



**TOGETHER
FOR LIVERPOOL
FOR GOOD**

CEO Recruitment Pack

Thank you for your interest in this position. This pack contains the Job Description and Person Specification. The application form is provided separately and can be completed using Word.

The closing date for the receipt of applications is **12noon on Monday 11th November 2024.**

Interviews will be held on 21st or 22nd November 2024.

If you would like to arrange an informal conversation about the position, please contact Alison Hill – alison.hill@lcvs.org.uk

Please send completed applications to: Alison Hill – alison.hill@lcvs.org.uk

Liverpool Charity and Voluntary Services (LCVS)

Chief Executive Officer (CEO) Job Description

Salary: £71,400pa

Line Manager: Chair of Trustees

About LCVS

For over a century LCVS has been working to improve the wellbeing of individuals and communities in Liverpool through supporting and encouraging charitable giving and voluntary action and by bringing people, organisations and resources together.

LCVS is a pillar of support for the third sector in Liverpool, providing essential services, information, training, networking and a representative voice for voluntary, community, and charitable organisations. We help donors distribute over £4 million every year to charitable organisations, both here in the UK and across the world, who share our values.

If you're passionate about driving change and empowering the voluntary and community sector, this is the opportunity to make a lasting difference.

The Role

We are seeking a dynamic and innovative CEO to lead LCVS through a transformative period. This individual must possess a blend of operational excellence and strategic foresight, with the ability to inspire LCVS, ensuring its financial sustainability and future growth. You will be values-driven, passionate about the third sector, and committed to fostering partnerships that make a meaningful impact.

The CEO will:

- Provide leadership to modernize our infrastructure and internal systems.
- Develop and execute an income generation strategy to ensure financial sustainability.
- Be a visible and respected ambassador for LCVS across Liverpool and beyond.
- Build and strengthen relationships with trustees, employees, partners, and the wider third sector.
- Bring fresh, visionary ideas to address the evolving needs of the sector while ensuring operational efficiency.

Key Responsibilities

Strategic Leadership

- **Visionary Planning:** Lead the development and implementation of a long-term strategy to modernise LCVS, ensuring we remain responsive to community needs.
- **Income Generation:** Develop a robust income diversification and fundraising strategy, leveraging partnerships and new funding streams to address the budget deficit and secure financial sustainability.
- **Organisational Modernisation:** Work with the team to overhaul operational systems and practices to improve efficiency, responsiveness, and innovation within the organisation.
- **Sector Leadership:** Act as a thought leader and champion for the third sector, influencing local and national policy to support community initiatives. Seek to promote and implement LCVS's strategy 'Making spaces of Hope: provoking a movement to eradicate poverty in Liverpool.'

Financial and Operational Oversight

- **Financial Stewardship:** Collaborate closely with the Finance Director to ensure the financial health of the organisation, overseeing budgeting, risk management, and compliance.
- **Property Management:** Maximise the strategic use of LCVS assets, particularly 151 Dale Street, to generate sustainable income while supporting third sector tenants.
- **Risk Management:** Implement a forward-thinking risk management strategy to protect LCVS from operational and financial threats.
- **Efficient Service Delivery:** Ensure all services are effectively managed, cost-efficient, and aligned with strategic goals.

Organisational Development

- **Team Leadership:** Inspire, develop, and manage the staff team, fostering a positive, collaborative work environment that aligns with LCVS's values.
- **Governance:** Support the Board of Trustees, ensuring strong governance, compliance, and accountability across the organisation.
- **Innovation and Continuous Improvement:** Introduce continuous improvement initiatives to keep LCVS adaptable and future-ready.

External Relations

- **Partnership Building:** Cultivate strong, effective strategic partnerships with key stakeholders, including public sector organisations, funders, and community groups.
- **Advocacy and Representation:** Serve as the face of LCVS, advocating for the third sector across Liverpool and nationally, influencing policy, and driving sector-wide change.
- **Donor and Stakeholder Engagement:** Enhance relationships with donors, funders, and partners to grow the organisation's funding base and influence and to secure funding for third sector organisations in Liverpool.

Candidate Profile

We are seeking a CEO who combines financial savvy with the creativity and vision needed to lead in today's challenging landscape. The ideal candidate will have:

- Proven experience in leading an organisation through financial and operational transformation.
- Strong financial acumen, with a track record of developing and implementing income generation strategies.
- Expertise in organisational modernisation, including the ability to streamline operations and introduce new technologies.
- Exceptional communication and leadership skills, capable of inspiring staff and stakeholders alike.
- A deep understanding of the third sector and a commitment to advancing its role in Liverpool.

Terms

This is a full-time role, with occasional evening and weekend commitments as needed to support the organisation's work and priorities.

LCVS Chief Executive Officer

Person Specification

Essential Criteria

1. Leadership and Vision

- Proven ability to lead and inspire diverse teams, fostering a culture of innovation and collaboration.
- Demonstrated experience in developing and delivering long-term strategic plans that address both financial sustainability and organisational modernisation.
- A track record of championing change and driving transformational growth in a challenging financial or operational context.
- Strategic thinker with the ability to develop and implement a vision that responds to evolving community needs and sector trends.

2. Financial Acumen

- Strong financial management skills, with experience overseeing budgeting, risk management, and compliance.
- Proven expertise in income generation, including the development of fundraising strategies, diversification of revenue streams, and maximising asset use (e.g., property management).
- Ability to work with financial teams to turn around deficits and ensure long-term sustainability.

3. Operational and Organisational Development

- Experience in modernising organisational systems, processes, and structures to improve efficiency and agility.
- Understanding of the challenges faced by infrastructure organisations and the ability to introduce continuous improvement initiatives.
- Strong governance skills, with a solid understanding of regulatory compliance, risk management, and best practices in charity governance.

4. Sector Experience and Advocacy

- Deep understanding of the third sector, particularly the voluntary, community, and charity organisations.
- Strong commitment to the values of the third sector and a passion for empowering community organisations to address social issues.

- Experience in representing an organisation at a strategic, multi-agency level, influencing both local and national policy.
- Ability to act as a thought leader, contributing to the advancement of the sector through advocacy and representation.

5. Relationship Building and Stakeholder Engagement

- Proven ability to build and nurture relationships with a wide range of stakeholders, including funders, public sector bodies, community organisations, and donors.
- Experience in engaging with key partners to enhance organisational influence and funding opportunities.
- Skilled at donor and stakeholder engagement, with the ability to secure and grow financial support for both LCVS and third-sector organisations.

6. Communication and Public Speaking

- Outstanding communication skills, with the ability to represent LCVS to a variety of audiences, from community groups to policymakers and funders.
- Demonstrated capacity to be a visible and credible ambassador for LCVS in Liverpool and beyond.

Desirable Criteria

1. Innovation and Technology

- Experience in introducing technology solutions to improve organisational performance and drive efficiencies.
- Familiarity with digital tools and platforms that can support the modernisation of internal systems and service delivery.

2. Local Knowledge

- Strong understanding of the social, economic, and political landscape of Liverpool and the surrounding areas.
- Established relationships within the local community and third sector would be an advantage.

3. Property and Asset Management

- Experience in managing property assets as a source of income, with an understanding of how to maximise the use of physical spaces to benefit the third sector.

Personal Qualities

- Values-driven, with a genuine commitment to improving the wellbeing of individuals and communities in Liverpool.
- Visionary and innovative, with a passion for the third sector and the capacity to drive long-term, sustainable change.
- Collaborative and empathetic, with the ability to build strong relationships and engage stakeholders effectively.
- Resilient and adaptable, able to navigate challenges and lead through periods of uncertainty and change.