

# CVCLT Executive Manager Job Description

## **Role purpose**

This critical role will lead the development and transition of CVCLT, from a volunteer led, project driven organisation to a fully financially sustainable organisation. Taking strategic direction from the Board, the role holder will develop and own both the organisation and delivery of the detailed business plans required to achieve CVCLT's goals. The role holder will run the day to day operation of CVCLT. The role holder will advance the reputation and achievement of CVCLT's goals through actively managing relationships with a wide and varied group of stakeholders, organisations and the local community, which will include attending and presenting at meetings on behalf of the organisation.

## **Key responsibilities**

### **1 Business development, project planning and delivery (40%)**

Work with trustees, particularly the convenors of project task groups, to

- Identify and develop opportunities that deliver a sustainable future for the organisation economically, socially and environmentally. Whilst this will include monitoring the grant funding landscape, more important will be developing opportunities that move the CVCLT away from dependence on grants.
- Draw up business plans, including financial projections, for new developments, funding bids and strategic plans, working with trustees and paid consultants as needed.
- Liaise with potential grant funders (to include Homes England) and investors (to include social banks and community share investors), to find viable financial packages for new developments

### **2 Community Engagement (30%)**

- Promote engagement of members, tenants and investors in the activities of the CVCLT
- Liaise with key external stakeholder organisations such as Homes England, Calderdale Council housing department and the local Town Councils, and represent the CVCLT at meetings with other organisations and outside bodies
- Lead on community engagement, for instance the design of and arrangements for public meetings and public consultations and content for the CLT newsletter
- Recruit and supervise consultants to help deliver other publicity and media initiatives

### **3 Work with the board of trustees to deliver effective governance (15%)**

In collaboration with the trustees, particularly its officers

- Convene board meetings, schedule agendas and prepare or commission relevant papers in a timely manner
- Ensure CVCLT policies are up to date, comply with legislation and align with the overarching ambitions of the organisation. This includes for instance data protection, equality, health and safety legislation as well as obligations as a landlord towards tenants

- Support the trustees to ensure risk is managed effectively
- Support trustees in submission of returns to Regulators and funders, and ensure that social impact is measured

#### **4 Operational Management (15%)**

- Implement and further develop procedures to ensure policies, both statutory and elective, are adhered to
- Manage transparent and equitable procurement of products and services including tender of contracts for eg architects, surveyors and consultants
- Co-ordinate with our housing management agent on day to day issues related to housing management, and support the allocations panel in letting properties. Where appropriate, respond to tenant issues and complaints that are escalated beyond our management agents
- Ensure all data is held securely, especially personal data related to our tenants
- Work with the treasurer in the management of the CVCLT budget, liaising with the Treasurer and trustees as appropriate.
- Manage the day to day running of the CVCLT offices
- Undertake line management of other staff

This member of staff will require strong business and management skills, as well as an understanding of the charity sector and the relationship between a senior employee and volunteer trustees.

The post is designed to be full-time (37 hours a week) but we will consider appointment on 30h per week. A job-share approach will also be considered. We are an equal opportunities employer. The office (in Hebden Bridge Town Hall) is fully wheelchair accessible.

We are offering a starting salary of £30,000 pa for a full time post (30 hours pro rata).

The Executive Manager will report to the board of trustees and be line managed by the Chair of the board of trustees.