**Warwickshire & Solihull Community and Voluntary Action (CAVA)**

is recruiting

**Area Manager**

**(Solihull)**

£43,775 per annum pro rata

22.5 hours per week

Permanent subject to funding

Hybrid/Office (The Core, Solihull) with regular travel

across Solihull and occasionally Warwickshire and Birmingham

**About CAVA**

CAVA provides infrastructure support to the Voluntary, Community, Faith and Social Enterprise sector across Warwickshire and Solihull. CAVA also works heavily in partnership with its respective organisations in both Birmingham and Coventry, collaborating across the landscape to reduce inequality. CAVA operates as a Volunteer Centre and delivers projects that support social and community action through the voices and engagement of local people.

CAVA has offices based in Leamington Spa, Nuneaton, Rugby, Stratford-Upon-Avon and a dedicated office space within a shared Community Hub in Solihull.

**Area Managers at CAVA**

Area Managers work as part of the Senior Management Team and are key ambassadors for the organisation and the wider VCFSE. They provide leadership and accountability for the work of CAVA, overseeing and growing our position and portfolio of work as the VCFSE Infrastructure organisation for both Solihull and Warwickshire. The Area Managers also work in partnership with the Board of Trustees on matters related to strategy and governance.

**The Opportunity**

The Area Manager will provide management and leadership of CAVA’s Solihull portfolio, which is at an evolving and exciting phase of integration across the Borough.

The Area Manager has a key role in leading and shaping CAVA’s presence in Solihull, working strategically alongside the Board and CAVA’s Senior Management Team, to lead the organisation into its next era of growth and delivery.

The Area Manager has a key role and responsibility representing voluntary, community, faith and social enterprise groups and organisations, providing a strong and confident voice on behalf of the sector as we work alongside partners from the Public, NHS and the wider Integrated Care System (ICS).

The remit provides the successful candidate the opportunity to make a significant impact to reduce inequality within communities by supporting the VCFSE sector and working in a dynamic and collaborative environment, especially through prevention, early intervention and community engagement.

**Summary of Key Responsibilities (please see Job Description for full details)**

* **Leadership and Management** of the Solihull programme portfolio (including public sector contract) and CAVA Strategy
* **Line Management** of a small, focussed team
* **Strategy, Planning and Control** in line with need, compliance, business planning, lead areas
* **Financial Management** including setting and managing budgets and risk in line with sustainability and financial controls/compliance
* **External Representation and Partnership Working** across the landscape, provide the voice of the sector and working in collaboration, alongside public VCFSE, private, public and statutory sector partners
* **Income Generation and Growth** through the writing of tender and funding applications, evaluation and funding returns/reports and including other fundraising strategies
* **Office Management** environment within your area in line with regulatory policies, procedures and delivery need
* **Corporate Support and Team Participation** in wider, CAVA activity and events

**What We're Looking For:**

We are seeking a dynamic and self-motivated individual with evidence of:

* strong programme **leadership and management** experience and skills
* a **strong and analytical eye for detail** supporting **contract management** in line with **KPI’s** and budgets
* ideally, a background of working in the **VCFSE** sector
* confident, objective and **effective voice and communication** skills at all levels
* **collaborative skills** working as part of a supportive Senior Management Team
* a commitment **to equality, diversity, inclusion** and reducing **inequality**
* a ‘can do’ approach to work and **objective thinker and problem solver**
* skills and experience of **writing tenders and funding applications**

**Values**

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 through the VCFSE.

To apply for this role, you are required to hold a driving licence and have use of a car for work purposes. Flexibility to undertake occasional work out of contracted hours is essential for this role.

Competitive salary and benefits package including enrolment with an employee assistance programme of support.

If you think you fit the brief for this exciting role, please view the job opportunity on <https://www.wcava.org.uk/vacancies/> and submit your CV, accompanied by a covering letter to [recruitment@wcava.org.uk](mailto:recruitment@wcava.org.uk) which outlines why you would like this job and what you could contribute, focusing on the criteria detailed in the job description and person specification Letters should be no more than 3 sides and if typed, no smaller than size 11 font.

**Closing Date: Tuesday 10th June 2025 at 5pm**

**Interviews: Monday 23rd June 2025**

No agencies please

WCAVA is an equal opportunities employer

*‘Putting Equality, Diversity and Inclusion into Practice’*