



Executive Officer

An exciting opportunity has arisen to join Civic Voice, the national charity for the civic movement whose vision is to live somewhere they can be proud of. We are governed by a Board of volunteer Trustees who represent the hundreds of civic societies in England whose interest span everything from blue plaques to building design but whose common goal is to promote civic pride.

Working remotely but in close liaison with the Board of Trustees and member organisations, you will co-ordinate the work of the organisation. You will support our membership by communicating our work to a wider audience and advocating its value and identifying opportunities to fund our work into the future.

Salary £42,500

Closing date for applications: 17 January 2025

Job Description

- **Membership Development and events**
 - Organising events to support the membership of Civic Voice including events such as Membership Mondays and “In Conversation”
 - Leading the organisation of an annual convention to bring together members and stakeholders and any other national events we may organise from time to time
 - Overseeing member recruitment and retention

- **Communications and Media**
 - Responsibility for the maintenance and updating of the organisation’s website
 - Responsibility for providing contents for the organisation’s social media accounts
 - Drafting press releases promoting the work of Civic Voice to a wider audience
 - Putting together regular email bulletins to the membership representing the work of Civic Voice, the wider membership and other organisations of interest to the movement

- **Policy and advocacy**
 - Identifying issues of interest to the Civic movement and planning events and communications to ensure that the movement’s voice is heard
 - Overall responsibility for establishing and supporting the All Party Parliamentary Group (APPG) on Civic Societies
 - Developing policy positions on issues of key importance to the Civic movement

- **Fundraising**
 - Identifying potential funding opportunities flowing from the work of Civic Voice and liaising with the fundraising group to develop credible bids to secure the long term sustainability of the organisation

- **Supporting the Board in fulfilling the organisation’s statutory and financial responsibilities including:**
 - Providing practical support to the Board of Trustees and any other of its sub-committees that it may decide to establish
 - Submitting an annual return to the Charity Commission and Companies house
 - Advising on matters relating to the Civic Voice Constitution including arrangements for the Annual General Meeting
 - Liaising with the appointed accountants to manage the annual examination of accounts
 - Line management of staff, volunteers or other consultants who may be appointed to support your work
 - Responsibility for recording day to day financial transactions within the organisation

- **Any other duties as may be required by the Board**

Person Specification

Essential

- A commitment to the values of Civic Voice and the civic movement
- Strong written and oral communication skills
- Experience of delivering events (either and/or online and in person)
- A degree level qualification or equivalent experience
- Willingness to travel frequently within England
- Working knowledge of standard Microsoft office software and willingness to learn how to use other bespoke software as used by Civic Voice

Desirable

- Some familiarity with the funding landscape within with Civic Voice operates
- Experience in advocating for a particular outcome and influencing decision-makers
- Basic financial management skills
- Previous experience working with projects focusing on heritage or the built environment or town planning
- Experience working with volunteers and/or volunteer networks

How to apply

You should submit an application by email to by the closing date of 15th January 2025

Your application should comprise a CV together with a statement (maximum 2 sides of A4) in which you will demonstrate how you meet the requirements for the role

We anticipate that interviews will be held in person during the week beginning 27th January and may include an exercise which we may ask you to prepare in advance.

We will acknowledge receipt of all applications for the role but regret that we cannot provide feedback on each application received. If you have not had a response two weeks after the closing date, you should assume that your application has been unsuccessful.

Terms and conditions

The role is to be undertaken remotely, but you will be required to meet in person with key people from the organisation from time to time. Given that the work involves outreach, some travel to events and meetings across England will be required. The civic movement is largely voluntary and often meets outside of working hours. Some evening and weekend work may therefore be required for which time off in lieu will be offered.

The salary is £42,500, plus a contributory pension scheme and 25 days leave excluding bank holidays and the period between Christmas and new year. Although the job is full time, we may consider a near full time (at least 80% FTE) appointment, or a job share for the right candidate or candidates.

The post will be subject to a six month probationary period and a notice period of three months.