that further the development of local voluntary action.
- Overall responsibility for Bavs shops
- Overall responsibility for Wheels community transport service and Flow Centre Project
- Line manage all BAVS staff

SPECIFIC DUTIES:

- Initiate the strategic assessment of community needs and promote initiatives in the Voluntary Sector in co-operation as appropriate with statutory and voluntary bodies.
- Make recommendations to the BAVS Board on initiatives and priorities for the work of BAVS.
- Organise and manage projects agreed by the BAVS Board and TSI.
- Lead with the relevant bodies to secure funding for all relevant projects.
- Establish and maintain systems for communication with voluntary organisations, community groups and all relevant statutory, public and private bodies and where it is considered appropriate, ensure that BAVS is represented at the meetings of these bodies and is prepared to represent the voluntary sector through consultation and agreement on relevant issues.
- Facilitate an annual work plan to co-ordinate, inform and encourage community action in pursuance of the aims of BAVS.
- Service the Board of BAVS (preparation of minutes, drafts reports, committee papers, correspondence and press releases, analysis and distribution of publications and information received).
- Ensure as an organisation we monitor and evaluate projects and impacts.
- Work closely with the board and accountant in managing the finances of the organisation.

ESSENTIAL QUALITIES:

The EO should have:-

- Relevant experience of supporting programmes for community capacity building
- An understanding of the realistic potential of voluntary and community organisations at local and national levels.
- The ability to achieve results by working creatively with and through other individuals and organisations.
- The ability to develop a confident, sympathetic and collaborative relationship with members of other voluntary organisations and with members and officials in local authority and other relevant agencies.
- Ability to lead and manage an organisation
- Experience of business planning and working in the third sector
- Applicant must have own transport.

SPECIAL CONDITIONS:

The Executive Officer must show a willingness to accept that the performance of the job will involve a flexible approach to the work and some unsociable hours and travelling.

Applicants must have considerable experience of working with the voluntary sector and experience of leading and managing a third sector business is desirable.

Holiday entitlement – 25 annual days (5 of which must be taken during the Christmas/New Year holiday) plus 10 public holidays.

Salary: £36,000 pro rata for 35 hours, plus essential car users expenses.