bolton cvs

Recruitment Pack

Chief Operating Officer

A message from the Chief Executive

Thank you for expressing an interest in joining the Bolton CVS Team! This information pack includes key information about our organisation, the role and contact details for more information.

Bolton CVS exists to deliver support to Bolton's voluntary, community and social enterprise (VCSE) sector; and to ensure the sector, wherever possible, is a valued partner in co-designing and co-producing services across our borough.

The impact of the VCSE sector extends to all areas of life; delivering valuable preventative services that help keep people well, building stronger communities and environments and empowering people through education and training. We want you to help us ensure we have a well-networked, robust and diverse VCSE sector in Bolton, for generations to come.

It's important that Bolton CVS ensures the sector has access to information, support and connectivity; to effectively plan and build sustainable, inclusive services that meet the needs of beneficiaries now and in the future.

I want us to continually evolve to meet the needs of people and communities across the borough, and I'm excited that we're able to recruit to this post; creating further opportunities for collaboration, partnership and growth.

Bolton CVS is a great team to be part of and we embrace flexible and agile working practices, so that we can provide the best offer we can to the people that we exist to support.



I wish you the best of luck in your application.

Dawn

Dawn Yates-Obé (Chief Executive)

A little bit about us...

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary, community, and social enterprise sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grant and investments programmes and offer policy, engagement and research support services. We champion the role and need for charities and community organisations and share this information through our communications, our forums, workshops, events and through our one-to-one support with groups, organisations and communities. We also proactively seek opportunities to collaborate with the 10GM partnership: www.10gm.org.uk

CORE PURPOSE

To work alongside Bolton's Voluntary, Community and Social Enterprise sector; supporting them to do what they exist to do, as well as they possibly can.

OUR VALUES

We are collaborators

We mutually build lasting relationships and share knowledge to achieve the greatest impact in our communities.

We are influencers

We positively contribute to decisions, boldly advocating that the VCSE sector is heard and valued as an equal partner.

We are evolving

We proactively seek opportunities to learn, develop new ideas and adapt so that we, and those we support, respond to change in relevant and sustainable ways.

We are progressive

Collectively, we look to the future and explore new ways of doing things, with inclusivity and equity at the core.

We are here

We are committed to providing timely support to encourage, motivate and guide organisations in further developing the skills and confidence to do what they do best.

Who we are

At Bolton CVS we recognise that in order for a VCSE sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned by our four strategic objectives:

1. Promoting quality and equality in Bolton
2. Building capacity and strength in Bolton
3. Influencing change in Bolton
4. Preparing for the future in Bolton

We currently have over 30 employees supporting our work across all activities and programmes, and we're governed by a Board of 13 Trustees who donate their time to provide strategic leadership for the organisation and assess financial and operational performance.

The work and activity of Bolton CVS is distributed across 5 key operational areas:

- Venue and facilities
- Communications and events
- Finance and funding
- Strategic health and wellbeing
- VCSE sector capacity building







About the role

Job Title — Chief Operating Officer

Salary:	£43,000-£46,000 dependant on experience + 7% pension contribution + health package + hybrid working options
Hours:	37.5 hours p/w (1.0 FTE)
Responsible to:	Chief Executive Officer
Responsible for:	Funding & Grants Manager, Development Manager, Wellbeing & Health Manager, Services Manager & Business Development Manager
Contract:	Permanent

Why this role is important

As part of the Senior Leadership Team, this role is the heartbeat of Bolton CVS' journey towards transformative impact and community empowerment. As a newly introduced position within our organisation, the Chief Operating Officer (COO) embodies our commitment to growth, innovation and excellence in service delivery.

As we bid farewell to our current Deputy CEO, we recognise the need for dynamic leadership to propel Bolton CVS into its next phase of growth and development.

The COO will play a pivotal role in shaping the future of Bolton CVS, driving operational efficiency, and fostering a culture of collaboration and continuous improvement. With a dynamic blend of strategic foresight and hands-on leadership, the COO will spearhead initiatives that directly impact our staff and volunteer team, member organisations, the wider voluntary, community and social enterprise (VCSE) sector and partners across Bolton and beyond.

We absolutely welcome applications from both up and coming and established leaders who want to be part of something bigger, where passion, energy and vision will drive tangible meaningful outcomes.

About the role

Role Summary

The COO will lead the day-to-day operations of Bolton CVS, ensuring excellence in service delivery and operational efficiency. You will collaborate closely with the Chief Executive Officer (CEO), as part of the Senior Leadership Team, to shape and execute strategic initiatives that drive organisational growth and impact.

The COO will be Deputy CEO, providing internal and external strategic representation and leadership, as required. The role will provide strategic direction and leadership to a diverse portfolio of operational functions, being an influential leader contributing to our 'high support: high challenge' culture.

You will serve as a key point of contact for partners and stakeholders, representing Bolton CVS in key strategic spaces and high-profile events when required.

About the role

We're looking for someone who:

Ignites Change: Is passionate about driving positive change and contributing to positive, meaningful impact across Bolton's VCSE sector.

Leads with Energy: Possesses dynamic leadership skills with the ability to inspire and motivate teams and partners toward shared goals and objectives.

Thrives in the Fast Lane: Thrives in a fast-paced environment and embraces new challenges with enthusiasm and resilience.

Dreams Big, Acts Bold: Demonstrates strategic thinking and the ability to translate vision into actionable plans and outcomes.

Celebrates Diversity: Values diversity, equity and inclusion, and fosters an inclusive and supportive work environment.

Connects Hearts and Minds: Has a track record of building strong relationships with stakeholders, partners and community organisations to identify opportunities, enhance collaboration and drive results.

Speaks the Language of Impact: Exhibits excellent communication skills, both verbal and written, with the ability to engage and influence diverse audiences effectively.

Navigates Complexity: Demonstrates adeptness in managing internal operations, ensuring seamless coordination and alignment across departments and projects.

Masters the Multitask: Excels in multitasking and prioritising tasks effectively, ensuring timely completion of projects and initiatives.

Leads with Precision: Possesses keen attention to detail and a commitment to excellence in all aspects of building management and operational oversight.

Adapts and Innovates: Thrives in a dynamic environment, embracing change and proactively seeking innovative solutions to enhance operational efficiency and effectiveness.

If you're ready to bring your energy, enthusiasm and skills to the table, seize the opportunity and apply for the COO role at Bolton CVS. Become a vital part of our core purpose; working alongside Bolton's voluntary, community and social enterprise sector, supporting them to do what they exist to do, as well as they possibly can! This role isn't just a job; it's your chance to shine!

Recruitment process

Recruitment Information

If you believe you can fulfil the role summary, we'd love to hear from you! Please email a Supporting Statement which describes how you meet the things listed in the 'We're looking for someone who:' section, plus your CV (2 pages max) to recruitment@boltoncvs.org.uk.

The closing date is 12:00 (noon) on Tuesday 12th March 2024.

Interviews for this post will take place on Monday 25th & Tuesday 26th March 2024. If you will not be available on these dates, please note this in your supporting statement.

For an informal conversation regarding this post, please contact recruitment@boltoncvs.org.uk before submitting your documentation.

At Bolton CVS we are passionate about ensuring that everyone has a fair chance and that they are treated equitably. As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We respect and celebrate everyone's differences and do not discriminate against people on the basis of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex or sexual orientation. We work hard to create supportive, accessible environments and actively challenge inequality.

If you should require access to these documents in alternative formats, or if you have comments that would support us to improve access to our application processes more generally, please do not hesitate to contact us via recruitment@boltoncvs.org.uk or telephone us on 01204 546 010.

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Contact us

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