Chief Executive Vacancy – HIVE Portsmouth

Are you a creative, experienced, and entrepreneurial leader with a desire to make a positive difference to the lives of people in Portsmouth?

We are looking for the right person to lead HIVE Portsmouth through its next stage of development. You will need to be a natural collaborator and networker with an existing knowledge of the City, and someone with an understanding and desire to work with the complexities of the Voluntary Community and Social Enterprise (VCSE) sector.

You will also need to be highly adaptable, flexible, and able to work with uncertainty. Working with the Board of Trustees and other partnership members of the senior management team you will ensure that HIVE Portsmouth remains responsive to the needs of the Sector and the City.

If this sounds like you, we would love to hear from you. For an informal discussion about the role, contact: -
Louise Wilders
02394007123 or louise.wilders@hiveportsmouth.org.uk
Julie Hawkins
02394007120 or julie.hawkins@hiveportsmouth.org.uk

To download a full Application Pack, go to our website https://hiveportsmouth.org.uk

Salary £50,000 full time (dependant on experience)

Closing date for applications 12th December 2021
Interviews and assessment process will be held on 11th and 12th January 2022. Please ensure you are available on both days.

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HIVE Portsmouth Chief Executive Vacancy

Thank you for your interest in the CEO role at HIVE Portsmouth. This is an important role for the organisation at an exciting time in its development and a great opportunity for someone who wants to make a real difference to the people of Portsmouth.

If you wish to apply for the role, please make sure you have downloaded the full application pack:

- Background to the post
- The Goals of HIVE Portsmouth
- Organisational structure chart
- Job description and Person Specification

You will need to send us a full CV covering your full employment and education history and a covering letter explaining how you meet the requirements of the role. Please also include 2 referees, one of whom should be your last (or current) employer and let us know whether we can contact these before interview. Please send to julie.hawkins@hiveportsmouth.org.uk

The closing date for applications is 12th December. Interviews and assessment process will be held on 11th and 12 January 2022 so please ensure that you are available on both dates.

We look forward to hearing from you

Yours faithfully

Rev Bob White
Chair of Board of Trustees

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Chief Executive - Role Description

HIVE Portsmouth

The Chief Executive role is a critical role for the next stage in HIVE Portsmouth's development. This role replaces a previous 'Consultant Chief Officer' who was instrumental in the establishment of HIVE Portsmouth and will soon be leaving. The postholder will need to be both strategic and operational, be willing to work flexibly and to adapt their role to the changing needs of the organisation. Please see additional information and organisational structure chart to understand the background to this role.

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HIVE Portsmouth works with individual people, communities, and other organisations to improve wellbeing within the City of Portsmouth.

Accountability

The postholder will work as lead member of the senior management team, leading the operations and development of HIVE Portsmouth, and have line management responsibility for several operational staff. The postholder will attend and report to the HIVE Portsmouth Board of Trustees, with delegated authority for leading and managing HIVE Portsmouth in line with the strategic objectives set by Board and Staff in response to the needs and aspirations of the wide range of stakeholders across the Sector and the City.

Key Responsibilities

Leadership and Management:

- To work closely with the Senior Management Team, Board of Trustees, Staff, Stakeholders and Members to ensure HIVE Portsmouth meets its strategic objectives and is a well-managed and sustainable organisation.
- Develop a Business Plan for HIVE Portsmouth that drives forward the organisation ensuring flexibility, responsiveness, and support to the Sector.
- Report regularly to the Board on opportunities, developments and progress and engage the Board to support and contribute to HIVE Portsmouth developments.
- Establish and support the HIVE Partnership Forum to ensure that HIVE Portsmouth remains responsible to and responsive to the needs of the City.
- Engage wider stakeholders across the City with the work of HIVE Portsmouth, identifying and developing opportunities to achieve and develop HIVE Portsmouth's objectives.
- Line manage and support the work of key operations team members ensuring they have clear accountabilities and access to CPD opportunities.
- Work with staff teams to develop the culture of shared support, communication, creativity, and innovation across the organisation ensuring excellent communication structures and processes across HIVE Portsmouth.
- Ensure that HIVE Portsmouth remains responsive and adaptable to changing demands placed on the Sector

Finance and Sustainability:

- Work closely with partners across HIVE Portsmouth (externally and internally) to identify and pursue opportunities to secure income to achieve objectives and financial sustainability.
- Engage with wider stakeholders including businesses across the City to identify and pursue opportunities to secure resources to support the work of HIVE Portsmouth.
- Ensure a regular flow of grant and funding bids are submitted in support of the Sector in the City and HIVE Portsmouth's sustainability.
- Have clear oversight of and ensure that HIVE Portsmouth has effective financial management in place including budgetary control, infrastructure funding and that HIVE Portsmouth holds appropriate reserves.
- Work closely with the Board and SMT to ensure financial recording and compliance to meet funders and good governance requirements, including the requirements of the charities act.

Operations and Quality:

- Working with SMT and the Board, ensure HIVE Portsmouth meets its corporate governance, and company administration requirements including compliance with legal, ethical, risk management, health & safety, data governance and other regulatory requirements.
- Lead and support HIVE Portsmouth members and staff to evaluate and demonstrate the impact of the social developments supported through HIVE Portsmouth and show how lives of the people of Portsmouth are improved as a result of the work of the Sector.
- Ensure that delivery undertaken through HIVE Portsmouth meets objectives to support the Sector, fill gaps where identified (and cannot be filled by other organisations) and is of high quality.

External Profile:

- Be an ambassador for the Sector across the City and more widely.
- Ensure the HIVE Portsmouth brand is well recognised across the city and is communicated across social media platforms and VCSE network opportunities to ensure as wide a reach as possible across the diversity of the City population.
- Ensure HIVE Portsmouth plays a key role in relevant City-wide development activity through attendance at key meetings and close working with the City Council, and Health and Care Systems.

The postholder must be willing to work flexibly and to adapt the role as the organisation develops, undertaking other duties as required.

Person Specification

Skills and Experience:

- Experience of working in and/or with the VCSE Sector at senior level and an understanding of the governance, funding, legal and social context of the Sector.
- Significant experience of managing individuals and teams at both operational and strategic levels.
- High level people management skills and ability to engage staff, stakeholders, Trustees and Members at all levels and to work with the complexities that brings.
- Experienced and skilled in managing and working within complex organisational structures.
- Ability to work both operationally and strategically and to adapt priorities to meet the needs of the organisation.
- Have experience of and be able to interpret policy and strategy for the benefit of the local community.
- Experience of identifying and taking advantage of development opportunities.

Personal Qualities:

- An excellent communicator who can work with a wide variety of people at all levels and deliver a clear message – persuasive, influential and engaging.
- The ability to build new relationships quickly and to sustain these, building on trust whilst at the same time managing risks and expectations, and ensuring that all parties remain simultaneously ambitious and realistic.
- Adaptable, flexible and someone who can work both strategically and to 'roll their sleeves up' and operate operationally as needed.
- Someone who cares deeply about the needs of the people of Portsmouth and about the VCSE Sector.
- Someone with a commitment to the charitable objects of HIVE Portsmouth.
- Trustworthy and able to respect confidentiality.
- A professional reputation for integrity.
- Someone with the personal resilience to be able to work with uncertainty, to cope with setbacks and to continually strive for change and development.

Knowledge:

- An existing network of people and organisations across the City of Portsmouth.
- Good knowledge of Charity and Company Governance and legal requirements
- Knowledge of potential income sources and ways to generate income.
- An understanding of the role of the Board of Trustees and the ability to work constructively with the Board and in particularly the Chair.

Background to HIVE Portsmouth

HIVE Portsmouth was founded in December 2018 by a group comprising of representatives from the voluntary and community sectors and senior managers from the local authority and NHS.

The group were, and still are, passionate about Portsmouth and all that it can give, in particular the impact that the amazing voluntary sector and community groups make in this city and to this end, both staff teams and Trustees work to ensure that the voice of the sector is heard and that opportunities where the community and/or voluntary sector are best placed to support are understood. Being acutely aware of the needs of the people of Portsmouth, the group have evolved HIVE Portsmouth into an organisation that helps to facilitate connections between those needing support and those providing it, whilst ensuring a vibrant and resilient VCSE through strengthened partnership working, innovation and social enterprise development.

Alongside the development of HIVE Portsmouth initially as a Limited Company and subsequently as a Registered Charity, strategic partnership agreements were secured with Portsmouth City Council, a collaborative of Portsmouth Health Services and the University of Portsmouth. The original group all continue to have a leadership role within HIVE Portsmouth either as members of the Board of Trustees, or the Senior Management Team (SMT) . The team are all either employed directly by HIVE Portsmouth or by Portsmouth City Council and the SMT reflect this with one manager employed directly by PCC.

Set-up funding was originally secured funding from PCC and NHS Portsmouth CCG to support the establishment of HIVE Portsmouth and to fund the positions on a time limited basis to improve wellbeing within the City and to offer alternative choices to people other than statutory care. The Covid-19 pandemic obviously delayed planned work, but HIVE Portsmouth led the community response during the pandemic, which significantly raised the profile of both the charity and the broader VCSE.

Moving forward the Board has revitalised the goals and purpose to resume strategic planning and development, ensuring that HIVE Portsmouth remains innovative, relevant and focused on priority areas, attached for your reference.

This role has come about following the decision by the current Chief Officer (Part Time Consultant) to leave. She has been instrumental in the development and thinking behind HIVE Portsmouth and in its successful establishment to date, working very closely with the Strategic and Executive Adviser and the Liaison Lead.

This is a key time for the development of HIVE Portsmouth. The Board is currently in the process of reviewing how it works to improve effectiveness; the Goals of the organisation have recently been reviewed by the staff and Board; and the organisation is focussing on its core mission, having spent significant time and energy supporting efforts across the city relating to the pandemic response. The new CEO will need to be someone who can work flexibly, understand the needs and networks across the city, and be willing to work as a lead member of the Senior Management Team recognising the critical role of the whole team in leading and developing the organisation. The Board anticipate that the CEO role will need to change and develop, moving between strategic and operational management and leadership as needed. This is an exciting role for anyone with the passion, energy, expertise, and belief in the goals of HIVE Portsmouth to help to take this work forward at this critical time.

HIVE Portsmouth has 11 Trustees, with an elected Chair.
Chair:- Fr Bob White
Trustees (listed by appointment) Carole Damper, Rev'd Nick Ralph, Nicola Youern, Sandy Bramley, Emma Woolard, Rory Massey, Mark Scarborough, Cath Longhurst, Carole Phillips, Jafor Ahmed.
The full Articles of Association can be found on the filing at Companies House.

The Senior Management Team (SMT) work alongside each other with lead responsibilities in nominated areas, and report to the Board. The SMT comprises:-
Louise Wilders – Part Time (Consultant) Chief Officer (outgoing)
Julie Hawkins – Part Time (Consultant) Strategic and Executive Adviser (currently funded by NHS Portsmouth CCG until March 2023)
Catherine Ramsay – Liaison Lead with PCC (permanent position)

HIVE PORTSMOUTH

SEPTEMBER 2021

GOALS & OPERATING PRINCIPLES

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1. HIVE PORTSMOUTH - REVISED GOALS

Goal 1:
We work as a co-operative of people and organisations to improve the health and well-being of the people of Portsmouth

Goal 2:
We work with individuals, voluntary & community organisations and social enterprises to support and develop this sector within the city

Goal 3:
We enable and support social action on the issues that face people in Portsmouth

Goal 4:
We work innovatively to respond to changes so that people have flexibility and choices about activities & services in their city

2. WHAT IS HIVE PORTSMOUTH'S PURPOSE?

- **HIVE Portsmouth is a facilitator** of access to resources (funding, contracts, grants) and infrastructure (office space, key office functions, support on specialist subjects such as governance, accounts)
- **HIVE Portsmouth is a partner** with other organisations in the development, bidding for and delivery of services
- **HIVE Portsmouth is an initiator,** understanding where needs require a solution, starting projects then handing over to a partner organisation to maintain delivery
- **HIVE Portsmouth is a point of contact** for people, able to offer early help & information as well as volunteer support in a way that considers the whole range of issues a person is managing
- **HIVE Portsmouth is a co-ordinator,** spotting needs and gaps and working with other organisations or individuals to enable them to respond and meet the gap
- **HIVE Portsmouth is a delivery organisation,** developing, bidding for and delivering services for residents & other organisations where there are gaps in current provision and in line with its principles for provision

3. PRINCIPLES FOR DELIVERY OF SERVICES

HIVE Portsmouth will only consider directly providing services in line with the following principles:

i. There is a clearly identified need for a particular type of provision or service for people in the city and no other means have been identified to meet this.

ii. It helps HIVE Portsmouth to meet its strategic goals and priorities and, in particular, builds the sustainability of the VCSE and social enterprise sector in the city.

iii. There are no other organisations or individuals currently delivering – or seeking funding to deliver - these services and thus HIVE Portsmouth will not be in direct competition with another VCSE organisation or individual.

iv. HIVE Portsmouth's involvement is not solely based on opportunistic availability of funding or contracts that are not aligned to HIVE Portsmouth's Goals and purpose.

v. Where a VCSE organisation or organisations are at risk of failure, HIVE Portsmouth will consider partnering with these services to maintain delivery until a longer term solution is in place.

vi. HIVE Portsmouth will always provide any direct services for a defined time limit, aiming to rebuild and refocus any provision in order to hand over these services to other organisations for long term sustainability.

vii. HIVE Portsmouth will always work in partnership and will enter into direct provision of services in partnership with other organisations from the sector – where there are no VCSE organisations or social enterprises with the capacity to partner, HIVE Portsmouth will work with the wider sector to develop this capacity and collaboration.

viii. Where an organisation's representative is a member of the HIVE Portsmouth Board (or any sub-groups), their home organisation will not benefit from working with HIVE Portsmouth any more or less than any non-Board member organisation.

ix. HIVE Portsmouth will communicate to the VCSE & social enterprise sector when HIVE Portsmouh is considering provision of services, in order to invite partners and collaboration.

HIVE

PCC

HIVE portsmouth

Hive Portsmouth Board of Trustees
Chairperson - Father Bob White

Business Development and Projects Manager

- Voluntary Sector Partnership Manager
- HIVE Helpdesk X 2
- Volunteeering Development officer
- Voluntary and Community Engagement officer

Consultant Chief Officer

- IT and Digital Consultant
- Community Development officer
- Sector (Social Enterprise) Development Officer
  - ESF Skills Advisor
- Voluntary and Community Sector Development Officer
- Marketing and Communication
- PPV Manager
  - PPV Admin Assistant
- Dynamite Manager
  - ND Pathway Worker

Strategic and Executive Adviser

- Operations Officer (Governance, SMT and Trustee Support)
- Bid Writer and Grant Co-ordinator