

Job Description

Job Title	Deputy Chief Executive Officer (CEO)
Job Purpose	<p>To work closely with the CEO and the Board of Trustees to develop NCVS and deliver its strategic and operational priorities.</p> <p>Specific responsibilities will be to lead the performance and development of all internal operational functions including communications and marketing, finance, data, information and administrative systems.</p> <p>You will build relationships with our Voluntary, Community and Social Enterprise (VCSE) sector and key senior leaders, boards and partnerships in the city and, where relevant, in the county, and deputise for the CEO as required.</p>
Major tasks	<p>System and sector leadership</p> <ul style="list-style-type: none"> • Provide strategic representation for NCVS and the sector in key system boards and partnerships. • Develop and maintain effective strategic relationships with key external stakeholders. • Ensure that we regularly capture evidence and demonstrate the impact of all our programmes of work. <p>Internal team management and development</p> <ul style="list-style-type: none"> • Strategic management of core functions including communications and marketing, finance, HR, data, information and administrative systems. • Manage, motivate and develop staff members working in the core function teams. • Lead on internal projects including internal communications, employee wellbeing and staff development. • Ensuring that the day-to-day operations of the organisation are effectively and efficiently managed and conducted within the framework, resources and timescales agreed. • Lead on the communications and marketing strategy for the organisation, raising awareness of the work of NCVS in strengthening, supporting and championing Nottingham's voluntary sector.

	<p>Organisational leadership</p> <ul style="list-style-type: none"> • Work with the CEO to develop, implement and monitor NCVS's overall vision, mission and strategy, ensuring the organisation succeeds in delivering against its objectives and priorities. • Support the CEO to ensure sound financial and risk management strategies are in place for the organisation. • Play an active part in the Senior Leadership of NCVS including, with the CEO, ensuring the Board of Trustees has timely, accurate information and is supported to fulfil its governance responsibilities. • Deputise for the CEO internally and externally as required • Lead on other internal and external projects from time to time as identified by the CEO.
General requirements	<ul style="list-style-type: none"> • Be an effective ambassador and representative for NCVS and contribute to the development of NCVS as an effective organisation working in the interests of the voluntary sector. • Work within standards of good practice working with and involving volunteers. • Attend appropriate NCVS meetings, including staff and volunteer meetings, team meetings and others as appropriate. • Work collaboratively with colleagues and external partners. • Receive supervision and appraisal and be committed to own development. • Be committed to and work within NCVS policies and procedures, including its Ethical Values Statement, Equality, Diversity, Harassment and Health and Safety policies.
Specific requirements	Occasional evening and weekend working
Responsible and accountable to	CEO
Responsible for	Operations Manager Finance Officer Communications and Marketing Coordinator Creative Content Designer
Contract details	Full time, 35 hours per week
Terms and conditions	<ul style="list-style-type: none"> • Flexible working hours, using a TOIL system • Paid sick leave, dependent on length of service • 5% pension contribution, dependent on employee's own contribution • NCVS has a Staff Handbook, which outlines the terms and conditions applicable to this post.
Salary	£44,290 – £46,350 per annum