



Adur Voluntary Action – Where Community Happens

The Old School House, Ham Road, Shoreham – By – Sea, West Sussex BN43 6PA

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Job Description - Chief Officer

Grade: NJC new SCP 23

Salary: £26,999 p.a. pro rata (actual £18,243 p.a.)

Contract: Two years, with continuation dependent upon future funding.

Hours: 25 hours per week

Benefits: 3% employer contribution to pension, Mileage allowance and 22 days holiday plus 8 bank holidays per year.

Base: Old School House, Shoreham-by-Sea. However, you will be expected to work flexibly across the Adur District, and occasionally out of area.

Responsible to: Board of Trustees via the Chair

Duties of the post:

To provide strategic leadership, vision and direction for AVA in consultation with the Trustee Board and other stakeholders;

To act as AVA's spokesperson, face to face and through traditional and social media;

To influence and engage with a wide range of stakeholders and develop partnerships with local organisations, primarily with the Co-op Community Space;

To ensure AVA is an efficient and financially sustainable organisation with an inclusive and values driven approach;

To manage a small team of staff, including any future recruiting and inducting within the team;

To nurture an inclusive, values driven culture of shared learning and co-operation and a commitment to ongoing professional development of all staff;

To work closely with the Chair and Board to ensure that the Board discharges its governance, constitutional and legal responsibilities properly.

To undertake any task that may, from time to time, be consistent with the nature and scope of this post.