



**VONNE**  
voluntary organisations' network north east

Deputy Chief Executive Officer

## Candidate Pack

August 2022

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# Welcome

Dear Potential Applicant

Thank you for your recent interest in the Deputy Chief Executive Officer role at VONNE (Voluntary Organisations' Network North East).

VONNE plays a significant role in supporting, championing and representing the voluntary, community and social enterprise (VCSE) sector across the North East region and promoting social action. We have over 1,300 members and extensive reach through our subscribers and networks. We have a strong Board of directors who collectively bring a wealth of expertise, experience and knowledge of the VCSE sector across the North East. We also have co-opted directors who bring their specialist expertise to support VONNE.

VONNE has a committed and experienced staff team and has built a regional reputation for expertise and quality. VONNE has also developed strong partnerships with funders and stakeholders in the region and beyond.

This senior management role focuses on the Partnerships and projects function of VONNE; managing the Projects and Partnerships team, managing specific projects, and working with partners to develop new initiatives and programmes of work to respond to the current needs of VCSE sector organisations.

We offer 25 - 28 days holiday plus Bank Holidays (pro rata), a training budget, personal development allowance, flexible working, Simply Health care plan and the opportunity to work in a busy yet supportive environment where your ideas and contributions are valued.

The closing date for applications is **Tuesday, 30 August at 10 am**, with interviews being held **Tuesday, 13 September**. Please email any queries and/or your completed application form to [recruitment@vonne.org.uk](mailto:recruitment@vonne.org.uk).

If you would like to discuss the role before applying, please contact Carol Botten, CEO or Anne Fry, Deputy CEO on 0191 2332000 or email [carol.botten@vonne.org.uk](mailto:carol.botten@vonne.org.uk) or [anne.fry@vonne.org.uk](mailto:anne.fry@vonne.org.uk)

If you require this pack in an alternative format, please contact Alli Madine on 0191 2332000 or email [recruitment@vonne.org.uk](mailto:recruitment@vonne.org.uk)

Yours



Alison Dunn

Chair of VONNE

## Job Description and Person Specification

<b>Job Title</b>	<b>Deputy CEO (Partnerships and Projects)</b>
<b>Days Worked</b>	4 - 5 days per week (negotiable)
<b>Salary</b>	£41,389- £51,751 (pro rata) NJC scale 36-46
<b>Responsible to</b>	Chief Executive Officer
<b>Job Purpose</b>	<p><b>Partnerships and projects</b> - Identify opportunities for new projects and partnerships, develop funding streams to realise, and project manage the delivery of key programmes of work in support of VONNE's mission and strategic aims.</p> <p><b>Champion the VCSE in the north east</b> – Support the Chief Executive in driving forward VONNE's role as a leading champion of the VCSE in the north east.</p> <p><b>Relationships and Intelligence</b> – Support and further develop key external relationships and networks in ensuring VONNE's role as an expert source of knowledge and intelligence on the VCSE and supporting external stakeholders to effectively engage and collaborate with the sector.</p>

### Key Tasks

***Partnerships and Projects* - Identify opportunities for new projects and partnerships, develop funding streams and project manage the delivery of key programmes of work in support of VONNE's mission and strategic aims.**

- Lead the Partnerships and Projects team at VONNE - line manage and/or direct staff or consultants supporting delivery of work programmes, ensure sharing and support across projects and team members and develop effective tools and processes to ensure consistency in project development and management.
- Manage specific programmes of work and projects (including digital and innovation programmes).
- Partnership and collaboration projects - act as VONNE's representative and manage delivery of VONNE's responsibilities/ role within any collaborative programmes or projects.
- Ensure that all VONNE projects/key programmes are performance managed and monitored effectively.

- Take responsibility for reporting to the Board, funders and other stakeholders on specific projects and programmes of work.
- Generate opportunities and develop collaborations with others to support VONNE's strategic aims and support future sustainability for both the VCSE in the north east and VONNE such as:
  - Create programmes that support the sector to be effective, ambitious, and enterprising
  - Seek out opportunities and develop collaborations with others.
  - Support development of VONNE's role as an innovator and incubator of new ways of working for the sector
- Promote and develop VONNE's role as a broker bringing VCSE organisations together in collaborative partnerships.
- Support and develop services and support to enhance sector governance and skills.

#### **Act as a leading champion of the VCSE in the north east and raise the profile of the sector**

- Develop and maintain excellent relationships and networks with stakeholders locally, regionally, and nationally.
- Operate at the highest level. Promote the views and interests of the VCSE by directly representing the sector where appropriate.

#### **Ensure that VONNE is an expert source of knowledge and intelligence on the VCSE in the north east**

- Maintain VONNE's position as the "go to" organisation for expertise on the sector in the north east.
- Ensure that VONNE can demonstrate its expertise on the sector in the north east, by remaining at the centre of key initiatives that concern the VCSE in the north east.
- Keep abreast of what is happening in the VCSE across the north east, by maintaining and further developing excellent external relationships and networks.

#### **Ensure that VONNE is an expert on public policy and actively influences policies that impact on the VCSE in the north east**

- Ensure a current high level of intelligence on public policy and its relevance to the VCSE in the region.
- Facilitate effective engagement and awareness of the VCSE in regional issues, policies, strategies, and opportunities.
- Ensure that the information that VONNE communicates is of high quality – it is always accurate, relevant and accessible.
- Ensure the representation by VCSE networks is credible and effective.

## **Internal**

- Ensure VONNE is a well-managed, effective, and sustainable organisation operating to the highest standards.
- Work closely with the CEO and VONNE Board to set a clear strategy and plan effectively.
- Work with the CEO and VONNE Board to ensure that the organisation is governed to the highest standards.
- Ensure that VONNE is recognised as a quality organisation, delivering quality services, and is valued by members and stakeholders.
- Ensure regulatory and legal compliance on behalf of the Board.
- Create an environment of effective communication and teamwork within the organisation so that staff individually and collectively can deliver VONNE's strategic objectives and observe VONNE's values.
- Ensure that appropriate financial procedures, controls, and effective systems for reporting to VONNE's Board and funders are in place and adhered to.

## **Other Duties**

- Deputise for the CEO when necessary.
- Behave in a way that upholds the values of VONNE.
- Undertake Continued Professional Development as required.
- Undertake any other relevant duties in negotiation with the Board.

## Person specification

### Knowledge, Skills and Expertise

We are seeking an individual with strong leadership skills and senior/ project management experience to lead and further develop the Partnerships and Projects function of VONNE.

### We want to hear from you if you have all (or most) of the following:

- Strong project management experience, including proven track record of attracting funding and developing new partnership projects.
- Experience of partnership working and developing and maintaining working relationships with senior figures in other organisations.
- Knowledge of working in or with the VCSE sector.
- An understanding of public policy and in particular how it relates to the VCSE in the North East.
- Proven leadership skills.
- Experience of staff management and supervision.
- Excellent verbal and written communication skills including presentation skills.
- Excellent networking skills and the ability to influence and be persuasive in different settings and within strategic forums.
- Ability to prepare and manage project budgets.
- Excellent IT skills.
- Ability to work on own initiative whilst being a good team player.
- Good time management skills and ability to prioritise activity.
- Ability and willingness to travel around the region and work some unsocial hours.
- Enthusiasm, energy, creativity, and resilience.
- Flexible and responsive.
- Commitment to human rights, equity, and diversity.

## Principle terms and conditions

<b>Job Title</b>	<b>Deputy CEO (Partnerships and Projects)</b>
<b>Responsible to</b>	<b>CEO</b>
Hours worked	We are flexible and are offering this post between 4 - 5 days per week. Usual working hours are Monday to Friday, 9am to 5pm. However, we operate a flexible system to allow for working patterns outside these hours to be accommodated, with agreement, according to need.
Salary	£41,389- £51,751 (pro rata) NJC scale 36-46
Contract	Permanent, subject to a six-month probationary period
Notice	Notice to terminate employment is three months by either side (one week during the probationary period).
Annual leave	The full-time entitlement is 25 days plus Bank Holidays and the period between Christmas and New Year. Annual leave increases to 28 days with annual increments of one day for each full year of continuous service.
Pension	VONNE's pension provider is The People's Pension and VONNE is prepared to make an employer contribution to this or the post holder's personal pension scheme of 5% of salary, provided the staff member makes at least the minimum contribution as per auto-enrolment.
Location	VONNE's office is at 4th Floor, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS. We operate a flexible working environment, and the successful person can do blended working from home or office with agreement from the line manager. The role may also require occasional work at other locations (mainly in the North East) to attend meetings and events.
Expenses	VONNE will pay for travel and subsistence if an employee is requested to travel as part of their role (outside of commuting to work).
Health	VONNE staff are covered by the Simply Health Cash Plan scheme, through which employees can claim for visits to an optician, physiotherapist, chiroprapist, emergency care from the dentist and more.

## **Recruitment timetable**

**Application deadline: Tuesday, 30 August at 10 am**

**Interview Date: Tuesday, 13 September**

We will always endeavour to contact all applicants following shortlisting. However, if you have not heard from us by 12 September then unfortunately your application has not been successful.

# About VONNE

## **VONNE Summary Strategic Plan 2015 - 2022**

VONNE's Vision is that charities, voluntary and community groups and social enterprises make a distinct and sustained contribution to the economic, social and environmental development of the North East of England.

### **VONNE's Mission**

To support the development and sustainability of a strong, effective and well-governed VCSE sector and promote engagement, involvement and collaboration with the sector as a valued partner.

### **VONNE's Values**

- Striving for excellence
- Transparency
- Inclusivity and fairness
- Learning and sharing

### **VONNE's Strategic Aims 2015-2022**

- 1. To be the expert source of knowledge / intelligence on the sector in the North East.**
  - VONNE will provide up to date, high quality information about the VCSE in the North East - Its size, shape, make up, challenges and opportunities.
- 2. To be a source of information to the sector on issues and opportunities that impact on it.**
  - VONNE will provide up to date, high quality information to the sector across a range of media on issues and opportunities that impact on VCSE organisations.
- 3. To raise the North East sector profile and be a leading voice on its behalf.**
  - VONNE will effectively promote the VCSE in the North East to a range of stakeholders.
  - VONNE will contribute to public policy debates on behalf of the sector in the North East and provide input and information on the sector to key stakeholder forums and networks.

- 4. To support external stakeholders to effectively engage and collaborate with the sector.**
  - VONNE will work with external stakeholders to promote positive collaboration, commissioning and engagement of the sector and create a culture of effective partnership working.
  
- 5. To support the Sector to evolve and grow; to be effective, ambitious and to be enterprising. VONNE will:**
  - Maximise funding opportunities for the sector
  - Support and facilitate good governance and skills development to encourage income generation, sustainability and growth
  - Support innovation aimed at strengthening the resilience of the sector
  - Facilitate collaboration of sector organisations in order to maximise opportunities
  - Engage with infrastructure support organisations at regional and sub-regional level to promote information sharing, best practice and collaboration to support the wider sector.
  
- 6. VONNE will be an effective sustainable organisation.**
  - VONNE will be well led, governed and managed. It will provide value for money for funders and we will develop a business model that looks to increase the amount and diversity of income in line with the Vision and Mission of the organisation. We will strive to evidence our impact and be recognised as a quality organisation.

## History

VONNE was established as a registered charity and company limited by guarantee in 1999 during a period when regional bodies were very much the order of the day, and it was recognised that the VCSE needed a voice and representation at every level of decision making. VONNE's region spans 12 unitary authorities, ranging from Berwick in the north to Saltburn in the south, and the Pennines in the west.

Despite the dismantling of almost all of the regional structures since 2010, a large number of sub national arms of Government remain or have developed i.e. Local Enterprise Partnerships, Community Rehabilitation Companies, STPs, and latterly the emerging Combined Authorities. Therefore, VONNE has remained both relevant and much needed.

In 2010, VONNE's core funding came from Capacity Builders and One North East, both of which were abolished. A large number of VONNE's projects were funded by Capacity Builders and DCLG. Trustees took difficult and timely decisions to reduce expenditure in line with income; this included making some staff redundant. VONNE was fortunate and well positioned, and therefore, despite the loss of our previous key core income, we have attracted

and generated new revenue streams that are aligned to our Mission, and have maintained a healthy reserves position.

Over the past 20 years, VONNE has grown in strength and adapted to the new policy environment in which it operates. VONNE is now considered to be an expert on the sector in the North East and is a credible presence.

### **Strategic Planning and Development**

In 2013/14 VONNE Trustees agreed to a strategy of proactively striving to strengthen VONNE's profile and sustainability by investing in development to maximise earned income generation and emerging contracting opportunities.

The new role of Deputy Chief Executive was created in 2014 and initially the role focused on business development and income generation for VONNE. In 2017 we successfully launched a VONNE Membership+ scheme which, in addition to our Jobs Advertising Service, has proved a valuable source of earned income. In recent years we have further developed our services for members to include enhance recruitment support services and Workplace Finder.

In early 2022, after 2 years of significant growth, VONNE undertook an organisational restructure to establish three core teams – Operations, Members Services and Projects and Partnerships. This exercise has enabled us to recruit additional staff and ensure adequate staff capacity across the various functions of the organisation. In recent years we have been successful in developing and securing funding for a number of new multi-year strategic projects. The Projects and Partnership team consists of a number of roles to deliver and coordinate specific projects as well as a Projects & Partnerships Officer. The Health & Wellbeing team also forms part of the Projects and Partnership team but is managed by a Health & Wellbeing Programme Director.

VONNE's profile is high, and our reputation remains solid both within and beyond the North East region. Information to the sector has been of a consistently high standard and VONNE's advocacy work, intelligence and expertise on behalf of the sector continue to be well regarded.