FLINTSHIRE LOCAL VOLUNTARY COUNCIL
Chief Officer
Job Description

Purpose: To ensure that FLVC delivers its vision of a strong and sustainable Third Sector in Flintshire.

Leadership

The Chief Officer will communicate a clear direction for the organisation by: -

- Developing and sustaining an organisational vision.
- Recognising new and emerging opportunities for the organisation to serve the needs of the 3rd sector.
- Leading by example
- Developing a positive and supportive organisational culture
- Creating capacity by Encouraging and inspiring staff and volunteers
- Delegating responsibility where appropriate
- Ensuring Trustees understand and can discharge their responsibilities

Strategic Planning and Financial Management

The Chief Officer will ensure that FLVC has strong and flexible planning processes which allow it to take advantage of future opportunities and to cope with future shocks by: -

- Facilitating organisational planning events
- Developing, evaluating, updating and implementing both operational and strategic plans.
- Developing and managing project plans
- Submitting funding applications
- Negotiating contracts
- Ensuring that FLVC sets and manages its annual budget

External Relations

The Chief Officer will ensure that the organisation promotes its services and achievements effectively.

The Chief Officer will forge and foster positive relationships with key stakeholders such as

- Voluntary and Community organisations
- CVCs and WCVA
- Public sector bodies, including LA and Health
- Welsh Government
- Funders

The Chief Officer will exploit opportunities to work collaboratively with the above in order to serve the needs of the third sector.

Staff Management

The Chief Officer will recruit, manage and support staff to deliver high quality services by: -

- Ensuring that all staff and volunteers understand and are committed to FLVC's vision
- Developing and implementing appraisal processes in order to optimise the impact of the staff in delivering the vision for the organisation.
- Leading the management team
- Line managing senior staff
- Ensuring organisational policies and procedures are in place and up to date
- Dealing with disciplinary matters
- Ensuring that induction processes and training opportunities are of the highest standard.

Compliance and Risk Management

The Chief Officer will ensure that FLVC meets its legal obligations, is well governed and complies with relevant regulations and standards by:

- Ensuring that all staff are compliant with mandatory training for their role.
- Informing trustees of all matters relevant to the work of the organisation by
- presenting reports to the Board and Sub committees
- Advising Trustees as to issues affecting the development of the organisation
- to allow them to make informed decisions
- Ensuring Trustees are kept informed about changes in legislation and
- regulation
- Ensuring FLVC produces an annual report and audited accounts and holds an
- annual general meeting
- Discharging the role of Company Secretary and ensuring annual returns to
- Companies House and Charity Commission are submitted on time
- Providing the Board with regular risk management information and
- highlighting specific areas of risk
- Ensuring Trustees receive timely induction and ongoing relevant training

Accountability, Monitoring and Quality Assurance

The Chief Officer will ensure that FLVC delivers high quality services and is able to record and can evidence their impact by:

- Ensuring monitoring reports are compiled and submitted on time

- Ensuring that FLVC has a robust system for collecting evaluating data relating to service provision
- Ensuring that FLVC can demonstrate and evidence positive service outcomes
- Preparing and presenting reports for the Board and sub committees
- Ensuring that FLVC members and customers are regularly consulted about
- our services
- Ensuring that FLVC quality assures its services using a recognised system

Professional Development

The Chief Officer continues to develop the knowledge and skills required to deliver the role effectively by:

- Developing, with the FLVC Chair, a Professional Development Plan
- Taking advantage of personal development opportunities
- Meeting with the FLVC Chair for regular supervision sessions and an annual appraisal
- Such other duties, negotiated from time to time, which are commensurate with the level and remit of the post.