# JOB DESCRIPTION: AREA MANAGER

Post Title: Area Manager

Reports to: Chief Executive

Direct Reports: Staff and volunteers within the geography with direct line management of any delivery managers in post and other key staff as agreed.

Hours: As per contract

Location: As per contact

Duration: Permanent Subject to Funding

Salary: As per pay banding

# Main Purpose of the Job

Area Managers are key ambassadors for the organisation and the VCSE as a whole. They provide leadership and accountability for the work of CAVA, overseeing and growing our position as lead organisation providing effective and innovative infrastructure support, project management and volunteering services across Warwickshire and Solihull.

# Values and Attitude

All employees are expected to demonstrate CAVA’s values by working positively as part of a team, delivering high quality services where all are supported and encouraged and to promote an ethos which values and encourages equality and diversity within the organisation and is respected throughout the Voluntary, Community and Social Enterprise (VCSE) in Warwickshire and Solihull.

**Principal Responsibilities**

**Leadership and Management**

* Be an inspirational leader and manager for the organisation, driving excellence, and positive change through innovation.
* Champion and promote the local VCSE to maximise the extent and quality of services provided for our members and beneficiaries.
* Drive and oversee the effective delivery of strategic areas of responsibility and key objectives within the business plan as established by the Board of Trustees.
* Build strategic relationships and oversee projects across the area which strengthen the position of CAVA and increase the organisation’s ability to effectively support the local VCSE ensuring that risks are robustly managed.
* Identify opportunities to work collaboratively with strategic partners and other organizations
* Manage and oversee allocated projects and contracts delivered by CAVA and partners.

# Line Management

* Ensure effective line management and supervision of allocated CAVA staff.
* Responsible for the recruitment and induction of new staff.
* Responsible for probation and performance management and development of all staff within the area
* Responsible for dealing with issues escalated by reporting managers
* Responsible for dealing with employee relations matters with advice and support from HR
* Responsible for managing in accordance with HR policies and procedures.

# Strategy, Planning and Control

* In conjunction with the Board and CEO support the development of strategy to meet both the organisations’ short term and long term aspirations.
* In conjunction with the CEO, take responsibility for the implementation of annual business plans, strategic goals, objectives and financial plans.
* Report to the Chief Executive and Board of Trustees as appropriate on progress against key strategic objectives or areas of lead responsibility, providing clear information and owning team performance and monitoring information.
* Continuously develop a culture of improvement throughout all aspects of CAVA’s work.

# Financial Management

* Oversee area budgets, both restricted and unrestricted funds, ensuring that income and expenditure is within business plan targets and complies with the organisation’s scheme of financial delegation.
* Identify opportunities for income generation, including the development of funding applications and partnership working arrangements with statutory and non-statutory funders.
* Ensure long term sustainability of the locality teams by identifying and pursuing income generation opportunities and overseeing local project delivery.
* Manage income generation by leasing CAVA premises, where applicable.
* Manage partnership money held by CAVA on behalf of partners, producing budgets and reporting to partners on spend.

# External representation & Partnership working

* Effectively represent CAVA and wider VCSE interests and negotiate constructively with key partnerships and with lead public VCSE bodies.
* Work collaboratively with statutory partners to inform and shape strategic priorities and work programmes and promote the role of CAVA, including its social value and potential.
* Provide local area intelligence through the performance monitoring and contract development arrangements to the Contracting Bodies on local needs, gaps and VCSE provision of services.
* Oversee regular communications that ensure effective dissemination of information to the VCSE and its partners.
* Support strategies and development of services that enable the local VCSE to become more sustainable, effective and strategically engaged with local priorities.
* Conduct research and write papers to support partnership working, funding opportunities and decision making.

# Project Management

* Responsible for maintaining quality standards and accreditations as set out in operational contracts.
* Responsible for ensuring staff deliver projects in accordance with funding requirements,

that required reports and submissions are completed timeously.

# Lead areas of responsibility

* Act as lead across the organisation on specified areas (this will differ by area and details will be outlined in an attachment to the job description)

# Tenders & Grants

* Identify tender and grant opportunities for the benefit of partners and CAVA core business activities to support member organisations
* Research and collate information to help inform tender/grant process
* Support partnership tender and grant applications
* Lead area – write and submit tenders applications in accordance with the tender information and budgets.

# Facilities

* Manage CAVA bases, delegating where appropriate, ensuring appropriate systems are in place to safeguard the health and safety of staff, tenants, and visitors and that CAVA’s Safeguarding procedures are upheld at all times.
* Ensure maintenance is carried out in accordance with regulatory requirements in a cost effective and timeous manner.
* Ensure staff rota is in place to staff the office, where applicable
* Ensure security protocols are in place and are actioned.

# General

* To participate in individual supervision sessions with the line manager and report under the performance management system.
* To carry out supervision sessions with direct reports.
* To attend and contribute to regular CAVA meetings and events including AGMs and Open Days.
* To undertake relevant training agreed with the line manager.
* To ensure that the under-represented groups have access to CAVA services.
* To ensure long term sustainability of the organisation through developing healthy strategic relationships.
* To comply with any CAVA’s work programme that exists, policies and procedures.
* To highlight operational concerns and areas for continuous improvement
* To undertake additional duties occasionally, commensurate with the grading of this post including evenings and weekend working.

The nature of tasks may vary from time to time but within the levels of responsibility of the post.

# PERSON SPECIFICATION: AREA MANAGER

***The successful candidate will need to demonstrate:***

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| --- | --- | --- | --- | --- |
| **CRITERIA** | **E or D =**  **Essential or Desirable** | **Assessed:**  A = Application form I = Interview  T = Test at Interview | | |
| **WORK EXPERIENCE** |  | **A** | **I** | **T** |
| Experience of senior management including managing a staff team (minimum of 2 years) | E | √ | √ |  |
| Experience of managing effective delivery of programmes and projects | E |  |  |  |
| Experience of writing successful funding applications/ tenders | E | √ | √ |  |
| Experience of working in a grant/contract funded environment and taking responsibility for staff working in accordance with funding and reporting requirements | E | √ | √ |  |
| Experience of championing the work of the VCSE in a politically and culturally sensitive role, achieving success  through partnerships, influence and diplomacy | E | √ | √ |  |
| Experience of developing and maintaining relationships with a diverse range of customers, stakeholders and partners including local VCSE organisations, private businesses and statutory agencies. | E | √ | √ |  |
| **QUALIFICATIONS/KNOWLEDGE** | | | | |
| Detailed understanding of the principles of equal opportunities and a commitment to implementing them within our organisation and our membership | E | √ | √ |  |
| Detailed knowledge and understanding of the Voluntary and  community VCSE and the challenges faced at a local level | D | √ | √ |  |
| Local knowledge of the designated area | D |  | √ |  |
| Good financial knowledge and ability to work to budget and deadlines | E | √ | √ |  |
| Excellent IT skills and the ability to ensure that the use of digital technology is effectively developed to deliver our services and support efficiently locally | D | √ | √ |  |

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| **SKILLS AND ABILITIES** | | | | |
| Ability to lead, manage and motivate a diverse team of highly experienced staff and ensure good practice in the management of volunteers in accordance with the values and ethos of CAVA | E | √ | √ |  |
| Ability to help develop strategies and business plans and to set and monitor budgets to deliver the organisation’s purpose and mission | E | √ | √ |  |
| Proven ability to generate income by initiating and leading partnership developments and securing new income streams | E | √ | √ |  |
| Demonstrable commitment to personal development. | E | √ | √ |  |
| Stature and presence with first-class communication skills, ability to process a large amount of information and to communicate effectively with all stakeholders | E | √ | √ | √ |
| Ability to manage, monitor and report upon the performance of teams and projects against a range of outcomes and performance indicators. | E | √ | √ |  |
| Excellent networking skills and the ability to develop relationships, negotiate with and influence a wide range of diverse stakeholders | E | √ | √ |  |
| Commitment to the ethos and values of the voluntary and community VCSE | E | √ | √ |  |
| Ability to work flexibly in line with the needs of the services we provide and the needs of our members and beneficiaries | E | √ | √ |  |
| Ability to travel throughout Warwickshire and Solihull | E | √ | √ |  |