

Deputy Director

Job description – Spring 2026



Responsible to:	Director of HVA
Location:	Jackson Hall, Portland Place, Hastings, TN34 1QN
Hours:	30 hours per week
Salary:	Starting at NJC new scale point 32 (currently £42,839 for a full-time role), rising to scale point 35 (subject to performance). The starting salary is for a 30 hour week is £34,734.
Duration:	Permanent contract (subject to funding and performance).
Holidays:	27 days plus bank holidays (pro rata)
Pensions:	HVA will match up to 7% of salary in a NEST pension scheme.

About Hastings Voluntary Action

"HVA is knowledgeable, in touch with the sector, a listening organisation and supportive... The leadership and representation role of HVA is very strong. They are well respected and trusted by both voluntary and statutory organisations" - NAVCA Quality Assessment Report for LIQA accreditation 2024

Hastings Voluntary Action is a well-regarded, LIQA accredited, infrastructure organisation for the VCSE in Hastings and St Leonards. We combine core infrastructure support to local organisations (including an independent examination and payroll service) with the management of projects or programmes in areas as diverse as IAG/support for asylum seekers and refugees, men's health, community ownership or management of green spaces, cancer support (in partnership with Macmillan Cancer Support), a food partnership, support to the age friendly community process, and social leadership (in conjunction with Clore Social).

HVA facilitates the Hastings Community Network providing representation of the sector on key strategic bodies and a range of networking opportunities (both themed and "open mic") to enable local organisations to contribute learn and collaborate.

We are an organisation that bases our infrastructure services on principles of community development which maximise local assets, develop collaborative outlooks/practice and contribute to genuine cross sector collaboration to achieve strategic gains for local people.

Overall Purpose of Job

As Deputy Director, you will play a key role in supporting the Director in delivering HVA's strategic goals and ensuring that the organisation strengthens, supports and champions the voluntary and community sector. You will oversee a range of operational functions, contribute to the leadership of our staff team, and act as a key representative of HVA in relevant local, regional, and national networks.

Key responsibilities include:

- Supporting the Director in leading the organisation and overseeing the strategic direction within the general framework of the HVA strategic plan
- Developing and maintaining strong relationships with stakeholders, including funders, local authorities, partner organisations, and volunteers
- Leading on the day-to-day management of HVA's operations, including communications and marketing, finance, data and information management and administrative systems
- Providing leadership and support to key members of a diverse and talented staff team (see organisation diagram)
- Ensuring the organisation's long-term sustainability through fundraising, financial management, and developing new income streams
- Representing HVA at external meetings, conferences, and in media engagements
- Organising the delivery of HVA's annual conference/AGM to present our work and achievements and celebrate the role of the VCSE sector in Hastings
- Contributing to the development of policies, procedures, and new initiatives to further the mission of HVA
- Chair HVA's fortnightly team meetings and facilitate other workshop style events to obtain views perspectives and feedback
- Deputise for the Director as required

Collective Responsibilities as a Senior Leader

- As a member of the Senior Leadership Team, work collaboratively towards a cohesive, and effective planned approach to realising our organisation goals.
- Work alongside our Board of Trustees, including attending board meetings as required, providing trustees with information, training and support to ensure they can appropriately fulfil their statutory duties and continue to support our charity most effectively in achieving our collective ambitions and priorities.
- Support our LIQA accredited status by ensuring our charity aspires to the highest standards and ethos of continuous improvement across all we do.

General

1. Work collaboratively as part of HVA's staff team towards the aims and objectives of the organisation as a whole and assist in the absence of other members of staff.
2. Carry out responsibilities and duties within the framework of HVA's policies, including HVA's Equal Opportunities and HVA's Health and Safety Policy.
3. Undertake any other duties as required which are in line with the post.

Personal Specification

We are seeking to recruit a Deputy Director who will:

- Have knowledge of not-for-profit organisations experience of partnership working and a passion for the diversity and dynamism of the VCSE sector
- Demonstrate attention to detail combined with an ability to think strategically
- Be a skilled and effective communicator with diverse stakeholders
- Bring to the table a clear, consistent and creative management style to maximise the impact of people, resources and projects
- Demonstrate a proven ability to represent the organisation and the VCSE sector in a clear transparent and accountable way
- Develop and implement policies which comply with both our legal obligations and good organisational practice
- To oversee HVA's operational services and maintain a pattern of reporting which can assemble monitoring and impact information to meet the needs of our funders, stakeholders and trustees.
- To ensure HVA's communications are creative, impactful and timely.

Other Requirements

- Willingness to travel in the Hastings area and occasionally across East Sussex
- Occasional evening and weekend work may be required
- Willingness to undertake further relevant learning and professional development