

Deputy Chief Executive Officer (CEO)

Hours: Full time, 35 hours per week

Salary: £44,290 – £46,350 per annum

Closing date: 12 noon on Tuesday 22 April 2025

Interview date: Week commencing 28 April 2025

Download an application pack:

<https://www.nottinghamcvs.co.uk/about-ncvs/vacancies-at-ncvs>

Do you have experience of working in a senior role with the Voluntary, Community and Social Enterprise (VCSE) sector? Are you someone who likes to get things done and help people connect? Are you comfortable being uncomfortable in sometimes challenging environments?

Nottingham Community and Voluntary Service (NCVS) is at the heart of Nottingham's voluntary sector, and prides itself on keeping the voluntary sector connected to issues affecting it. NCVS is recruiting a Deputy CEO to work alongside the CEO, to help lead, develop and grow the organisation.

Our ideal candidate will be a skilled and enthusiastic communicator, able to interpret and adapt information for diverse audiences, with proven experience across a range of settings. You have strong attention to detail, build relationships quickly, have a creative spark and can work collaboratively with a range of team members to achieve a goal.

About the role

As Deputy CEO, you will play a key role in supporting the CEO in delivering NCVS's strategic goals and ensuring that the organisation strengthens, supports and champions the voluntary and community sector. You will oversee a range of operational functions, contribute to the leadership of our staff team, and act as a key representative of NCVS in local, regional, and national networks.

Key responsibilities include:

- Supporting the CEO in leading the organisation and overseeing the strategic direction.
- Developing and maintaining strong relationships with stakeholders, including funders, local authorities, partner organisations, and volunteers.
- Leading on the day-to-day management of NCVS's operations, including communications and marketing, finance, HR, data and information management and administrative systems.
- Providing leadership and support to a diverse and talented staff team.
- Ensuring the organisation's sustainability through fundraising, financial management, and developing new income streams.
- Representing NCVS at external meetings, conferences, and in media engagements.
- Contributing to the development of policies, procedures, and new initiatives to further the mission of NCVS.

About NCVS

NCVS is a welcoming, supportive and culturally diverse organisation at the heart of Nottingham's voluntary sector (registered charity no. 1070790). We positively welcome applications from all sections of the communities in which we work.

We expect high standards from our staff, and in return you can enjoy flexible working hours, excellent annual leave entitlement and pension scheme together with training and personal development opportunities.

NCVS is a disability confident employer. We are positive about disabled people. We guarantee to interview all disabled applicants who meet the minimum criteria for our vacancies. NCVS is proud to be a Living Wage employer. All our staff receive the Living Wage at a minimum for the work they do.

