

January 2010

Dear Applicant

Appointment of Chief Executive

Thank you for your interest in the above post. The Chief Executive will oversee the next phase of development of our organisation, the successful applicant will play a major role in promoting, developing and supporting voluntary and community action in North Yorkshire and York.

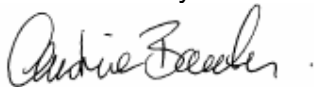
Please find enclosed:

- Details about North Yorkshire Forum for Voluntary Organisations
- Job Description and Person Specification
- Application process
- Guaranteed Interview Scheme
- Equal Opportunities Policy
- Application Form and Equal Opportunities Monitoring Form

If you would like to discuss the post in more detail please contact Christine Bainton, Chair of the Board of Trustees on 07802 388773; or Colin Stroud, Chief Executive of York CVS and a trustee on 01904 621133.

Thank you for your interest in working with NYFVO. We look forward to receiving your application before 12 noon on Monday 15 February 2010. Previous applicants need not apply, thank you.

Yours faithfully



Christine Bainton
Chair of Trustees

NYFVO is striving to be an equal opportunities employer.



The Hawk Creative Business Park, Hawkhills Estate
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Registered Charity number 518117

Member of the National Association for Voluntary and Community Action

North Yorkshire Forum for Voluntary Organisations

North Yorkshire Forum for Voluntary Organisations (the Forum or NYFVO) is a charity formed and run by voluntary and community organisations in York and North Yorkshire to provide the sub-regional and county infrastructure of the voluntary and community sector – promoting, developing and supporting new and existing forms of voluntary and community action. The Forum is in regular contact with 1500 local voluntary and community organisations.

The Forum's work is funded by North Yorkshire County Council, NHS North Yorkshire and York (PCT), Capacitybuilders, the Big Lottery, members' subscriptions, plus income from charges for certain services. Income in 2008/09 was £390k.

Current key areas of the Forum's work include:

- promoting, developing and supporting high quality generalist and specialist voluntary and community sector infrastructure across the sub-region of North Yorkshire
- general information and advice for voluntary and community organisations, including a magazine, website and email news service
- ensuring that voluntary and community sector views and interests are well represented locally at county and sub-regional levels, in particular with regard to social and health care, children and young people, and economic development
- specialist advice for voluntary and community organisations on employment issues, governance and charity law
- coordination of funding advisors across the region
- convening and managing the meetings of the York & North Yorkshire Infrastructure Consortium
- ensuring that voluntary and community sector views and interests are well represented at county, sub-regional, regional, national and European levels

The Forum is a member of the National Association for Voluntary and Community Action (NAVCA), the National Council for Voluntary Youth Services (NCVYS), and the Yorkshire and Humber Regional Forum for Voluntary and Community Organisations.

Member voluntary and community organisations, at the Annual Meeting, elect the majority of the Board of Trustees. Others are nominated by local statutory authorities or co-opted by the Board. The Board is responsible for the policy and general management of the Forum. Day to day work is undertaken by a team of 11 staff managed by the Chief Executive.

Organisation Staffing Structure

The Chief Executive currently line manages the Senior Managers (Operations Manager, Partnerships Manager and Finance Officer). The Operations Manager line manages the Project Support Officer. The Partnerships Manager line manages the HR Advisors, the Funding Advice Network Co-ordinator and the CYP VCS Development Officer. One member of staff is seconded full time. Some posts are part time.

Further information about the Forum is available at www.nyfvo.org.uk

The York and North Yorkshire Infrastructure Consortium

The Forum is the facilitator and accountable body for the York and North Yorkshire Infrastructure Consortium. Although the Consortium is not currently a legal entity, it has a constitution and is a partnership of currently 16 voluntary and community sector local infrastructure organisations (LIOs). These are all based in York and North Yorkshire, and work together to enhance the infrastructure support available to front-line voluntary and community organisations in the sub-region.

The Consortium, in its current form, has developed over the past five years, stimulated by the Government's ChangeUp programme and funding. The Consortium receives funding for this work through Capacitybuilders. However, prior to the establishment of the Consortium, many of the same organisations met and worked together on a regular basis, convened and supported by the Forum.

The Forum convenes and services monthly meetings of Consortium members to enable sharing of information, and planning and review of joint work. The Forum also supports trustees and staff of LIOs by providing information, training and advice as requested.

The Consortium has developed a strategic plan to 2014 and a business plan to 2011.

The Consortium's aim is to ensure that sustainable, effective and accessible infrastructure support is available to third sector organisations throughout York and North Yorkshire.

Planning for the Future

The relationship between the Forum and the Consortium and the possible merger of the two is currently being reviewed by consultants. It is expected that the Forum's Chief Executive will work with the Board of Trustees to manage any change which may emerge as a result of this. The report and recommendations are expected in December 09.

Further information about the Consortium is available at www.nyfvo.org.uk/supportforvcsorganisations/consortiumandcapacitybuilders

Chief Executive

Accountable to the Board of Trustees and line managed by the Chair of the Board, the Chief Executive is responsible for the strategic leadership, management and development of NYFVO.

From a continuing sound organisational and financial base the Board of Trustees anticipates further development of the organisation in the light of public policy and local needs and expects the Chief Executive to be pro-active in this.

Job description

Job title:

- Chief Executive

Salary:

- Salary £38,042 - £40,741 (NJC salary scale points 45 to 48) for a 37 hour week

Benefits:

- A contribution of 8% of gross salary to a personal or stakeholder pension scheme, rising to 9% after 3 years continuous employment with the Forum.
- 26 days holiday plus public holidays on starting employment, plus an additional day per year to a maximum of 31 days plus public holidays after 5 years continuous employment with the Forum.
- Healthcare Cash Plan.

Hours:

- 37 per week, worked flexibly to include evening and weekend work when required.

Duration: Permanent

Probationary Period: There is a six month probationary period.

Location:

- Based at the Forum's offices near Easingwold but will need to travel regularly throughout North Yorkshire and York. The large size of the sub-region and its rural nature require that the post holder is able to travel easily across the whole area without reliance on public transport. This means that the post holder has to have a full driving licence and use of a car or agree a suitable alternative with the Forum prior to appointment. Authorised travel expenses are refunded (for car use this is at local authority casual user rate; HMRC rate from 1 April 2010).

Areas of responsibility

The Chief Executive has four areas of responsibility:

1. Management

- Lead and line manage the Senior Management team; currently Finance Officer, Operations Manager and Partnerships Manager and other identified staff, in their planning and co-ordination of all Forum work
- Ensure sound financial planning in conjunction with the Finance Officer, the Treasurer and the Finance Sub-Committee and maintain quality assurance controls and provide regular reports to the Board

- Implement necessary changes within the organisation
- Oversee personnel matters including skills and capability development in conjunction with the Senior Management Team and Personnel and Development Sub-Committee of the Board of Trustees
- Maintain and develop good communication, consultation and decision making structures within and among Forum staff to enable them to contribute to the promotion of the aims and objectives of the organisation
- Ensure effective staff management through effective supervision, review and appraisal
- Maintain high quality standards throughout the work of the Forum including ensuring the Forum achieves and maintains external quality standards agreed by the Board.

2. Governance

- Ensure robust arrangements for effective governance
- Ensure statutory obligations including legal, financial, risk assessment, health and safety and charity law and reporting deadlines are met
- Facilitate the effective servicing of Board of Trustee meetings, and the completion of monitoring reports as required by the Board of Trustees and funders including the Forum's Annual Report
- Oversee the development, implementation and review of the Forum's policies and procedures
- Adhere to all of the Forum's policies and procedures.

3. Relationship with the Sub-Region

- Take lead responsibility for public relations, internal and external communications, including promoting positive links with the media
- Represent, or arrange the representation of, the Forum, the Consortium and voluntary and community organisations on appropriate bodies including multi-agency partnerships in North Yorkshire. Ensure that voluntary and community organisations are properly consulted and that their concerns are identified and promoted wherever possible.

4. Development

- Develop and regularly update the Forum's Work Plans and manage the organisation's work accordingly
- Work with appropriate staff to secure sufficient income, including from revenue grants and projects, for a quality and developing service provision
- Be active in creating new, and supporting existing, development networks and mechanisms as appropriate, including the North Yorkshire Compact and the York and North Yorkshire Infrastructure Consortium

- Provide leadership, support and guidance to the York and North Yorkshire Infrastructure Consortium
- Ensure effective involvement of, and support for, volunteers, as appropriate
- Undertake any other appropriate duties as required by the Board of Trustees.

Person Specification

The post-holder must demonstrate :

- 1) Experience of leading a similar sized voluntary / not for profit organisation, with excellent leadership skills and a commitment to the voluntary and community sector.
- 2) A proactive, hands-on approach to problem solving and experience of managing a complex organisation, particularly through a period of change.
- 3) Considerable experience of the management, supervision and appraisal of staff.
- 4) Excellent overall ICT skills.
- 5) An understanding of current policy issues and development affecting the voluntary and community sector.
- 6) Experience and skills in partnership working at a strategic level and of undertaking a liaison and representation role on behalf of the voluntary and community sector.
- 7) Experience of PR, marketing and fundraising in the voluntary and community sector.
- 8) Exceptional oral and written communication skills combined with good listening skills.
- 9) An ability to understand and apply relevant legislation relating to charities and not for profit organisations, with experience of the law relating to charities and charitable companies limited by guarantee and employment law.
- 10) The ability to understand and interpret accounts, budgets and finance systems.
- 11) A willingness to seek advice and assistance when necessary.
- 12) A commitment to Equal Opportunities, anti discriminatory practice and confidentiality.
- 13) Experience of managing contracts and service level agreements between the statutory and voluntary sectors.

It is desirable that the post-holder has:

- 1) Experience of speaking in public or providing group training.

Application process

You should complete the application form as fully as possible, including any information, which may help us to judge your suitability for the post. Experience outside paid employment, such as voluntary work or caring responsibilities, may be as relevant as paid employment.

If you have a disability, which makes it difficult to complete an application form, then we are happy to accept alternative methods of providing the required information. Please contact Claire Petty, Operations Manager on 01347 825710 to discuss this.

Please state clearly, on the top of the application form, the title of the post for which you are applying.

Completed application forms (marked 'confidential - recruitment') must arrive no later than 12 noon on Monday 15 February 2010 and may be submitted by:

- post to North Yorkshire Forum for Voluntary Organisations, The Hawk Creative Business Park, Hawkhill Estate, Easingwold, York YO61 3FE
- fax to 01347 824246
- email (Word format (.doc) documents only) to nyfvo@nyfvo.org.uk

Short listed candidates will be invited for interview at the Forum's offices. Reasonable interview travel expenses will be refunded. The expected date of interview (which may change) is Monday 1 March 2010.

References

Any offer of employment will be subject to the receipt of two satisfactory references one of which should be your current or most recent employer.

Guaranteed Interview Scheme

North Yorkshire Forum for Voluntary Organisations is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by JobCentre Plus (part of the Department of Work and Pensions). As a symbol user, we guarantee that disabled applicants whose application meets the minimum criteria for the post will be interviewed. Disabled applicants should complete the enclosed Guaranteed Interview Scheme form and send it with the main application form.

Data Protection Act

In signing the various forms which make up your application you will be giving your consent to the Forum storing and using the information you provide in accordance with the provisions of the Data Protection Act 1998. If you are not appointed, your application will be destroyed one year following the recruitment process.

Equal Opportunities Policy

The Forum:

- recognises that England is a society diverse in race, culture and beliefs
- believes that no person should suffer oppression or lack of opportunity based on race, gender, belief, sexuality, disability, age, class, or geographical location
- believes that all people have equal rights to work towards social justice and to participate in decision-making processes and local action

- believes that voluntary and community action is a means of combating disadvantage and contributes to the improvement of the quality of life for groups, communities and individuals and their empowerment
- believes that the Forum has a role in affirming and enabling all people to collectively play an active part in their community
- giving priority to working with those whose full participation in society is limited by economic, political or social disadvantage
- positively promoting its core values in all areas of its work and structure
- ways of working that ensure equality of opportunity, participation, co-operation, democratic involvement and accountability
- fulfilling all legislative requirements concerning equal opportunities
- encouraging members of the Forum and others with whom the Forum works to adopt and practice a similar policy.

The Forum recognises that it has a particular responsibility to address the rural aspects of oppression and lack of opportunity.

The Chief Executive is responsible for implementing and monitoring this policy in conjunction with the Forum Board of Trustees, with the advice and assistance of the widest possible constituency.

January 2010