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**CHIEF EXECUTIVE OFFICER**

**JOB DESCRIPTION**

**Salary level**

£38,000 to£40,000 per annum.

Depending on Experience

Relocation package up to £2000

**Status**

Full-time permanent appointment

37.5 hour week

**Relationships and accountability**

The CEO is accountable to theFAGCC Chair and Board and has line responsibility for FAGCC staff.

**Location**

FAGCC based in Fort Augustus. Inverness-shire

**Organisation profile**

Fort Augustus & Glenmoriston Community Company was founded in 2007 and is a membership body that represents the two communities of Fort Augustus & Invermoriston. We were created to receive the large amounts of community benefit given to the community from wind farms and hydro schemes. We mainly distribute grant monies to community groups and currently run the following projects for the community – Apprenticeship scheme (15 to date), Building a new medical centre £1million project, Community Caretakers looking after the villages (5 staff), Village Hall Fort Augustus, Social Landlord (3 bedroom flat), Purchased 19 acres of community land and woodland. (Future development of 12 houses, workshops and amenity land)

FAGCC is mostly funded through grants from Wind Farms & Hydro Schemes but also requires to generate additional income through fundraising and income generating activities.

For further information visit [www.communitycompany.co.uk](http://www.communitycompany.co.uk)

**Main purpose of the job**

You will be responsible for the overall leadership and management of the organisation, including its financial viability together with initiating and developing constructive and creative relationships with FAGCC members, funders, partners, and stakeholders.

**Main duties and responsibilities**

1. Ensuring robust management of a highly motivated team through outstanding leadership.
2. Working with the Board to implement the organisational strategy, policy and efficient procedures to ensure the organisation delivers its obligations to its members and funders.
3. Development and delivery of robust business plans and fundraising activity to ensure income is continually secured to deliver the organisation objectives.
4. Provision of a sound governance, risk management and financial management framework.
5. Leading the organisation and 3rd sector in delivering large community projects.
6. **Ensuring robust management of a highly motivated team through outstanding leadership**

* Line manage and supervise FAGCC staff, including the holding of regular one to one and staff meetings.
* Provide staff with training and professional development opportunities to maximise their effectiveness in delivering the FAGCC strategy.
* Ensure that all staff members receive regular reviews and appraisals.
* Provide presence and communicate FAGCC strategies, policies and procedures as agreed by the Board to all staff.
* Oversee the management of HR information systems such as attendance management, staff records, etc.
* Oversee recruitment and selection processes as they arise, including contracts, drafting job descriptions and personal specifications, interview and induction processes.
* Set a positive, honest and enthusiastic tone and working environment.
* Effectively lead FAGCC staff to work cohesively to achieve desired outcomes.

1. **Working with the Board to implement the organisational strategy, policy and efficient procedures to ensure the organisation delivers its obligations to its members and funders.**

* Review and develop FAGCC policies, procedures and practices in line with legislation and best practice.
* Develop annual operational plans informed by the strategic plan.
* Manage FAGCC programmes and contracts to meet outcomes as agreed with clients/funders.
* Ensure all projects are managed effectively and that membership support is provided to the optimum level given the resources available.
* Ensure that key FAGCC events such as its AGM, community events, fundraising events are efficiently and effectively managed and delivered within budget.
* Set and monitor the annual budget.

1. **Development and delivery of robust business plans and fundraising activity to ensure income is continually secured to deliver the organisation objectives**

* Agree annual income targets with the Board and develop and deliver a robust business plan that secures income to meet the targets and achieves the organisational objectives.
* Write high quality funding applications and tender responses to achieve the business plan and develop the organisation’s income.
* Maximise the opportunities for raising funds from corporate sponsors.
* Ensure that the FAGCC message is clear and coherent and delivered through appropriate conduits: print, social media, website, events, and advertising.
* Work with the community to deliver the grant programme of the company.
* Grow the FAGCC membership.

1. **Provision of a sound governance, risk management and financial management framework.**

* Deliver regular, relevant and timely communication with Board members, providing efficient administration with respect to calling meetings and circulating board papers and supporting information.
* Provide the FAGCC Board with timely and accurate management information to enable it to make informed strategic decisions.
* Ensure that FAGCC complies with legal and statutory requirements such as Company and Charity Law, General Data Protection Regulation, employment law, health and safety requirements.
* Create, maintain and review the risk register.
* Ensure that IT (information technology), IS (information systems) and IM (information management) are fit for purpose, efficient and effective.
* Manage our IT consultants to ensure that they meet FAGCC requirements.
* Deliver sound financial management through robust financial systems to deliver management information, financial reports, invoicing and payroll functions.
* Monitor, evaluate and allocate resources – staffing and funding, to optimise effectiveness.

1. **Leading the organisation and 3rd sector in delivering large community projects**

* Representing FAGCC at key forums and events where appropriate
* Monitoring the political, social, and economic climate in order to identify opportunities and/or threats to FAGCC & Community Projects.
* Building and maintaining relationships with funders and stakeholder organisations such as SSE, Falck Renewables, the Scottish Government, local authority, HIE.
* Working with the community to deliver the community action plan (CAP) by supporting community organisations to apply for grants from FAGCC and other funders. The CAP can be viewed on the website [www.communitycompany.co.uk](http://www.communitycompany.co.uk)

**PERSON SPECIFICATION – Key criteria**

The successful candidate must be able to demonstrate the essential criteria below through their application or at interview, as indicated. Desirable criteria will be used primarily to distinguish between two evenly matched candidates.

|  |  |  |
| --- | --- | --- |
| Criteria | Essential/  Desirable | Tested at  Application or  Interview |
| **Qualifications** |  |  |
| Educated to degree level or equivalent | Essential | Application |
|  |  |  |
| **Skills** |  |  |
| Excellent project management skills | Essential | Application/interview |
| Excellent IT skills | Desirable | Application/interview |
| Strong communication skills and ability to communicate with a broad range of people | Essential | Application/interview |
| Strong interpersonal skills enabling building and maintaining relationships with key stakeholders | Essential | Application/interview |
| Confident to give direction and inspire others to use their creativity | Essential | Application/interview |
|  |  |  |
| **Experience** |  |  |
| Significant experience of business planning and successfully securing funding from different sources | Essential | Application/interview |
| Knowledge and understanding of working with community & local groups | Essential | Application/interview |
| Experience of leading change within an organisational setting | Essential | Application/interview |
| Experience of reporting to and working with a board of management | Desirable | Application/interview |
| A strong track record of delivering for clients and funders at a senior level | Essential | Application/interview |
| Considerable experience of developing partnerships and working in collaboration | Essential | Application/interview |
| Experience of managing and motivating teams and leading staff development | Essential | Application/interview |
| Financially literate with experience of managing significant budgets | Essential | Application/interview |
| Experience of coaching staff to empower them within their role | Essential | Application/interview |
|  |  |  |
| **Personal** |  |  |
| A team player | Essential | Application/interview |
| Inspired to lead by example and motivate the team to deliver | Essential | Application/interview |
| Commitment to setting a positive and enthusiastic tone throughout the organisation | Essential | Application/interview |

**Additional information**

The post holder will from time-to-time be required to work outside the normal working hours – either as flexible hours or Time off in Lieu (TOIL).

The post-holder is entitled to 35 days paid holiday per annum and includes public holidays.

The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility, with any changes being undertaken in agreement with the post holder.

Fort Augustus & Glenmoriston Community Company is a registered Scottish Charity

No: SC 038513

A Scottish Registered Company: Registered Office: 28 Queensgate, Inverness,

No: SC 327824