

WOMEN IN THE FIRE SERVICE UK

Women in the Fire Service UK is an organisation which provides its members with access to support, guidance, training and personal development, promoting equality and diversity helping women achieving their full potential within the Fire Service.

Job title:

Chair

Purpose of Job:

To direct and lead the National Executive Committee to promote awareness nationally of the WFS to its available membership, through forums, campaigns, marketing activity, conference and all other channels to the existing and potential membership.

To act as the highest level of authority in decision making and take responsibility for achievement of the business plan objectives and commercial viability.

To ensure the WFS complies with its legal, corporate, statutory and fiscal responsibilities and to accept responsibility of the same.

To ensure that equality of opportunity and fairness is embedded throughout all Network activities, external and internal relationships, in accordance with legislation.

Key performance areas:

- Driving the business and representing the Network at national and local events
- Decision making in future plans, priorities and business objectives
- Networking with other associated organisations and creating useful partnerships
- Providing direction to Executive Committee members and line manage employees
- Business activity and reporting on outcomes
- Strategic business planning
- Attending events and forums for the necessary promotion of the Network business

Key Relationships/Partnerships:

- Home Officer
- National Fire Chiefs Council
- Fire Service College
- FBU
- RFU
- UNISON
- Prospect
- Equalities Board – what is this called now?
- NEC and employees
- Membership

Main duties and responsibilities:

Leading National Executive Committee meetings and promoting the Network;

- Managing and liaising with business partners in the promotion of the Network to broaden the activities and benefits of the Network to its members;
- Attending practitioners' forums and events;
- Line Management of designated employees, including time and absence management; performance and conduct management;
- Business efficacy;
- Channelling information and building on relationships;
- Accountability to ensure the statutory, corporate and legal obligations of the business are met;
- To liaise with each Honorary member in the performance of their remit providing advice and taking final executive decisions where necessary;
- Business Reports and presentation
- Budgeting and accountability
- Financial control

Personal work plan to achieve objectives:

- Planning, performance and delivery of the business plan and future strategy;
- Planning and prioritising progress reports to Honorary Officers and Members providing direction where necessary;
- Dealing and responding to relevant correspondence and/or delegating to others where applicable;
- Planning to meet deadlines;
- Planned time management for attendance at public and internal events;
- Delegation to Honorary Officers and staff where applicable;

PERSON SPECIFICATION

Essential

- Experience of working within FRS at management level;
- Leadership qualities;
- Experience of high visibility public speaking to wide range of audiences; presentations; chairing meetings;
- Excellent command of English and good written communication skills;
- Business acumen: understanding of business planning, project planning, budget planning and financial reporting;
- Ability to lead a team and promote good employee relations;
- Understanding of marketing and promotion;
- High standard of personal presentation;
- Interpersonal skills;
- Line management experience;
- Negotiating and influencing skills

Desirable

- Good IT skills
- Line management experience
- Partnership working experience

HEALTH & SAFETY: All employees have a responsibility for their own health & safety and that of others while undertaking their duties and a general duty to assist the Company in complying with its health & safety obligations.