



*Promoting, Supporting and Developing
West Lothian's Voluntary Sector*

Voluntary Sector Gateway West Lothian

Chief Executive Officer Candidate Information

21 January 2019

VOLUNTARY SECTOR GATEWAY WEST LOTHIAN

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Company Limited by Guarantee SC 244154



21 January 2019

Dear Applicant

Post of Chief Executive Officer

Thank you for your interest in the post of Chief Executive Officer with our organisation.

Voluntary Sector Gateway West Lothian was formed in 2009 by the amalgamation of Voluntary Action West Lothian and the Volunteer Centre to become the Third Sector Interface for West Lothian and its Community Planning Partnership.

Voluntary Sector Gateway West Lothian (Gateway) supports, develops and represents the third sector, social enterprises and volunteering across West Lothian. The development and involvement of the wider third sector, social enterprise and volunteering together with influencing and contributing to public policy will form part of the development of our exciting and challenging future plans.

There has been a recent Scottish Government review of the Third Sector Interface (TSI) Model and the vision for the TSI network going forward is “Resilient and empowered communities creating a stronger, fairer and more equitable Scotland with a thriving third sector at its heart”.

Our role going forward is to:-

- Be a central source of knowledge about Third Sector locally
- Ensure a strong voice at strategic level within local planning structures
- Build capacity for positive change
- Connect the sector to better respond to local priorities

Gateway’s vision is “To work collaboratively with our Third Sector partners in West Lothian building vibrant, strong and resilient communities”.

Our current staff team comprises three full time posts together with a number of part time positions giving a FTE of seven led by an Interim Chief Executive Officer. Our current core funding comes from Scottish Government and West Lothian Council.

We are now seeking to recruit a leader with significant skills to drive the organisation forward to ensure that it meets its objectives and achieves its aspiration to be a leader in the field of strategic third sector involvement in community planning and the work of the Integrated Joint Board.

We require a highly experienced, visionary and motivated professional, who can demonstrate excellent leadership, communication, networking and partnership working skills. The successful candidate will be able to help shape policy within the Community Planning Partnership and work with the Board to ensure the development and delivery of support to third sector organisations and volunteers in West Lothian.

It is essential that you can motivate and inspire others to succeed both within the organisation and with our stakeholders. This is a challenging and very rewarding opportunity for an individual, who can demonstrate initiative, enthusiasm and leadership, to join Gateway at a critical stage in its development.

How to Apply

When completing the Application Form please ensure that you pay close attention to the key skills, knowledge, experience and values outlined in the Job Description, and the criteria identified in the Person Specification, ensuring that you evidence these factors. CVs will not be given consideration.

In your supporting statement you should highlight any particular additional strengths that you believe you would bring to the post of Chief Executive.

Please send your completed and signed application (**marked as private and confidential**) to:

The Company Secretary
Voluntary Sector Gateway West Lothian
Suite 1, Bathgate Business Centre
6 Whitburn Road
Bathgate
EH48 1HH

Or by email to: directors@vsgwl.org

The closing date for applications is **12.00 noon, Friday 15 February 2019** with interviews planned for **Thursday 28th February 2019**. You may also be invited to attend a second interview on **Monday 4th March 2019**.

I look forward to receiving your application.

Yours sincerely

Daniel Evans
Chair

Voluntary Sector Gateway West Lothian

Chief Executive Officer

JOB DESCRIPTION

POSITION:	Chief Executive Officer
SALARY:	40k per annum pro rata (plus contribution to defined contribution pension scheme)
RESPONSIBLE TO:	Board of Directors through the Chair
DURATION:	This is a permanent post and is subject to an initial 6 months probationary period
HOURS:	28hrs per week over 4 days
LOCATION:	Bathgate with work throughout West Lothian

MAIN OBJECTIVES

The Chief Executive Officer will manage the day-to-day operations of the organisation and provide direction and leadership in the development and implementation of the organisation's vision, mission, strategic aims and annual objectives as agreed by the Board of Directors. Through liaison with appropriate Board members, the CEO will ensure that effective governance, monitoring and reporting systems are in place and will have lead responsibility for ensuring that the organisation has an effective external communications strategy.

PRINCIPAL RESPONSIBILITIES

Developing the Organisation

- Providing leadership, direction and motivation for all staff
- Developing staff capacity and capability
- Building and maintaining a high performance culture, ensured through effective management
- Developing and maintaining effective working relationships with the Board of Directors
- Leading the development and implementation of wide reaching business plans
- Ensuring that the day-to-day operations of the organisation are effectively and efficiently managed and conducted within the framework, resources and timescales agreed by the Board

- Implementing stringent project management processes to ensure the timely and cost effective development of services
- Ensuring that effective, legally compliant human resource management systems are in place.
- Facilitating the recruitment of appropriately skilled staff to positions and recommending appropriate remuneration levels to the Board
- Ensuring that Gateway continues to build capacity to generate income in addition to core funding

Developing Relationships

- Ensuring effective participation in West Lothian Community Planning Partnership and Integrated Joint Board
- Developing and maintaining effective strategic relationships with key stakeholders including the third sector, elected members and senior officials of West Lothian Council and Scottish Government, national infrastructure organisations and existing and potential funders
- Supporting the development of a thriving social enterprise community in West Lothian
- Ensuring the development of effective and innovative advocacy strategies in order to promote the interests of the sector in West Lothian
- Acting as the “public face” of the organisation ensuring that a positive media profile is maintained and promoting strong links with all stakeholders
- Influencing and persuading others to accept transformational ideas and approaches

Strategic Development, Planning and Reporting

- Researching and mapping issues impacting on the sector
- Using the results of the research, demonstrating an innovative and forward thinking approach to the formulation of strategic objectives and for consideration and decision by the Board
- Ensuring that strong strategic and operational planning processes are in place to produce effective plans for approval by the Board and that these are translated into comprehensive performance measures so that staff clearly understand their part in delivering results
- Liaising with the Treasurer, taking responsibility for the day-to-day financial management of the organisation, including preparing budgets for agreement by the Board, ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed
- Ensuring that all financial and non-financial reporting requirements are met on a timely and regular basis
- Continuing to develop, implement and monitor an effective annual evaluation of service standards within an EFQM framework
- Supporting the Board of Directors to ensure that the organisation is legally compliant and operating to best practice

This job description does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from the post-holder.

Voluntary Sector Gateway West Lothian reserves the right to vary or amend the duties and responsibilities of the post-holder at any time according to the business needs of the organisation.

KEY SKILLS, KNOWLEDGE, EXPERIENCE AND VALUES

In your Application, at Interview and during your Probationary period you should be able to demonstrate and evidence:-

Leadership

- Passion and enthusiasm for the organisation's vision, and experience of motivating, leading and empowering others to achieve organisational goals and high levels of performance
- Your experience of driving a culture where people are developed to realise their true potential
- A commitment to a leadership style that ensures respect and credibility of others
- Use of innovative approaches to exploring new business opportunities

Governance Practice

- Previous experience of working with a Board of Directors, providing professional, accurate, and strategic advice
- Experience of assessing and successfully managing risk
- An ability to implement and deliver on the Board of Directors' decisions and policies
- An understanding of the respective roles and responsibilities of the Board of Directors and the Chief Executive Officer
- An ability to give, and be open to, constructive challenge
- An understanding of, and commitment to, operating as an equal opportunities employer
- Familiarity with charity law, company law and governance issues

Personal Management Style

- A commitment to organisational excellence – displaying honesty, integrity, and a strong sense of ethics in all decision and actions
- Resilience - remaining calm and focused under conditions of stress
- An ability to organise time to the best advantage of the organisation
- Managing competing demands to maintain a healthy balance between work and personal life

Understanding of the Third Sector and the environment within which it operates

- A wide knowledge and understanding of the scale, scope and nature of the Third sector
- An in-depth knowledge of the policies and workings of local and national government as they impact on the sector in West Lothian
- Political astuteness and the ability to read and react appropriately to situations and exhibit sound judgment

Communication Skills

- Experience of assimilating complex policy issues and, using appropriate communication strategies, inform and influence wide and diverse audiences
- An ability to actively listen, seek information, and ask questions to ensure the understanding of the perspective and concerns of others
- High levels of competency in working with Microsoft Office and other ICT technologies including the internet, social media and database systems

Strategic Development Skills

- The analysis of complex issues, drawing valid conclusions and planning accordingly
- Formulation of strategies and policies, and creation of new approaches
- An ability to translate strategies into operational activities with clear and measurable outcomes

Person Specification

Essential skills, knowledge and experience required for the post:

CRITERIA	ESSENTIAL/ DESIRABLE	Assessed Via
<p>Qualifications</p> <p>Degree, or significant relevant experience may compensate</p> <p>Business management qualification</p>	<p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application</p>
<p>Proven Experience</p> <p>Significant senior experience in a charity, or commercial organization.</p> <p>Strong leadership style with experience in successfully managing and developing people and communicating organisational change</p> <p>Robust knowledge of charity governance, policies and statutory reporting requirements</p> <p>Significant experience and track record in developing and successfully delivering business plans and strategies</p> <p>Experience of working closely with Boards of Trustees, advising and guiding robust decision making and delivering on decisions and policies</p> <p>Experience of financial management and reporting including forecasting, budget setting and monitoring income and expenditure</p> <p>Experience of risk strategy and management</p> <p>Experience of representing an organisation at a senior level with key stakeholders including key funders</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Application/Interview</p>

<p>Knowledge, skills & abilities</p> <p>Knowledge and experience of the scale, scope and nature of the Third Sector</p> <p>Excellent skills in preparation and control of non-financial reports</p> <p>Excellent organisational skills and ability to prioritise multiple tasks, working independently</p> <p>Ability to formulate strategies and policies, and create new approaches in what may be challenging situations</p> <p>Project development and management</p> <p>High levels of competency in working with Microsoft Office and other ICT technologies including the internet, social media and database systems</p>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p> <p>Interview</p> <p>Application/Interview</p>
<p>Other attributes</p> <p>Excellent communication, interpersonal, support and influencing skills</p> <p>Strong team player</p> <p>Able to work under own initiative</p> <p>Confidential, tactful and diplomatic</p> <p>Committed to working within the organisation's agreed value framework</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

SUMMARY OF MAIN CONDITIONS OF EMPLOYMENT

Job Title:	Chief Executive Officer
Location:	Voluntary Sector Gateway West Lothian Suite 1, Bathgate Business Centre 6 Whitburn Road, Bathgate EH48 1HH
Salary:	£32,000 per annum, payable on the 25 th of each month, (or on the nearest preceding working day if the 25 th falls on a weekend or bank holiday) in arrears by credit transfer into your nominated bank or building society account.
Pension:	You will be automatically enrolled in the pension scheme we provide. You may opt out if you wish but if you do, we will enrol you again within three years (section 5 of the Pensions Act 2008). The contribution currently payable by the Employer is 5% of salary. (This is subject to review by 1 st April 2019)
Hours of Work:	28 hours per week to be worked over 4 days (likely to be Monday—Thursday) Evening or weekend work may occasionally be required for which time off in lieu will be awarded, in agreement with your line manager.
Annual Leave:	<p>The annual leave year runs from 1 April to 31 March. Your full annual leave entitlement will be 31 days inclusive of 7 public holidays. The office closes for two weeks over Christmas/New Year. 4 Public holidays (Christmas Day, Boxing Day, New Year’s Day and 2nd January) are retained for this closure with the balance coming from your annual leave entitlement.</p> <p>Where a full year has not been worked a proportionate allocation will be granted.</p>
Travel:	Some travel within West Lothian and beyond is required. If you use your own vehicle for business travel, you will be required to hold a full driving licence and insurance covering use of the vehicle for business purposes. A mileage rate, agreed by the Board, will apply for such approved travel.
Termination Notice:	<p>Your employment is subject to a probationary period of 6 months during which your contract may be terminated by one week’s notice in writing by either side.</p> <p>Following the probationary period if you wish to terminate your employment you must provide one month’s notice in writing to your line manager.</p> <p>If Gateway needs to terminate your contract, you will be given one month’s notice in writing if you have less than 5 years continuous service. Thereafter you will be given an additional one weeks’ notice for every complete year of service up to a maximum of 12 weeks.</p> <p>You may not be required to work all or part of your notice and in such cases payment in lieu of any unworked notice will be made.</p>

Further details of Terms and Conditions, Grievance and Disciplinary Procedures, Sickness Benefit and Staff Policies can be requested on offer of appointment and a full Staff Handbook will be made available to the successful candidate.