

Chief Executive Officer Hampshire Council for Voluntary Youth Services

Purpose

The primary roles of the Chief Executive are the day-to-day management of HCVYS, and representation of HCVYS membership at key strategic forums at County and District level within Hampshire.

Description of responsibilities

The Chief Executive Officer is responsible to the HCVYS Board for:

- Day-to-day management of HCVYS
- Representation of voluntary youth services at strategic level within Hampshire
- Liaison with Children's and Youth Services with Hampshire County Council, Portsmouth and Southampton City Councils, and district councils
- Liaison with HCVYS members

Key tasks

- Influencing County and local Councils, and Government, on strategy and allocation of finance to the voluntary youth sector
- Managing HCVYS finances
- Acting as a signatory to the HCVYS accounts
- Ensuring compliance with charity law and Charity Commission requirements
- Arranging, attending and minuting Board meetings
- Acting as a conduit for information between statutory bodies, community and voluntary sector organisations, and HCVYS membership
- Attendance at Steering Group meetings of the Hampshire Children's and Young People's Voluntary Sector Alliance
- Attendance at meetings of statutory bodies in relation to services for children and young people
- Promoting the services provided by HCVYS members
- Provision of advice and information to HCVYS members
- Maintenance of membership and training grant records
- Managing the distribution of Hampshire County Council Training Grants to HCVYS members

At the current time, the Chief Executive Office is the Vice-Chair of the Hampshire Children's and Young People's Voluntary Sector Alliance, and as

such, a member of a number of forums, including the Hampshire Children's Trust, the County Commissioning Leads Group, and the Portsmouth Joint Commissioning Group, related to children and young people's services.

Continuation of these membership appointments are a matter for the Hampshire Alliance (and in the case of Portsmouth, for the Portsmouth Alliance) to determine, and therefore are not to be considered to be an automatic part of the responsibilities or the key tasks for this post. It is however anticipated that the Chief Executive Officer will be invited to represent the sector on some forums.

Contractual arrangements

Engagement will be on a consultancy basis for an average of 21 hours per week.

Remuneration will be paid monthly at £1500 per month gross. The person appointed will be required to enter into a contract for services, and will be responsible for their own income tax and national insurance contributions. HCVYS carries professional indemnity insurance.

Office facilities are available at St Thomas Centre, 20 Southgate Street, Winchester SO23 9EF.

Expenses will be reimbursed for:

- Travel between Winchester and meeting venues
- Parking in Winchester Car and Ride facilities

Travel between the HCVYS office in Winchester and home will not be eligible for reimbursement. There is no parking facility available at St Thomas Centre for HCVYS.

Length of appointment

The appointment will be subject to notice of not less than two months.

The appointment will commence on 1 January 2010. However a handover period is anticipated, starting no earlier than 1 December 2009.

Application

Application will be by CV sent to HCVYS at St Thomas Centre, 20 Southgate Street, Winchester SO23 9EF, with a covering letter setting out your reasons for applying for this contract.

Please ensure that your CV covers your:

- Educational and professional background
- Experience of working with children and young people
- Experience of working in the voluntary and community sector
- Experience of strategic management and influencing policy makers

Please mark your envelope 'Confidential' and ensure that it reaches HCVYS no later than 16 July 2009.

Further information

If you have any queries, please contact the current Chief Executive Officer of HCVYS, Jacqui Dixon, in the first instance on 01962 843543 or by e-mail at ceo@hcvys.plus.uk