

## 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:** Vice Chair

**Purpose of Job:** Responsible for governance, compilation and implementation of all Policies created for and by the NEC; to ensure business continuity and legal compliance.

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

To deputise in the absence of the NEC Chair

### Key performance areas:

- Ensuring that all policies within the Network are consistent and fit for purpose;
- Ensuring that NEC are guided, advised and consulted with on current and future policy requirements;
- Reporting to Chair and NEC on issues of compliance;
- Considering Business Risk Assessment, Evaluating and Advising and advising NEC of such risks;
- Ensuring that any action or direction received from NEC on policy is communicated and carried out;
- Attending events and forums for the necessary promotion of the WFS business;
- Channelling information and building on internal and external relationships;

### Key Relationships/Partnerships:

- WFS Chair, NEC and employees
- Membership
- FBU/RFU/UNISON/PROSPECT
- HSE
- Business Governance, Legal and Administration Providers

### Main duties and responsibilities:

- Reviewing and updating current policies;
- Reviewing and agreeing annual accounts;
- Environmental scanning and reporting back;
- Supporting WFS in national and local events planning;
- Networking with other associated organisations and creating useful partnerships;
- Promoting the benefits of the WFS to partners and stakeholders;
- To assist the Chair wherever required in WFS activity and promotion;
- To attend or chair meetings on behalf of the WFS Chair when required;

## **Personal work plan to achieve objectives:**

- Assisting Chair and NEC in the planning, performance and delivery of the business plan and future strategy;
- Planning to meet deadlines;
- Planned time management for attendance at public and internal events;

## **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.