



Consortium of Voluntary Adoption Agencies

Chief Executive Officer

Application Pack

June 2018

Chief Executive Officer

About CVAA

CVAA is a UK-wide collective of organisations that aims to increase excellence in the adoption system. We work flexibly and collaboratively, maximising our influence by ensuring our work is evidence-based and enriched by understanding of data and practice. We are independent of any individual provider, and in a competitive market we provide a co-operative forum for drawing together the best of the adoption system's intelligence, expertise and innovation.

Our charitable objectives are to:

- Develop standards of excellence in practice and management throughout the voluntary adoption sector;
- Promote cooperation between voluntary and statutory sectors in the adoption system and reduce barriers to interagency placements;
- Influence policy and practice in the wider adoption system at local, regional and national levels.

Our work and our context

CVAA has a small team but an increasing reputation and public profile as an organisation providing innovation and leadership in the field of children's social care. Over the past three years we have managed millions of pounds of Government funding, led practice-sharing across the country, developed our services to our members and influenced the development of adoption policy and funding.

We have over 30 members across the UK – in England, Scotland, Wales and Northern Ireland. Together, they make up around 25% of the adoption system: training and approving adopters to place children, providing support and other specialist services to families, and developing practice innovations to make the system work better for children. 95% of our members are rated good or outstanding by Ofsted.

The adoption landscape is challenging. Government-led structural reform in England and Wales is having a significant impact. The voluntary adoption sector is changing and adapting to continue to play its vital role. Public, professional and media discourse around adoption can be difficult; and the system is suffering from a shortage of adopters. There are big policy and practice challenges ahead – for example, the future of the adoption support fund and changing expectations about post-adoption contact. Within all of this – the contribution of the voluntary sector is vital, as is the role that CVAA will play.

Using the expertise of our members who deliver critical front-line services, and who best understand what makes a difference to children and families, is what makes our policy work strong. As one of the leading partners in the national Adoption and Special Guardianship Leadership Board, we have delivered data and policy support services under a grant agreement from the Department for Education for around two years and we are continuing with that role during 2018-19.

Our new Chief Executive Officer

We are looking for a dynamic, committed and knowledgeable self-starter to share our passion for children and the sector. Someone who will provide leadership to CVAA and, in partnership with the Board of Trustees, be responsible for the continued profile and success of CVAA. Someone who will bring their own ideas for the next phase of development of CVAA and adoption in the UK.

During 2018-19 we plan to continue to lobby and influence policy-making and make the case for adoption; to develop our focus on sector learning and excellence; to explore what more the voluntary adoption sector should do collectively to increase our impact; and to continue to support the Adoption and Special Guardianship Leadership Board and develop our capacity for data analysis.

This is a rewarding and challenging role at the heart of the charity sector and children's social care system. It offers immense job satisfaction through the potential to make a real difference to children and families. If you think you are the person to take CVAA on the next stage of our journey, then we look forward to receiving your application.

Ray Shostak, CBE
Chair of Trustees

CEO Job Description

Job Title:	Chief Executive Officer
Responsible to:	Chair and Board of Trustees
Place of work:	Flexible with regular travel
Hours of work:	Full-time
Salary:	Circa 75K (more may be available for exceptional candidates)
Benefits:	Annual leave 30 days plus bank holidays Pension with employer's contribution up to 7%

CVAA is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The recruitment procedure includes DBS checks and overseas checks (where applicable). Please note prospective employees will need to evidence they have the relevant permission to work in the UK. We are unable to provide sponsorship

Purpose of post

- To lead and manage CVAA on a daily basis;
- To advise the Board on the strategic direction of CVAA and implement Board decisions;
- To promote the charitable objectives of CVAA.

Job description

- To provide an excellent and continuously improving membership service to members of CVAA supporting them to deliver high-quality services to children and families and sustain and develop their businesses;
- To develop CVAA for the long-term future – so it can continue to provide a support and leadership role to voluntary adoption organisations sustainably for the benefit of children and families in a new environment;
- To influence government and other system leaders to develop policy and regulation that helps voluntary adoption agencies develop and deliver excellent services;
- To manage CVAA in a way that is focused on strategic priorities and accountable to the Board and members;
- To manage resources – people and financial – robustly, sensitively and well;
- To raise the profile of the work that CVAA does and the cause that CVAA serves;
- To deliver against our grant agreement with the Department for Education for policy support, secretariat and data service to the Adoption and Special Guardianship Leadership Board and its Chair.

Person Specification

Educated to degree level or above	Essential
Excellent interpersonal, verbal and written communications skills	Essential
Self-sufficient, innovative and flexible in responding to challenges	Essential
Proven track record in building partnerships, collaboration and new relationships	Essential
Change management and stakeholder engagement skills	Essential
Evidence of strategy and policy-making skills	Essential
Numerate and confident with data	Essential
Experienced in management, planning and financial oversight (including staff management)	Essential
Knowledge and understanding of the adoption sector and experience of working within the broad framework of services for looked after children	Desirable
Business development experience	Desirable

To apply

Please provide a CV and two-page covering letter of application explaining why you believe you are the right person for this role and giving details of your current salary.

If you would like to discuss the role with the CEO or Chair of the Trustees before submitting an application please contact Sam Ward by email to arrange a time for a conversation.

Please return, along with the attached equal opportunities monitoring form, to:

By post: Sam Ward, PACT, 7 Southern Court, South Street, Reading, RG1 4QS

By e-mail: sam.ward@pactcharity.org

Closing date for applications: noon, 13th July 2018

Interviews: shortlisting telephone interviews 18th-24th July 2018; final panel interview
2nd August 2018

EQUAL OPPORTUNITIES MONITORING FORM



Consortium of Voluntary Adoption Agencies

CVAA is an Equal Opportunities employer and is committed to ensuring equality of opportunity to all those who have contact with the organisation. To help ensure that our Equal Opportunities Policy is working effectively, we would be grateful if you could complete this form. The information on this page will only be used for statistical monitoring and will not affect the pre-selection of candidates. It will be detached prior to screening and selection for interview.

DATE OF BIRTH: **GENDER:** MALE FEMALE

ETHNIC ORIGIN: (please tick)

<p>White:</p> <p><input type="checkbox"/> White British</p> <p><input type="checkbox"/> White Irish</p> <p><input type="checkbox"/> Other white background</p> <p>Mixed:</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Other mixed background</p>	<p><input type="checkbox"/></p>	<p>Asian or Asian British:</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Other Asian background</p> <p>Black or Black British:</p> <p><input type="checkbox"/> Black Caribbean</p> <p><input type="checkbox"/> Black African</p> <p><input type="checkbox"/> Other black background</p> <p>Chinese or other ethnic group:</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Other ethnic background</p>	<p><input type="checkbox"/></p>
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DISABILITY:

The Disability Discrimination Act seeks to protect the employment rights of people with disabilities. The Act defines a disability as any physical or mental impairment, which has a substantial or long term adverse effect on the ability to carry out normal day to day activities. Please indicate below:

<p><input type="checkbox"/> No known disability</p> <p><input type="checkbox"/> Specific learning disability (such as dyslexia or dyspraxia)</p> <p><input type="checkbox"/> General learning disability (such as Down's syndrome)</p> <p><input type="checkbox"/> Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)</p> <p><input type="checkbox"/> Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, epilepsy)</p>	<p><input type="checkbox"/> Mental health condition (such as depression or schizophrenia)</p> <p><input type="checkbox"/> Deaf or serious hearing impairment</p> <p><input type="checkbox"/> Blind or serious visual impairment</p> <p><input type="checkbox"/> Physical impairment or mobility issue (such as difficulty using arms, using a wheelchair or crutches)</p> <p><input type="checkbox"/> Other type of disability</p> <p><input type="checkbox"/> Prefer not to say</p>
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How did you find out about this post?

<p><input type="checkbox"/> Guardian</p> <p><input type="checkbox"/> Community Care</p> <p><input type="checkbox"/> Personal recommendation</p> <p><input type="checkbox"/> Local Newspaper – please specify:</p>	<p><input type="checkbox"/> Job Centre</p> <p><input type="checkbox"/> Internal advert</p> <p><input type="checkbox"/> CVAA website</p> <p><input type="checkbox"/> Other website – please specify:</p>
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Do you have any previous association with this Organisation? Yes No

If Yes, in what capacity?

Data Protection

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Organisation to process the data supplied on this form for the purpose of monitoring its Equal Opportunities Policy, and for statistical purposes.